

LIBRARY ADVISORY BOARD  
REGULAR MEETING MINUTES  
FEBRUARY 2, 2010

Session 10-02 a Regular Meeting of the Library Advisory Board was called to order on February 2, 2010 at 6:08 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FAULKNER, WAGNER, LARSON, SEAMAN  
STUDENT REPRESENTATIVE: HEATHER SCHADE

ABSENT: BOARDMEMBERS HAWFIELD (EXCUSED)

STAFF: LIBRARY DIRECTOR HILL  
DEPUTY CITY CLERK KRAUSE

Due to a learning curve with the new sound system much of the meeting was not audible for the clerk to transcribe for these minutes.

**APPROVAL OF THE AGENDA**

Library Director Hill requested the agenda to be amended moving Pending Business Item A, Capital Projects after Approval of the Agenda.

Agenda  
Approval

There was no discussion.

The amended agenda was approved by consensus of the Board.

**PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

Public  
Comment

None.

**RECONSIDERATION**

Reconsideratic

There were no items for reconsideration.

**APPROVAL OF THE MINUTES**

Approval of  
Minutes

A. Regular Meeting Minutes from November 3, 2009.

WAGNER/LARSON – MOVED TO APPROVE THE MINUTES.

There was no discussion.

The minutes were approved by consensus of the Board.

**VISITORS AND COMMUNICATIONS**

Visitors  
& Communicatic

A. Student Representative Report

Student Rep  
Report

Heather Schade reported that having a movie night at the library, a Valentines Day party with music and snacks would be good was highly favored among her peers.

She clarified that movie night included both titles for rent and showing a movie. Boardmember Larson elaborated on this idea where the movie could be chosen to correspond with a theme, one night a month. Suggestions of theme such as valentines day, foreign films, etc. The availability of current movies is reflected in the budget for movies. Unless they get donations or have other sources for more current movies. The Library does pay for a permit to view and distribute movies and some movies are not on the

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list because the promoters want the revenue. She stated that the Library does own some great classics and has a subscription to a foreign film club. Discussion evolved on a cartoon series and that may be an alternative to a movie. There was concern expressed that prior attempts at movie programs never did well. Ms. Schade stated she could poll her peers to determine the best time and day for a movie program and report back at the next meeting.

B. Friends Report

Boardmember Larson reported that she enjoyed herself very much. She attended the meeting on January 13, 2010. The Friends are in the planning stages for a retreat sometime in June or July and would like as many Boardmembers as possible to attend. They are also looking for recommendation for the Lifetime Learning award recipient and a recommendation from the Board was encouraged. They did discuss WiFi issues, mainly concerning slow access/download speeds. A brief discussion was held on what to do with the money that they currently have in savings.

The Boardmembers discussed the best time to hold a retreat to enable the most boardmembers and staff would be a rainy Sunday in June.

There was no further discussion.

C. Next Friends Meeting

Chair Faulkner requested volunteers for the February 10, 2010 meeting. The Boardmembers present checked their schedules and it was determined to nominate Vice Chair Hawfield to attend since it was on a Wednesday. Chair Faulkner will send him notification by email.

There was no further discussion.

**LIBRARY DIRECTOR'S REPORT**

A. Director's Report for February 2010

Library Director Hill asked for any questions or comments. She reported that the Pajama Party was a big success. There were 27 participants. Library Staffer Joleen made homemade play-doh. Snacks were also provided. Boardmember Wagner noted that a knitting group in Seward was named the Knit-Wits and Hookers.

There was no further discussion.

B. Monthly Statistics – January 2010

Library Director Hill distributed the statistics for January. She commented that the first report of the year always looked strange to her. She commented on the differences between January 2009 and January of this year. She noted that the volunteer hours are not complete. Staff is in the process of weeding out old titles. She has noticed that materials placed on the top shelf are not used as much by patrons. There has been a difference in the deposits patrons have requested payment terms and working off any fines. She noted one patron has been providing free of charge, a coupon basket. She is originally from the East Coast and this was a common practice there. The basket is next to the reservation computer. The patron updates the basket on a regular basis.

In response to the Board Library Director Hill stated there is one staff member assigned to work with patrons in regards to payments on their accounts. She noted that there are some that are consistently in arrears on their accounts.

There was no further discussion.

Student Rep.  
Report cont.

Friends  
Report

Directors  
REPORT

Statistics

## COMMITTEE REPORTS

### A. Art Selection Committee Report

Art Selection  
 Committee  
 Report

There was no report for Boardmember Faulkner. Library Director Hill commented that she received an inquiry from a local author who wanted to offer materials to exhibit to coincide with the archeology conference coming to Homer. She asked whether the Boardmembers wanted to consider changing the exhibit to include writings such as manuscripts, prose, poetry, etc. Chair Faulkner said that is a consideration. Library Director Hill stated it could be discussed at another meeting.

There was no further discussion.

### B. Landscape Committee Report – Flo Larson

Landscape  
 Committee  
 Report

Boardmember Larson reported that the Committee met with Ms. Adams and discussed the center planter. She displayed her map with the plant recommendations and design. She was very excited regarding the end results. A suggestion from Ms. Adams giving the day or dates a name such as Halt the Invasive, Love Your Library Landscape, and Library Landscape Liberation. Boardmember Wagner suggested Dandelion Days. She also suggested setting the dates to coincide with the Clean-up Homer day. Concern was expressed regarding competition for those volunteers time. Boardmember Larson will make up posters with the slogan and this can follow through on print and radio advertisements. It was discussed that Library Director Hill will ask if Carey at the Friends can assist with the creation of the posters for them. The date for the clean-up was May 1, 2010. Library Director Hill would like to coordinate this with the City personnel on their role and she would like to establish some guidelines on what the Library Advisory Board wants the City staff to perform. Boardmember Larson commented that she is taking this project in baby bites because it is so large and overwhelming. Library Director Hill will contact Ms. Adams and then meet with Parks Maintenance Coordinator Otteson. Boardmember Wagner was not sure that the City Staff expected to perform any maintenance on the gardens. Discussions with Ms. Adams indicate that is what her crew will be paid for this summer by the Friends. She noted that City Staff may take care of the mowing though. There was a question regarding expectation of volunteers performing maintenance on a few of the established gardens. It was noted that coordination with City personnel was crucial.

There was no further discussion.

## PUBLIC HEARING

None.

Public  
 hearing

## PENDING BUSINESS

### A. Capital Projects

Capital  
 Projects

Carey Meyers, Director of Public Works (PWD) addressed the Board and responded to questions and concerns expressed by the boardmembers regarding the energy efficiency of the library building.

Specific points made by both parties were as follows:

- Meeting held at the end of January with Mechanical Engineer from Anchorage including Mr. Bill Smith.
  - o Light Control in back parking lot
  - o Interior light control timers
  - o Storage area lighting
- Recommendations submitted by Mr. Smith will be reviewed. Some alternatives have been offered.
- Changes that can be performed by Public Works staff.

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ending  
business

- Turning heat on sooner on Mondays. Building is extremely cold on Mondays than on the remaining days.
- Homer Police Department has requested lighting in Parking lot to remain on to use as a deterrent to vandalism. Public Works will confer with Homer Police before any adjustments are made.
- Adjustments to heated sidewalk may offer some energy savings.
- Baffling for hallway at entrance may be accomplished by Public Works personnel
- Issues the Boardmembers would like to address include but are not confined to:  
extending the smoke stack, insulating the north windows using roll down/up shutters, blinds or curtains, cinder block insulation, and mechanical windows.

capital  
projects

Further discussion ensued on various examples of energy efficiency efforts in buildings all over the world; the need to expend additional monies on studies, prolonging the repair and/or correction of deficits; Public Works Director Meyer will have a status report for the March meeting.

Additional dialogue on what can be performed in-house and as an operating expense ensued. Public Works Director Meyer would like to submit to City Council to approve, a budget for the items that can be completed by local contractors. They could go back for additional funding on the capital project items.

Boardmember Wagner questioned Director Meyer about the Block Grant Funds awarded to the City in the amount of approximately \$200,000. Mitch Hrachiar will take over the energy efficiency duties that were started by Deerstone. Mr. Meyer noted some bills regarding energy efficiency that were currently on the floor in the Legislature. He responded that City Hall and the Airport were the strongest competitors in regards to energy usage. He could not picture expending those funds for the library.

It was noted that a distributor for roll down shades was located in Kenai.

Boardmember Wagner pointed out in response to Mr. Meyer that the philosophy regarding the settings fits the summertime and they are not dealing with the summertime. It is not when the energy is used. She is not aware if it is a block with the contractor but the employees are aware of this, Mr. Smith pointed it out, and now a third party looking at it and the people in Anchorage and the program still has not been changed. This has been discussed for 2 years. She would appreciate it if the emotional or political blockade can be overcome and fix the problem. She further posed the questions if is because they are located in Anchorage, not giving appropriate time and awareness, or not able to have this particular building work efficiently. Mr. Meyer acknowledged the frustration and also cited staff shortage and training. Library Director Hill commented that the report from the third party engineer is expected this week. Discussion on whether the contract is still in effect with the Anchorage firm ensued.

Chair Faulkner thanked Mr. Meyer for coming and updating the Board on the status of energy efficiency for the Library. She further confirmed that the board will "rack & stack" the priorities.

The Boardmembers then proceeded to entertain a discussion regarding prioritizing the capital improvement projects on their list. It was noted that depending on what the third party engineers report stated it would assist in outlining the capital project priorities. It was agreed by consensus that Library Director Hill would email the report to the boardmembers, then prioritization will be done at the March meeting and a Memorandum submitted the next day to the City Manager. This would still make it timely for his report to City Council.

Boardmember Larson offered a recommendation to consider performing a heat loss test on the building with an infrared camera. This would identify the heat loss zones.

There was no further discussion.

B. Library – Comments, Responses, Issues, and Challenges

There was no discussion.

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C. New Boardmembers

New Member

There was a brief discussion on the existing need of new members. Chair Faulkner commented she thought that she had one person but it fell through. It was noted that they could have one more member from outside city limits so they could expand the campaign area. It was noted that not having a full board compromised having a quorum each month. Chair Faulkner strongly urged the Boardmembers to keep searching.

There was no further discussion.

**NEW BUSINESS**

A. Review and Update Library Policies and Procedures

New Business

Library Director Hill stated she last performed a major review and update of the Policies and Procedure manual back in 2002. She did another update in 2006. She expressed the opinion that it would not be possible to review and update the entire manual on a yearly basis. She believed that it could be done by sections.

Review &  
Update  
Policies

She made the following comments:

1. The mission statement was still relevant.
2. The goals and Objectives needed updating.
3. Collection and Development needed updating.
4. Library User Policy is adequate but did not address possession of weapons by patrons. The Board held a brief talk on this issue.
5. The section on Un-attended children is adequate.
6. Circulation Policy is adequate.
7. Library Cards Registrations requires some updating to the section on Permanent Cards. There was a brief discussion on what to do with issuing cards to persons with no permanent address or Post Office Box.
8. Program Development requires updating.
9. Fees and Fines are adequate at this time. The City does not want to increase any fees.
10. Display and Exhibit Policies are adequate and the most recently updated.
11. Complaint Policy is adequate.
12. Public Use Policy is in the process of being updated. Reasonable measures are being used and consideration on how staff can actually enforce a policy.
13. Space Use Policy is adequate.

She noted that the most recent appendices are being used. That the staff is working together on a Customer Service Vision Statement. Library Director Hill further stated that due to a heavy workload she is not progressing quickly on these updates.

Boardmember Wagner recommended that she bring the updates before the board as she completes them. They are to be reviewed yearly so they do not get "Stale" and that is being accomplished. Additional recommendations and suggestions were offered from the boardmembers regarding completion of the updates.

The Board agreed by consensus to add this as an agenda item and then it could be addressed monthly as needed. Library Director Hill took this time to inform the Board that she would be on vacation for 1.5 weeks in February.

There was no further discussion.

**INFORMATIONAL MATERIALS**

None.

Information  
Materials

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**COMMENTS FROM THE PUBLIC**

None.

**COMMENTS OF THE CITY STAFF**

Library Director Hill thanked everyone for coming.

Deputy City Clerk Krause thanked the Boardmembers for being the first group to use the new system and being the "guinea pigs".

**COMMENTS FROM THE BOARD**

Boardmember Larson thanked the other members of the Landscaping Committee. She feels they have a good group. Remainder of comment inaudible.

Boardmember Wagner stated the Landscaping Committee was lucky as they had a goddess on board with Ms. Brenda Adams. There were a few inaudible comments.

Student Member Schade had no comments.

**COMMENTS OF THE CHAIR**

Chair Faulkner commented that they are making a difference even if very slowly. Thanked everyone.

**ADJOURNMENT**

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 8:15 p.m. The next Regular Meeting is scheduled for March 2, 2010 at 6:00 pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause  
Renee Krause, Deputy City Clerk I

Approved: April 6, 2010