

Session 11-09 a Regular Meeting of the Library Advisory Board was called to order on December 6 2011 at 5:10 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FAULKNER, SEAMAN, COGGER, SCHROEDER, MUNN AND FLETCHER

STAFF: LIBRARY DIRECTOR ANN DIXON  
DEPUTY CITY CLERK RENEE KRAUSE

### **APPROVAL OF THE AGENDA**

Chair Faulkner requested a motion to approve the agenda.

SEAMAN/MUNN – SO MOVED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

There were no public comments.

### **RECONSIDERATION**

There were no items for reconsideration.

### **APPROVAL OF THE MINUTES** *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the Regular Meeting on November 1, 2011

Chair Faulkner requested a motion to approve the minutes.

Ms. Dixon requested clarifications to the minutes as follows:

- First line second sentence should read, "Friends" not "They"
- Under Landscape Committee report, second paragraph, line 5-6, comment regarding the City Manager committing to three years of trimming shrubbery was said in jest.
- Pending Business, Item B, Second paragraph, Line 3, Ms. Dixon offered clarification that there is a set formula for fines and fees, but the Library Director can use discretion to forgive or override a fine.
- Pending Business, Item B, fourth paragraph, Line 6, Ms. Dixon did not think she stated that she would like to have the same policy but she would think it would be worth looking at because it would save staff time.
- Sixth Paragraph, Line 3-4, add "in the service area" after "get mail" for clarification.

Ms. Krause noted that the clarifications can be added to the minutes. But the statements cannot be stricken since that is what was said. It was questioned where to note her clarifications for the record.

UPDATE: In checking with procedure clarifications can be noted under the Approval of the Minutes however the original record will not be changed. These will be added as footnotes.

FLETCHER/COGGER - MOVED TO APPROVE THE MINUTES AS AMENDED.

There was one correction noted by Ms. Seaman.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## **VISITORS**

There were no visitors scheduled.

## **STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**

### **A. Friends Report**

Ms. Cogger reported that they did speak about the Canary Reed Grass. She reported that they will be addressing that in the spring. Ms. Dixon added that the Friends have a new coordinator, Erin Holliwell (sp). The next meeting is after the last Council meeting next week.

There was no further discussion.

### **B. Next Friends Meeting – December 14, 2011 at 6:00 P.M. Library Conference Room**

There were no discussions.

### **C. Director's Report – November 2011**

Ms. Dixon summarized her report for the Board. She gave a detailed progress report on installation and setup of the video conferencing equipment and that they are still waiting on one piece of equipment. She noted that the e-Readers for check out are Kindles and will be distributed blank and when returned they will be wiped clean again.

There was no further discussion.

### **D. Monthly Statistics – November 2011**

Library Director Dixon distributed the statistics.

There was a brief discussion on the downward trend in the numbers, and the number of books staff has processed last month. It was noted that the Lap sit and Story Hour numbers have increased and if additional staff was available they would be able to offer another session.

There was no further discussion.

### **E. Landscape Committee Report – Monica Cogger/Tamara Fletcher**

Ms. Cogger reported that a meeting has been scheduled and posted for December 15, 2011 at Noon – 1:00 p.m. On the agenda is an overview of the invasive species, the community garden and the grant, and brainstorming the next War on Weeds. They requested a copy of the map from Staff.

Ms. Krause informed Ms. Dixon that she could contact Public Works personnel who had a large format scanner/copier printer. Mary Lou Burton has offered to guide them on the Landscaping from the Friends point of view.

There was no further discussion.

### **PUBLIC HEARING**

There were no items for public hearing.

### **PENDING BUSINESS**

#### A. Policies and Procedures – Fines, Fees and Copies – Revenue and Expenses

Ms. Dixon provided a verbal report on the amount of fines collected for the months of September, October and November 2011. The amounts were noted to be consistent and high at \$0.15/day per book. There was a discussion regarding the short check out time for materials.

A brief discussion ensued on check out policies; daily late fees; and the overhead costs related to collecting the fines owed. Ms. Dixon reported that the late fees max out at \$6.00 and then the material goes into last status which incurs another fee. Accounts are sent to collection at \$50.00.

Ms. Dixon reported that they are not ready to submit the Fines and Fees. She did review and finish the following policies and distributed copies of same to the Board.

- Library Card Registration Policy
- Complaint Policy
- Library User Conduct Policy
- Gift Acceptance Policy
- Unattended Children Policy

The internet Policy was updated but it was not distributed and will be submitted at the January meeting.

Boardmember Schroeder noted that he had emailed the Clerk an addendum for the Wi-Fi/internet policy.

There was a brief discussion on the policies; Ms. Dixon will have ready for the next meeting the following policies – Internet Policy, Display.

Collection Development – this will take a while to complete  
Fines and Fees – Consult with Staff  
Privacy and Confidentiality – with the City Manager  
Circulation – will take staff awhile  
Interlibrary Loan – should not be too hard  
Copyright, Social Media – Nothing written up yet, new policies  
Graphic Novel – Should be able to incorporate into Collection Development

SEAMAN/SCHROEDER - MOVED TO FORWARD THE FOLLOWING POLICIES LIBRARY CARD REGISTRATION POLICY, COMPLAINT POLICY, LIBRARY USER CONDUCT POLICY, GIFT ACCEPTANCE POLICY AND UNATTENDED CHILDREN POLICY TO CITY COUNCIL FOR APPROVAL.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Faulkner requested staff to direct the memorandum to Council for the January meeting and Boardmember Schroeder requested the policies for review in January be emailed to the members as soon as they were completed. Ms. Dixon requested current email addresses from the Boardmembers.

Chair Faulkner recessed the meeting at 6:07 p.m. The meeting was reconvened at 6:13 p.m.

C. Budget 2012 – Amendments Proposed to the Preliminary Budget

Discussion opened on a previous decision years ago to stop line item funding in the city budget and certain board members expressed shock that Council members were requesting line item appropriations; The discussion then focused on proposed amendments to the book budget; the Library Budget compared to other municipalities in comparison to population numbers; cost increase to purchase new books since 2009 is 26%; previous cuts to the budget over the last few years.

Chair Faulkner read a draft of her comments for the upcoming council meeting.

It was noted that comments can be emailed the Clerk by the 11:00 a.m. deadline and will be included in the packet.

There was a lengthy discussion on city funding and revenue sources; the penchant to cut the book budget each year; what types of books are being purchased, the number of books, genres, etc.; and other high profile requests for funding for money from the city. Final points made were that the Library is a city owned service and should receive the full funding required and the Library not only services the city residents but outside the city limits as well.

There was no further discussion.

**NEW BUSINESS**

A. Memorandum dated November 2, 2011 Re: Approval of the 2012 Meeting Schedule

Chair Faulkner requested a motion to approve the 2012 meeting schedule.

SEAMAN/MUNN - MOVED TO APPROVE THE 2012 MEETING SCHEDULE AS PRESENTED.

There was a brief discussion regarding each member's ability to attend these scheduled meetings.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

There was no further discussion.

**INFORMATIONAL MATERIALS**

There were no informational materials.

**COMMENTS OF THE AUDIENCE**

There were no audience comments.

**COMMENTS OF THE CITY STAFF**

Ms. Krause requested packet items the week of December 19<sup>th</sup> if possible. She requested the Landscape Committee synopsis and the Library Director's report can be emailed to Melissa.

Ms. Dixon reminded the Board that they could contact her anytime if they had questions or needed information just email her.

**COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*

There was no councilmember present.

**COMMENTS OF THE CHAIR**

Chair Faulkner had no additional comments. She hoped to see some of the members on Monday at 6:00 p.m.

**COMMENTS FROM THE BOARD**

Boardmembers Schroeder, Cogger, Munn and Seaman had no comments.

Boardmember Fletcher just reminded everyone to submit their comments to council for the packet.

**ADJOURNMENT**

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:53 p.m. The next Regular Meeting is scheduled for January 3, 2012 at 5:00 pm at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

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Renee Krause, CMC, Deputy City Clerk I

Approved: \_\_\_\_\_