

LIBRARY ADVISORY BOARD  
REGULAR MEETING  
JANUARY 3, 2012

Session 12-01 a Regular Meeting of the Library Advisory Board was called to order on January 3, 2012 at 5:08 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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

ABSENT: BOARDMEMBER MUNN (EXCUSED)

STAFF: LIBRARY DIRECTOR ANN DIXON  
DEPUTY CITY CLERK RENEE KRAUSE

**APPROVAL OF THE AGENDA**

Chair Faulkner requested a motion to approve the agenda.

FLETCHER/SEAMAN – MOVED TO APPROVE THE AGENDA AS PRESENTED.

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 December 6, 2011

Chair Faulkner requested a motion to approve the minutes.

SEAMAN/SCHROEDER - MOVED TO APPROVE THE MINUTES AS WRITTEN.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**VISITORS**

There were no visitors scheduled.

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

A. Friends Report

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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 Hollowell.

There was no further discussion.

B. Next Friends Meeting – January 11, 2012 at 6:00 P.M. Library Conference Room

There were no discussions.

C. Director's Report – January 2012

Ms. Dixon summarized her staff report for the Board members. She answered a few questions posed by the members of the board. Ms. Dixon provided a status update on the video conferencing equipment installation.

There was no further discussion.

D. Monthly Statistics – December 2011

Library Director Dixon distributed the statistics.

Review of the statistics by the Board was performed with a few comments on the numbers reported on the following line items:

Attendance, Internet Users, and items not addressed in the statistics such as assistance in locating materials or how to use specific equipment; outreach performed which consist of visits in the community; tracking of e-readers will be added to the form. Electronic books are included in circulation numbers.

There was no further discussion.

E. Landscape Committee Report – Monica Cogger/Tamara Fletcher

Ms. Cogger provided a brief review of the committee report for the December 15, 2011 meeting that was included in the packet. Additional meetings are scheduled for January 12<sup>th</sup> and 26<sup>th</sup> at noon in the Library Conference Room. Bring your Lunch.

Ms. Cogger reported that they will have Angie Otteson with the Parks Maintenance Department attending all the meetings. It was also noted that they will have the benefit of Kyra Wagner's expertise and knowledge regarding the original plans and intent for the landscaping.

Discussion ensued on what other services could be provided by Public Works personnel and what items the Friends will continue to fund in the years to come.

There was no further discussion.

**PUBLIC HEARING**

There were no items for public hearing.

**PENDING BUSINESS**

A. Policies and Procedures – Internet Policy and Display and Exhibit Policy

The Internet Policy was not completed as the IT Manager wanted to review the specifics and has not completed his review by meeting time. So these should be ready for the February meeting.

The Board discussed the Display and Exhibit Policy and approved the minor updates to the policy as recommended by Ms. Dixon.

It was agreed by consensus of the Board that it would be held until a few additional updates were completed and approved before submittal to City Council.

Chair Faulkner reviewed the chart of remaining policies to be updated. It was noted that there are a few new policies that should be added such as for the Video Conferencing. She requested a new updated chart of policies from Ms. Dixon.

There was no further discussion.

## **NEW BUSINESS**

### **A. New Ideas for the Board**

Chair Faulkner explained why she asked for this new item to be included on the agenda as a regular item so they can discuss any new item or recruitment tactics in the future since there will be two retirements in April. This can also be a spot to discuss new ideas or subjects to be addressed by the Board.

Chair Faulkner requested each of the Board members to consider some new ideas for recruitment options.

### **B. Reducing the Membership Requirement for the Board, Memorandum dated December 6, 2011 from Chair Faulkner**

The Clerk explained that this item was previously on the agenda last year so it can be considered as a second hearing before the Board.

There was a brief discussion and it was agreed by consensus to consider this a first review of the proposed changes and to postpone discussion and action until the February meeting.

A brief discussion followed on the appointment of a new member at the next council meeting. It was noted that once the Board passes a motion to reduce membership it goes to Council for formal approval.

There was no further discussion.

### **C. Amendments to Library Fines and Fees Policy**

Library Director Dixon explained she requested this item on the agenda and distributed a draft copy of the proposed changes to the fines and fees covering the e-readers and MP3 players. It was determined a different structure for fines and fees was required for this equipment. Ms. Dixon conferred with the City Manager and he recommended submitting an amendment to Council for approval to address the items concerned.

The Board discussed the recommended changes to the fees. It was noted that this was to be a temporary revision and a resolution reflecting the changes would be submitted at the next council meeting until a complete review of the fines and fees can be updated at a later date.

The Board reviewed the proposed changes and staff recommended including a fee of \$25.00 to be charged if an e-reader is returned in the book drop, which was not reflected in the proposed changes on the draft provided. This will be a separate line item under Replacement and Damage Charges.

Chair Faulkner confirmed that six updated policies will be presented for approval by city council. The Board approved by consensus the recommended changes to the fines and fees policy.

**INFORMATIONAL MATERIALS**

A. Memorandum to Mayor Hornaday and City Council dated December 7, 2011 RE: Revisions to the Homer Public Library Policies and Procedures

There was a brief discussion clarifying that the five policies reviewed and approved by the Board during the December regular meeting would be on the upcoming City Council agenda for formal approval.

Chair Faulkner explained to the Board what she planned to tell the Council regarding the policies review and update process.

**COMMENTS OF THE AUDIENCE**

There were no audience comments.

**COMMENTS OF THE CITY STAFF**

There were no comments from staff present.

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

There was no councilmember present.

**COMMENTS OF THE CHAIR**

Chair Faulkner had no additional comments.

**COMMENTS FROM THE BOARD**

There were no comments from the Boardmembers.

**ADJOURNMENT**

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:17 p.m. The next Regular Meeting is scheduled for February 7, 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: \_\_\_\_\_