

Session 13-04 a Special Meeting of the Library Advisory Board was called to order by Chair Groesbeck at 5:04 p.m. on July 16, 2013 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS GROESBECK, KLOUDA, GORDON, STROBEL

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

AGENDA APPROVAL

Chair Groesbeck requested a motion to approve the agenda.

GORDON/KLOUDA - MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There was no public present.

RECONSIDERATION

There was no reconsideration scheduled.

APPROVAL OF MINUTES

A. May 7, 2013 Regular Meeting Minutes

Chair Groesbeck requested a motion to approve the minutes.

KLOUDA/STROBEL – SO MOVED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled.

STAFF AND COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

A. Friends Report

Library Director Dixon provided a brief summary on the actions of the Friends at the last meeting. Most of the discussion was on the Summer Reading program which is going very well this summer; there will be a book launch for Homer Author Tom Kizzia on July 30, 2013; there will be a photographic exhibit from the Native Alaska Brotherhood and For Liberty and Justice Exhibit which is through the Alaska Quarterly Review, Associated with the University of Alaska; Raffle Tickets are being sold on August 10th for the quilt; and the website has been revamped.

B. Next Friends Meeting August 14, 2013 at 6 pm in the Library Conference Room

Ms. Dixon confirmed the meetings are held on the second Wednesdays of the month at 6:00 p.m. and they do serve food.

Chair Groesbeck commented on the Friends and the enormous support that they provide to the Library through everything they do; he stated that the Board should try to attend those meetings. Board member Strobel commented that he would make an effort to attend the Friends meetings each month.

C. Directors Report and Monthly Statistics

Library Director Dixon commented that she was able to work remotely; she was able to accomplish some ordering; the Facility Use Policy is finally going to Council on Monday. There were a few minor formatting issues and minor content addressed by the City Attorney. The City Clerk did not feel the changes needed to be reviewed and approved by the Board since they did not change the intent.

Ms. Dixon provided as a laydown the Strategic Plan that Council has requested each of the department heads to prepare and submit one for their department. She commented on how timely it was since they have it on the agenda. Ms. Dixon provided a brief outline on the goals or needs of the strategic plan. She responded to Chair Groesbeck that this was initiated by the Council.

Discussion ensued on the creation of a Strategic Plan for the Library and the Library Board. Chair Groesbeck would entertain a motion regarding adding the Priority of Collection Development to the Library Strategic Plan.

GORDON/KLOUDA – SO MOVED.

A brief discussion on the value and importance of Collection Development and last year increase to the budget ensued.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Groesbeck addressed the Board and Ms. Dixon regarding the Strategic Plan and recommended that she address various sources and outside groups that may have an opinion to add regarding the Library.

Ms. Dixon also informed the Board that Sue Gibson has announced her intent to retire in September of this year.

D. Budget and Statistic

Chair Groesbeck announced the item for the record and requested Mr. Gordon to proceed.

Mr. Gordon asked about the overhead projector or PowerPoint. Ms. Krause apologized stating she forgot about needing to set that up.

It was pointed out that they did have the content of that power point in a printed format.

Mr. Gordon commented on the content of the data that there was quite a bit of it and could be overwhelming. He would like to delete the Circulation Totals. He thanked Ms. Krause for her efforts at compilation.

He wanted to focus on the Collection Expenditures; in that same thought he wanted to omit the Palmer and Talkeetna information stating it was not representative of their area. This would keep the data in their region. He further noted that the collection referred to print, musical, graphic, puzzles and digital materials.

Mr. Gordon then pointed out the information for Homer and cited the progress it took for the period 1987 to 2013. It was noted that the budget was increased in the last couple of years and Mr. Gordon's rebuttal was that a few years of increased expenditures did not mitigate the decades of deficient. He requested the Clerk to focus on the numbers shown in 2000 for Soldotna was 551,459. So if that correction can be made. He did contact the Soldotna Library to verify the information and while receiving an answer it was not a definitive answer. He then commented on the percentage of change was tremendous.

Ms. Klouda inquired if the cause might be the results of the long focus on collecting for and getting the new Library built. Mr. Gordon responded that he has heard seven different reasons, each different, but the point is not why it happen but that it happened. It is as Ms. Dixon reported it is more than just ordering the materials but then the correct processing of all the materials.

Mr. Gordon then proceeded to report on inflationary expenses; pointing out the steep drop in 1999 which has resulted in inadequate support for collection development; if the deficit is not turned around they will continue to offer non-fiction materials two decades or more out of date. This prevents the Library from meeting the community needs.

Ms. Dixon commented that she likes the bar graph appearance over the lined as far as formatting issues. Chair Groesbeck commented that they should acknowledge the increase first, and must be very careful in their approach to council. He noted that Ms. Dixon's perception needed to be considered.

Mr. Strobel inquired about the staffing levels and if those are reported from the other cities as well. Ms. Dixon responded regarding the staffing portion of the report and how it is reported regarding full time employees, A Librarian and Part time staff.

Mr. Gordon stated that it is not all about keeping up with the Joneses but providing them with the materials that they want and deserve. He further commented on the need for additional staffing along with funding for the collection. He proposed providing the statistics since most of the public is not aware of the multiplicity of the Library.

Chair Groesbeck agreed with Mr. Gordon and agreed that the staffing must be adequate and trained. He opined that Ms. Dixon definitely needed to focus on those items.

GORDON/GROESBECK - MOVED THAT THE PRESENTATION HOWEVER AMENDED BE PRESENTED TO CITY COUNCIL.

Chair Groesbeck requested Mr. Gordon and anyone else to work with the Library Staff having this document reflect those needs and he directed that some of the information from the strategic plan be expressed in the presentation so it presents a unified front. He would like to see a draft at the August 6th meeting of the Board. There was a brief discussion on having a worksession. It was noted that if two or more Board members attending then it would have to be advertised but if Mr. Gordon met with Ms. Dixon then notice was not required.

VOTE. YES. NON-OBJECTION.UNANIMOUS CONSENT.

Motion carried.

E. Children's Art

Chair Groesbeck stated there was nothing to report. Chair Groesbeck confirmed that there is art presented by two preschools on display.

Ms. Dixon added that Claudia Haines, the Children's Librarian recommended getting the Library as a show place for the Kids Jubilee which is put on by the Homer Council on the Arts.

It was agreed by consensus of the Board that the Library should submit a letter requesting consideration as a display outlet.

F. Facilities Report

Mr. Groesbeck reported that the construction on the vestibule was complete. He noted the next project was the parking lot improvements. He noted his conversations with Mr. Riley always contains the parking lot; he stated that they are aware of it and Mr. Groesbeck is hoping that before snow flies this winter they address those improvements. He then explained the problems that occur and what needs to be done to facilitate the drainage in the affected areas.

There was no further discussion

PUBLIC HEARING

There was no public Hearing scheduled.

PENDING BUSINESS

There were no items under Pending Business to address.

NEW BUSINESS

A. Review of the Library Advisory Board Bylaws

Chair Groesbeck stated that he requested this on the agenda more as an informational item and to allow the members to review how the Board was formed and what the responsibilities of the Board were to the Library, Library Director and the City. He requested the members to review the document and if they had any questions to please bring them to the August meeting.

There was no further discussion.

B. Review and Discussion of Standing Committees

Chair Groesbeck requested a motion to postpone this item until the August meeting.

There was no discussion.

The Board agreed by consensus to postpone this item.

C. Parliamentary Procedures – Using Roberts Rules of Order

Chair Groesbeck requested this item on the agenda to provide the information for the new members and act as a refresher for others. It will also assist the Board in making the proper motions and conducting the business before the Board in an expedient manner. Chair Groesbeck noted that this will also help Ms. Krause. He requested the Board to review and study the information and if they have any questions to please bring them back to the August meeting.

D. Boardmember Recruitment

Chair Groesbeck urged the members to continue seeking out new members. Mr. Groesbeck reported having letters ready to submit to the papers but then his computer crashed so he will have to reconstruct them. He anticipated getting those done soon.

Chair Groesbeck then noted that in the interim the Board should consider proceeding with a reduction in the number of Board members in order to obtain a quorum. He suggested reducing to five then the requirement is three to hold a meeting. That will relieve some stress in not being able to conduct one due to lack of a quorum.

The Board members agreed by consensus to start the procedure.

This item will be on the August and September agendas then will go before City Council for approval.

E. Capital Improvement Plan

Chair Groesbeck introduce the item into the record and relinquished the floor to Ms. Krause allowing her to explain the process employed by the other commissions in disseminating the Capital Improvement Plan.

Chair Groesbeck called for a brief recess at 6:15 p.m. to review the projects and have each Board member make their top selections. He called the meeting back to order at 6:25 p.m.

After a brief discussion in which each member of the Board recited their top projects or recommendations the following selections were made:

1. Fire Engine 4 and Tanker 2 Refurbishment
2. Water Storage and Distribution Improvements
3. Homer Education and Recreation Center
4. Pratt Museum New Facility and Site Redesign

During the discussion Mr. Gordon stated he wanted to include in the recommendations the much needed improvements to the main parking lot of the Library. Chair Groesbeck agreed in as much as the liability that is represented each year that these improvements are not completed, but reminded Mr. Gordon that Ms. Dixon pointed out this was on the "To Do List" of Public Works and did not qualify as a CIP project. Chair Groesbeck explained for the newest members that each winter a major portion of the parking lot is affected by glaciation or icing especially in the Disabled Parking area. It was further noted that Public Works is aware of the situation but so far this project keeps getting moved lower on the priority list.

Chair Groesbeck stated he would entertain a motion to include in their recommendation to Council a request for the required improvements to the parking lot to be included in the Public Works budgeted projects for 2014.

GORDON/KLOUDA – SO MOVED.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Groesbeck requested a motion to submit the 2014 CIP recommendations to Council.

KLOUDA/STROBEL – SO MOVED.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

F. Creating a Strategic Plan for the Board

Chair Groesbeck requested the Board postpone this item until the August meeting so that he can draft a document for the Board members to consider and can apply to initiate their discussion. The Board was agreeable to postpone the item to the August meeting.

INFORMATIONAL ITEMS

- A. Memorandum to Mayor and Council re: 2013 Land Allocation Plan from Planning Technician Engebretsen

Chair Groesbeck noted the memorandum for the record. There was no discussion.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF CITY STAFF

Ms. Krause stated that the Board is great as usual. It was a good meeting.

Library Director Dixon did not have any comments this time.

COMMENTS OF THE COUNCILMEMBER

There was no Council member in attendance.

COMMENTS OF THE CHAIR

Chair Groesbeck thanked the members; he apologized for going longer than one hour and he will strive to do better. He believes they accomplished a lot today.

COMMENTS OF THE BOARD

Board member Strobel had no comments.

Board member Gordon commented on the value to having a Strategic Plan he believes it could affect their effectiveness, increase the public knowledge of what they do and increase the possibility of additional funding to mitigate the inefficiencies they have at the Library.

Board member Klouda thanked the Chair and the Clerk for including Roberts Rules in the packet it is an appropriate time to begin learning those and for providing the information on Boards and Commissions.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:48 p.m. The next regular meeting is scheduled for Tuesday, August 6, 2013 at 5:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, and Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____