

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF THE MINUTES** *(Minutes are approved during Regular Meetings only)*
 - A. Meeting Minutes for the Regular Meeting on October 7, 2014 **Page 3**
- 6. VISITORS** *(There were no visitors scheduled for this meeting)*
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – Wednesday, December 10, 2014 at 6:00 p.m. Library Conference Room
 - C. Director’s Report, Statistics & Facilities **Page 9**
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
- 10. NEW BUSINESS**
 - A. Welcome New Board members!
 - B. Board member Attendance at the 2015 Council Meetings **Page 13**
 - C. Strategic Plan – What Shall the Board Address in 2015 **Page 15**
 - D. Discussion on the Reason Behind Computers in the Children’s Library
- 11. INFORMATIONAL MATERIAL**
 - A. Strategic Plan 2014 **Page 15**
 - B. 2014 Board Member Attendance at Council Meetings **Page 17**
 - C. 2015 Regular Meeting Schedule **Page 19**
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 3, 2015** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 14-10 a Regular Meeting of the Library Advisory Board was called to order by Chair Phil Gordon at 5:02 p.m. on October 7, 2014 at the City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS GORDON, UTLEY, STROBEL, AND PORTER

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

AGENDA APPROVAL

Chair Gordon called for a motion to approve the agenda. He proposed to address items in the order of importance. Ms. Krause called for a point of order.

A brief discussion ensued regarding making a motion to amend the agenda to reorder the items as listed on the agenda in importance as agreed by the Board or to leave it as presented. It was noted that they did not have to discuss each item if the Board agreed when brought to the floor for discussion.

The agenda was approved as presented by a consensus of the Board members.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments on the agenda.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting on May 6, 2014

Chair Gordon requested a motion to approve the minutes of May 6, 2014.

STROBEL/PORTER – MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

Sue Mauger, Friends of the Public Library presented the proposed plan for the western lot next to the library. She explained the reason for starting the project at this time and also expressed the support of the City Administration, Council and Police Department. It was noted that for the most part this project was started due to the pressing safety concerns and the intent of the city to hire someone to clear out

and limb-up the trees. The city was initially planning to remove even small spruce trees under six inches in circumference which would mean a loss of nature for that area.

The Kachemak Heritage Land Trust is also moving forward on a trail planning process to re-envision their property on the other side of the Poopdeck Trail.

There is a few items that are needed:

- an assessment for the wetlands to identify drainage issues
- how this will affect neighbors and other stakeholders
- maintenance, lighting and signage costs
- who will manage or reserve the space amenities created

Some ideas already proposed were constructing a covered amphitheater for Children's Theater, picnic tables, benches, additional parking, restrooms, and a Story Walk infrastructure to name a few.

There was a brief expression of approval of the project by the Board members.

STAFF AND COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

A. Friends Report

Ms. Dixon provided a brief update on the recent Book Sale and the project.

B. Next Friends Meeting

The next meeting is scheduled for Wednesday, October 8, 2014. Ms. Uteley stated she will try to attend the meeting in the future. No members of the board were able to commit on such short notice.

C. Directors Report and Monthly Statistics –

Library Director Dixon provided a summary of the summer. She provided statistics to the Board members and staff. She commented that things have not slowed down. Ms. Dixon expressed how nice it was to have the temporary summer staff. She stated that the stress levels of regular staff members went down noticeably; they were able to focus on many projects that they had been unable to get to also.

Ms. Dixon responded to questions regarding the summer temporary staff position will be funded for next year however it has to make it through the rigorous budget process.

D. Facilities Report

Former Boardmember Larry Slone provided an email final report on the status of the ice build-up issue in the disabled parking place during winter. It boiled down to no permanent solution without budgeting for a larger project.

The Board members and staff discussed many possible options that could be looked into including relocating the parking spot to staff parking, moving it down a few spaces away from the drainage areas and relocating to across the parking lot.

There was a question whether people would want to walk further and staff giving up a parking spot. Ms. Dixon will check with staff and also will talk with Public Works regarding suggestion of filling the existing area with asphalt or materials so it doesn't fill in with water runoff or snow melt.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

There were no items for Pending Business.

NEW BUSINESS

A. Approval of the 2015 Meeting Schedule
Chair Gordon read the title into the record.

There was a brief clarification regarding the approval of this schedule is for 2015, but it was also approved and effective this year when they agreed to reduce the meetings. So next month they will not be meeting. Boardmember Utley and Gordon suggested they schedule a special meeting. Ms. Krause informed the Board that they cannot call for a special meeting since the only reason they did not meet was that they were unable to obtain a quorum since all members knew of the requirement of once per month meetings when they signed up. Also, it would have to go before Council to schedule a special meeting.

The Board declined the suggestion of scheduling a special meeting.

STROBEL/PORTER – MOVED TO APPROVE THE 2015 MEETING SCHEDULE AS PRESENTED.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Proposed Project for the Western Portion of the Library Property

The Board previously expressed support for this project and looked forward to hearing more information as it proceeds.

There were no further comments or actions taken by the Board.

C. Creating a Service Area for Recreation and Library Funding

Ms. Dixon explained that she has been approached by a member of the ReCreate Rec group including the Library in with the possible creation of a Service Area for Recreation funding.

Ms. Krause provided information on the process to establishing a service area with the borough. She also drew the Board's attention to page 21 of the packet, Kenai Peninsula Borough Code 16.04.050 regarding Establishment by ordinance – Contents. Between that section and others she recommended checking with the City Attorney to see if joining the formation of a service area would benefit the Library or not.

There were questions posed by Boardmembers that they may lose their position or control over the library, it seemed that the process now and funding while could always be better was "not broke why fix

it"; and it may be interesting to just wait and see what the outcome is on this issue since no immediate action was required.

The Board agreed by consensus to postpone action or recommendation on this item to a later date.

D. 2015 Budget Requests Submitted

Chair Gordon noted that they discussed this under the Directors Report. He asked if there was anything further that needed to be discussed.

Ms. Dixon stated that there was none.

E. Membership Drive and Recruitment

Boardmember Porter liked the idea of having a table at the Library and asked Ms. Dixon if staff would perform this effort.

Ms. Krause stepped in and stated that this item was put on the agenda and she suggested that the Boardmembers operate the table not staff. There has been month after month of statements of we need to get new members and a few people have asked others to become members but for several years now it has been getting worse so if this Board is to stay in existence then they really need to make an effort to recruit new members.

Boardmember Utley agreed and believed the Library was the best place; it was where she was recruited. All the Boardmembers agreed.

Boardmember Utley volunteered to create a sign and holder for the application forms that could be kept on the main front desk. She will work with staff to get that accomplished right away.

F. Social Media Policy

Ms. Dixon provided a brief report on the establishment of a city wide Social Media Policy. She had a first draft from the city attorney which appeared very extensive. A committee of staff including herself, Nick Poolos, and a few others will be editing it and when the final draft is available she will present it to the Board for review and comment.

It was noted that the rest of the city departments were going to get on Facebook and other social media sites as well. The Library currently is and has been on Facebook and Twitter for a while now.

G. City of Homer Comprehensive Plan Chapter 6 Public Services and Facilities Objective G. Public Library – Update Required

Ms. Dixon provided a copy of the memorandum that will be presented to council regarding the updates to the section on the Library. She inquired if there was anything else that the Board felt should be addressed in the update.

Chair Gordon requested including updating and increasing the collection on the Implementation Table.

There was no further discussion or comments.

INFORMATIONAL ITEMS

A. Strategic Plan

Chair Gordon stated that there were additional priorities agreed at the March regular meeting and according to his notes they were requesting as top priority the following:

1. A temporary summer Library aide,
2. Further increases in collection development funds and development of a comprehensive plan over the next five years.

Ms. Krause responded that she had made those updates and apologized for including the wrong Strategic Plan in the packet.

B. 2014 Board Member Attendance at Council Meeting

Ms. Utley volunteered for the November 24th and December 8th Council meetings.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF CITY STAFF

Staff had no comments.

COMMENTS OF THE COUNCILMEMBER

There was no Council member in attendance.

COMMENTS OF THE CHAIR

Chair Gordon had no comments.

COMMENTS OF THE BOARD

Ms. Utley and Ms. Porter had no comments.

Mr. Strobel requested for the next meeting agenda a discussion on why and reasons for computers in the Kids Library area. Ms. Dixon requested he stop by and talk to her and Claudia regarding this matter.

This item will still be on the December agenda since the remaining Boardmembers expressed interest in the results of the discussion.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:36 p.m. The next regular meeting is scheduled for Tuesday, December 2, 2014 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: _____

**Homer Public Library
Director's Report
November 4, 2014**

October was an unusually busy month on all fronts -- library use, staff activity, and programming.

October Special Events and Activities

Friends of Homer Library Semi-Annual Book & Plant sale.

Show Me the Money (Capitalize Your Start-Up) – part of the Friends' iFest/Biz-Idea series.

Cardboard Challenge – children's activity in collaboration with local schools.

Small-Scale Hydro in Alaska and Healthy Homes – OWL Videoconferences from the Cooperative Extension Service.

Feltboard Workshop – Led by Claudia Haines for 17 teachers, parents, and daycare providers. A collaboration with Homer's Early Childhood Coalition.

Colors of Homer – A fabulous teen evening of art, music, and poetry.

Halloween Movie for Families and Trick-or-treating at the Library.

Tech Help -- Has been moved to the first Friday and third Saturday of each month, noon to 2, with tech expert Rick Porter.

Meetings and Trainings

Claudia and I attended early literacy training in an initiative of the American Library Association, known as Every Child Ready to Read , in Anchorage at the beginning of the month.

It was excellent – and a lot of work because I wrote the grant to make it happen -- but well worth it, by the responses I've received from attendees.

I attended DirLead, an annual meeting of the directors of the twenty largest libraries in Alaska.

It's an excellent opportunity to discuss common issues, share solutions, communicate in person with State librarians, and receive training. I left one day early to attend the

City Council Saturday Work Session to update the Comprehensive Plan.

Holly Brennan attended two days of Incident Command System training (300 level) and I

attended one day of the 400 level-class, given at the Homer Fire Hall, as part of the City Emergency Response preparedness program.

I also attended a LAB meeting, a Friends meeting, and a department head meeting. Whew!

We held one staff meeting.

Several staff members attended Green Dot training.

I participated in a conference call about new e-rate regulations.

Issues of Interest

Budget: The Finance Director presented the City's budget to the City Council. My requests for security equipment and a small book budget increase were included. Equipment depreciation funding was not.

Western Lot: Several Friends and I walked the lot, marking trees that we hope will not be cut during the clearing. No word on when that clearing will take place.

Behind the Scenes

Staff who order books and other materials (except me) have been busy weeding worn-out and outdated books, as well as ordering new materials to arrive before the end of the fiscal year.

Several of us consulted and researched options for seating in the teen area. An order has been placed for two chairs, similar to what we already have. The two currently in the teen area are borrowed from the fireplace lounge area.

We are very close to having live Internet connections in the study rooms. This should help relieve some pressure on the wifi network and provide more reliable connections for Skype and testing sessions.

I've subscribed to a new database called *America's News*. It provides access from home or the Library to 2,400 newspapers across the U.S., including 16 in Alaska. Click the logo on the Library's webpage to give it a try. Let me know what you think!

The City has decided to join the 21st century by officially using Facebook and other social media, so I'm working with a small group of department heads, led by Katie Koester, to formulate a City of Homer Social Media Policy. The Library has had a Facebook page for several years, as well as a Twitter account, so I'm glad to see progress being made toward a policy.

Julie Nelsen has written a City of Homer Service Animal Policy. More progress!

We're having some ongoing issues with after-school kids misbehaving at the Library. We're dealing with it.

Facility

A gas line to the propane fireplace was installed. Now we're waiting for Public Works to convert the fireplace from propane to gas. Or rather, our patrons are waiting!

Upcoming

Library CLOSED Nov. 11 (Veteran's Day) and 27-28th for Thanksgiving.

November 20, 6 PM -- Final BIZ-Idea and Entrepreneur of the Year Awards Program.

NEW! After-school Lego Club for ages 7-12 -- Thursday, Nov 13, 3:30 - 5:00 pm.

Ongoing

Story Times – Tuesdays & Wednesdays 10 AM; Small Fry Thursdays 11:30 AM

Knitting – Mondays, 3-5 PM

Book Club – Third Tuesdays, 4:30-6:30

Drop-In Tech Help – First Fridays and Third Saturdays, noon to 2

Genealogy – First Saturdays, 2-4 PM

SPARC Meetings and Ham Radio Classes – First Tuesdays 5 PM and Second Saturdays noon-2

Homer Public Library Director's Report November 25, 2014

Is it winter yet? When I look outside, it's hard to tell. November was (thankfully) less hectic than the previous month in terms of events and activities. But not to worry – power outages, a software upgrade, two holidays, after-school kids and a steady supply of patrons kept us on our toes.

A highlight of the month was receiving a letter from Senator Lisa Murkowski, recognizing the Library for its designation by Library Journal as one of America's Star Libraries, and thanking us for our service to the community. Although we've received this honor in past years, in 2014 we moved from three stars to four stars, based on number of library visits, circulation, program attendance, and public internet use per capita. This year we are one of eight Alaska Star Libraries.

November Special Events and Activities

Rotary Health Fair – Claudia Haines gave a presentation on using flannel boards for early literacy skills and manned a booth with information about library resources.

Lego Club – first meeting of this once-a-month group. Kids and parents welcome!

Biz Idea/Entrepreneur of the Year – Mayor Beth Wythe gave awards to Allen Engebretsen, Entrepreneur of the Year, with Honorable Mentions to Daniel Zatz and Adrienne Sweeney; and Biz Idea winner David Harris for his Fisherman's Boot Buddy, with second place to Bumpo Bremicker for his Kachemak Bay Community Coop Storage idea, and third place to Susannah Webster for her Homer Community Workshop proposal.

Meetings and Trainings

No LAB meeting, no Friends, and no department head meetings. Wow!

We held one staff meeting.

Our last staff member attended Green Dot training.

As current chair of the Public Libraries Roundtable of the Alaska Library Association, I participated in a teleconference of the Executive Council.

Issues of Interest

Western Lot: No word on when the clearing will take place.

Art in the Library for 2015: has been selected. Thanks to Matt for serving as the LAB member on the selection committee.

Unattended Children After School: We continue to have challenges monitoring the behavior of some unattended children. Most are well-behaved and use the Library appropriately but we have had several incidents of unacceptable behavior. I've been in contact with two school principals and a police officer regarding dealing with particular students. The students have been warned that they will be trespassed if any further problems occur.

Behind the Scenes

Staff has been busy weeding and ordering books, audiobooks, and DVDs. Deb Waldorf oversaw an order of books sent to (and now received from) the bindery. Claudia Haines has been asked to represent Alaska at a national conference to plan summer reading programs, expenses to be paid by the Alaska State Library. Amy Gordon broke her record for most books cataloged in a month. I've spent an inordinate amount of time processing invoices for payment, monitoring accounts as the end of our fiscal year approaches, and making end-of-year purchasing decisions.

Facility

Gas is working in the fireplace, just in time for the holidays!

Upcoming

Library CLOSED Nov. 27-28th for Thanksgiving.

NEW! After-school Lego Club for ages 7-12 -- Thursday, Dec. 11, 3:30 - 5:00 pm.

Hour of Code – Sat. Dec. 13 3-5 PM – Coding for girls and moms.

Game Night – Tues. 30th 6 PM

Ongoing

Story Times – Tuesdays & Wednesdays 10 AM; Small Fry Thursdays 11:30 AM

Knitting – Mondays, 3-5 PM

Book Club – Third Tuesdays, 4:30-6:30

Drop-In Tech Help – First Fridays and Third Saturdays, noon to 2

Genealogy – First Saturdays, 2-4 PM

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2015 HOMER CITY COUNCIL MEETINGS
LIBRARY ADVISORY BOARD MEMBER ATTENDANCE

It is the goal of the Board to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Board is currently addressing, projects, events, etc. **A Board member is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for 2015 is as follows:

- January 12,26 2015 _____
- February 9, 23 2015 _____
- March 9, 23 2015 _____
- April 14, 28 2015 _____
- May 11, 26 (Tues) 2015 _____
- June 8, 22 2015 _____
- July 27 2015 _____
- August 10, 24 2015 _____
- September 14, 28 2015 _____
- October 12, 26 2015 _____
- November 23, 2015 _____
- December 7, 2015 _____

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.

PLEASE NOTE: When additional Board members are appointed the proposed schedule above will reflect those added members.

Homer Public Library Advisory Board

2014 Strategic Plan

Mission Statement

The Homer Library Advisory Board is formed pursuant to Chapter 1.48 of the Homer Municipal Code to advise and to advocate for the needs of the Homer Public Library.

Library Advisory Board Values

The members of the Library Advisory Board (LAB) will represent the LAB and will advocate for the needs of the Homer Public Library (HPL) to the public, library staff, city government and the city council.

The LAB will develop a unified vision and message that embodies the HPL.

The LAB will collaborate with stakeholders, library staff and city staff on a comprehensive plan to establish a library that meets 21st century standards.

The LAB will encourage communication and collaboration between and among community, staff, volunteers, policy makers and the media around the needs of the HPL.

Library Advisory Board Goals

To advocate for the needs of the HPL, the staff, patrons and activities.

To recommend increased funding for books to modernize and broaden the collection.

To communicate the strengths and assets of the HPL to the public and to policy makers.

To establish operational policies in collaboration with library staff and recommend those policies to the Mayor, City Manager and City Council for action.

To advise the Library Director on the development of budget priorities as well as to recommend additional sources of funding.

To advocate for adequate staffing to address the changing needs of the HPL including supporting the Library Director's request for seasonal, temporary help.

To strengthen ties with advocacy groups, most especially, the Friends of the HPL.

To identify safety and other facility issues and to bring them to the attention of the Library Director and the appropriate city staff.

To recommend that the City's Economic & Community Development Coordinator assist the Library Director in identifying potential sources of revenue and seeking said grants.

To develop with library staff, the Friends and other interested stakeholders a comprehensive plan for the HPL that includes a vision of where the library will be in 5 years.

To develop an ongoing media campaign to disseminate and promote the Library's vision.

Attend City Council meetings.

Library Advisory Board Priorities:

(Recommend that the LAB prioritize goals into immediate and long-term.)

At the December 10, 2013 Special Meeting the following was prioritized:

1. To advocate and support the Library Director's request for seasonal, temporary help.
2. Further increase in collection development funds
3. To develop with library staff, the Friends and other interested stakeholders a comprehensive plan for the HPL that includes a vision of where the library will be in 5 years.
4. Correct the lack of drainage and subsequent icing in the handicapped parking area.
5. Writing and Updating Policies –
 - Collection Development Policy which includes the Selection Policy
 - Internet and Security Policy
 - Social Media Policy
6. Strengthen ties with Advocacy groups, especially the Friends of the Homer Public Library.

2014 HOMER CITY COUNCIL MEETINGS
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The following Meeting Dates for City Council for 2014 is as follows:

January 13, 27 2014	<u>Boardmember Gordon</u>
February 10, 24 2014	_____
March 10, 24 2014	_____
April 14, 28 2014	<u>Boardmember Porter</u>
May 12, 27 (Tues)	_____
June 9, 23 2014	<u>Boardmember Porter</u>
July 21 2014	_____
August 11, 25 2014	_____
September 8, 22 2014	_____
October 13, 27 2014	_____
November 24, 2014	<u>Boardmember Utley</u>
December 8, 2013	<u>Boardmember Utley</u>

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.

PLEASE NOTE: When additional Board members are appointed the proposed schedule above will reflect those added members.



City of Homer

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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: NOVEMBER 25, 2014
SUBJECT: 2015 MEETING SCHEDULE

Jan - No Meeting	February 3	March 3	April No Meeting	May 5	June 2
July 7	August No Meeting	September 1	October 6	November No Meeting	December 1

Just a reminder what the meeting dates for the upcoming year will be for all existing and newly appointed members.

