

Session 15-01 a Regular Meeting of the Library Advisory Board was called to order by Vice Chair Patricia Utley at 5:02 p.m. on February 3, 2015 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS UTLEY, STROBEL, ALDERFER, PORTER, SMITH, AND BRAUND

STAFF: LIBRARY DIRECTOR DIXON  
DEPUTY CITY CLERK KRAUSE

### **AGENDA APPROVAL**

Vice Chair Utley requested a motion to approve the agenda.

ALDERFER/PORTER – MOVED TO APPROVE THE AGENDA.

There was no discussion.

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

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

There was no public present.

### **RECONSIDERATION**

There were no items for reconsideration.

### **APPROVAL OF MINUTES**

A. Meeting Minutes for the Regular Meeting on December 2, 2014

Vice Chair Utley requested a motion to approve the minutes.

ALDERFER/STROBEL – MOVED TO APPROVE THE MINUTES.

Board Member Smith noted a misspelling on page 5, third paragraph; “ids” should be “kids”

ALDERFER/STROBEL – MOVED TO APPROVE THE MINUTES AS CHANGED.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **VISITORS**

There were no visitors scheduled for this meeting.

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

### **A. Friends Report**

January 2015 Newsletter dated January 2, 2015 was provided in the packet.

Board member Alderfer commented on the newsletter, instead of minutes, being provided. Library Director Dixon informed the Board that the Friends did not want to share the minutes of their meetings and were not obligated under the Alaska Open Meetings Act. The group was of the opinion that it would hinder their discussions and processes if the minutes were made public. They had no problem providing the newsletter for the Board. Ms. Dixon further noted that they discussed the preparation of the Big Read program, celebration of lifelong learning with notable Sitka author, John Straley, being retained as the guest speaker for that event and voted to fund a very part-time summer helper for the Children's Librarian, Claudia Haines.

Board member Strobel inquired about the general guidelines for showing films in regards to holding a regular movie night as a Library program. Ms. Dixon reported that the license covers most producers, it limits the advertising of the movie to a more descriptive, they cannot promote the title and they cannot charge for it. There was some question on putting the title of film in the newsletter. Mr. Strobel then asked why Fahrenheit 451 was not chosen to show the teenagers. Ms. Dixon stated that it would be shown in March.

Ms. Dixon reported that the Friends approved the purchase of the new projection equipment requested and that they are able to fit 70 people in the Fireplace Lounge in response to Board member Braund. The meeting room only holds 46 people.

### **B. Next Friends Meeting**

The next meeting is scheduled for Wednesday, February 11, 2015 at 6:00 p.m.

### **C. Directors Report and Monthly Statistics –**

Library Director Dixon provided a summary of her report for January. Ms. Dixon distributed the statistics. She commented on the increase in the circulation and attendance for January compared to last January. She could not pinpoint a specific reason for the increase.

There was a brief explanation on the compilation and use of the Statistics for the newest members.

Library Director Dixon reported on the following:

- Status of the Social Media Policy and an update of the city website will happen since it has been 5 years
- Clearing the brush project was to start on Monday but she hasn't seen anyone.
- Entities trying to establish a Folk School in Homer as a cooperative effort with various groups and the city. They are currently working with the Water Trail group and will be building a timber frame structure which will be a joint effort with some funding from the city in the far corner of the lot where Pier One Theater is located.
- The Library works with other groups with like or similar missions.
- This may facilitate in the development of the western lot.

A brief discussion ensued explaining what a Folk School really entails. Ms. Krause will forward information to the Board members. It was commented that it may be a good fit for Homer. Board member Alderfer related an earlier meeting she attended.

- Claudia Haines is learning sign language to assist in storytelling.
- Flipster will be available to view magazines online via wireless. They will be tracking the usage. This has an initial 1 year subscription.
- Shelving has been received and will be installed as soon as the wall is painted.
- The chairs were also ordered and received and the kids really like having them. They are well used.
- Claudia Haines, David Bernard and Library Director Dixon will be attending the annual conference, held in Juneau this year. Mr. Bernard received a continuing education grant.
- A Staged reading by Pier One on Fahrenheit 451 will be Saturday, February 7<sup>th</sup>
- The Library will be closed on Monday President's Day, February 16<sup>th</sup>
- The newest idea, for adults, 15 for 2015, read 15 books from a list of 150 recommendations

Library Director Dixon provided an update on the behavioral issues and they had to prohibit some children from the Library for a week; explained what behavior is appropriate and inappropriate; and explaining that being able to attend and visit the Library is a privilege. Ms. Haines has been working at building some relationships with the children through the programs that are offered.

#### D. Facilities Report

Ms. Krause explained that Board member Slone took on major issues with the Library and he resigned so technically the spot is open. Ms. Dixon explained that Facilities was focused more on major issues with the Library not the minor things in response to a question from Vice Chair Utley. It was thought that Vice Chair Utley was taking on this role with pursuing the glaciation issues in the parking lot. Vice Chair Utley commented that she would gladly take responsibility for Facilities.

Vice Chair Utley then proceeded to explain the issues with the parking lot and the results of a meeting with Public Works Director Carey Meyer and Project Manager Dan Nelsen. She added that things may be changing with Mr. Meyer up for the City Manager position. The big question was how the repairs would be paid for; she has done a bit of research on available grants but has no experience with grant applications. So she will avail herself on the expertise of Board member Alderfer experience in grant writing.

Board member Smith commented that she has experience writing grant and volunteered to assist.

Vice Chair Utley briefly commented on her question she would like to ask Library Staff regarding if money were no object what they would like to see or have for the library.

#### **PUBLIC HEARING**

There were no items for public hearing.

#### **PENDING BUSINESS**

There were no items for Pending Business.

**NEW BUSINESS**

**A. Welcome New Boardmembers!**

The Board welcomed Terry Smith and Susan Braund as the newest members.

Board member Smith and Braund provided a brief explanation of whom they were and why they applied to be on the Library Advisory Board.

**B. Board member Attendance at the 2015 Council Meetings**

Vice Chair Utley explained the purpose for this and inquired if anyone wanted to volunteer for any of the available months. There was a brief discussion on the content of the reports to Council.

Boardmember Braund volunteered for September.

**C. Changing the Membership Makeup of the Board to Allow for Additional Non-City Residents**

Vice Chair Utley introduced the item into the record and asked Ms. Krause to provide a brief explanation on some new information regarding the approval process.

Deputy City Clerk Krause explained that the membership of the Board is not addressed within the Bylaws of the Board only in City Code so there is no need for the Board to discuss this issue at two meetings before submitting the recommendation to Council. However, it will require to be changed by ordinance so Council will have to introduce at one meeting and hold a public hearing and approve at a second meeting. But this means that it should be approved by mid-March dependent on Council schedule, to allow additional non-residents to be appointed to the board.

There was a brief discussion on how many non-residents were currently allowed and the statistics on the number of residents and non-residents that the Library provided services to were 13,000 and the population of Homer is only a little over 5000; increasing the number of non-resident members would alleviate the canceled meetings because of not meeting the quorum requirements. Further discussion on allowing up to four members ensued and the language used in the recommendation to Council. It was noted that Library Director Dixon was not a voting member in response to the newer members of the Board.

**STROBEL/SMITH – RECOMMENDED THAT THE LIBRARY ADVISORY BOARD BE COMPRISED OF UP TO FOUR MEMBERS WHO RESIDE OUTSIDE CITY LIMITS BUT WITHIN THE LIBRARY SERVICE AREA.**

There was a brief discussion on changing the language in the draft ordinance, line 35, would read, “At least three (3) members of the Board shall reside within the corporate limits of the city. A round robin of comments in favor of the motion to reflect the current patrons of the Homer Library briefly ensued.

**VOTE. YES. SMITH, BRAUND, ALDERFER, UTLEY, STROBEL, PORTER.**

Motion carried.

Chair Utley questioned the ability of the City Manager to appoint someone to complete a term. Staff explained the process normally used to replace vacated seats.

D. Library Policy Review – Collection Development Policy  
1. Homer Public Library Policy Status Chart

Vice Chair Utley introduced the item for discussion. Library Director Dixon explained the purpose and use for the Collection Development Policy. That it was one of the important policies that a Library has and uses as a guideline. This would assist in guiding the decisions on a challenge.

A brief commentary on graphic novels by Vice Chair Utley followed. The Board also commented on the Policy Chart and it was noted that the chart needed to be updated. Staff confirmed that a motion was needed for approval so this document could be forwarded to Council.

STROBEL/SMITH - MOVED TO APPROVE THE COLLECTION DEVELOPMENT POLICY AS PRESENTED.

It was requested to postpone until the following meeting to allow the members of the Board to fully review the proposed policy. It was strongly believed that the document was too important to just briefly review and approve.

UTLEY/ALDERFER – MOVED TO POSTPONE APPROVAL UNTIL THE MARCH 3, 2015 MEETING

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

E. If Money Were No Object What would You Like for the Library?

Chair Utley provided additional information on what information and feedback she was seeking in order to provide some action items that the Board can work on; she was seeking more input from staff versus the public but did not oppose that direction either.

Further input was received from Boardmembers on advertising and use of suggestion boxes.

This item was postponed until the April meeting by consensus of the Board members present.

F. Next Meeting Deliverables and Discussion Topics

Staff explained the purpose for this topic. The following was requested and briefly discussed:

- Talking Points for the Boardmembers to Use when representing the Library such as percentages, number of library cards issued, etc.
  - Projected summer figures
- Tourist Come to the Library
- Incubator
- How the Budget Allocated for the Library
  - Public Testimony on Need for Requested Items
  - Statistics and information on How Homer's Library Compares
  - Presenting Early and Consistently to Council
- What should be Targeted this Year for the 2016 Budget

- Available Grants & Application
- Temporary Staff/Internship
- Board Elections

Boardmember Smith volunteered to assist with the grant process and paperwork. She will meet with Ms. Dixon.

**INFORMATIONAL ITEMS**

- A. Strategic Plan
- B. 2014 Board Member Attendance at Council Meeting
- C. 2015 Regular Meeting Schedule

There was no discussion on the informational materials.

**COMMENTS OF THE AUDIENCE**

There was no audience present.

**COMMENTS OF CITY STAFF**

Ms. Krause welcomed the newest members, commented that it was a great meeting; lots accomplished and congratulated the Vice Chair on conducting a very efficient meeting. She looked forward to seeing the last chair filled on the board. They haven't had a complete board in 4 years.

Ms. Dixon had no comments.

**COMMENTS OF THE COUNCILMEMBER**

There was no Council member in attendance.

**COMMENTS OF THE CHAIR**

Vice Chair Utley stated she has commented enough tonight.

**COMMENTS OF THE BOARD**

There were no comments from the board.

**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, February 3, 2015 at 5:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, and Alaska.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK

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