

LIBRARY ADVISORY BOARD  
REGULAR MEETING  
JULY 7, 2015

Session 15-04 a Regular Meeting of the Library Advisory Board was called to order by Vice Chair Amy Alderfer at 5:05 p.m. on July 7, 2015 in the Cowles Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS ALDERFER, BRAUND, SMITH AND BROWN

ABSENT: BOARD MEMBERS STROBEL (EXCUSED)

STAFF: LIBRARY DIRECTOR DIXON  
DEPUTY CITY CLERK KRAUSE

**AGENDA APPROVAL**

Vice Chair Alderfer requested a motion to approve the agenda.

SMITH/BROWN – 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 were no public present.

**RECONSIDERATION**

There were no items for reconsideration.

**APPROVAL OF MINUTES**

A. Meeting Minutes for the Regular Meeting on May 5, 2015

Vice Chair Alderfer requested a motion to approve the minutes.

BROWN/SMITH – MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**VISITORS**

There were no visitors scheduled for the meeting.

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

### A. Friends Report – Status Update on the Western Lot Project

Library Director Dixon provided a report on the progress for the clearing of the underbrush on the property and improving the line of sight for the Police Department. The clearing has immensely improved the area and is encouraging use by the neighboring residents too.

Ms. Dixon reported that the Friends Coordinator position will be advertised shortly as Erin Hollowell has stepped down from the position to pursue other interests. This position is the go to administrative position for the Friends and provides updates to the website, projects, and a variety of other tasks. This is a paid position.

### B. Next Friends Meeting

The next meeting is scheduled for Wednesday, July 8, 2015 at 6:00 p.m.

Boardmember Smith stated that she will try to attend this meeting.

### C. Directors Report and Monthly Statistics

Library Director Dixon provided a summary of her report highlighting the following:

- requested additional information from the city attorney but has not received a response yet on distributing religious materials on Library property.
- CPR Training for staff
- Due to security issues the Library will not be having the ability to have interlibrary loan in “real time”.
- Application has been submitted for a Homeland Security Grant for \$114,000 for a backup generator for the Library.
- Application is in progress for a Rasmussen grant for materials
- Reported scheduled meeting with Margaret Cisco, an Adaptive Technologies Specialist, regarding the possibility that the Library as a Beta Testing Facility with all kinds of goodies related to adaptive technologies.

Board member Brown provided some additional information on what this could mean to the library, the community and patrons with special needs and his previous working relationship with Ms. Cisco.

A brief discussion evolved on the glaciation issue in the Library parking for the disabled parking location. There are some redesign ideas that could be implemented according to Public Works personnel. There are numerous funding sources that were available and could be included in the discussion.

Library Director Dixon commented on the KBBi interview with Chief Robl regarding the cuts this year and next year and the possible losses to services. Further discussion on the dire budgetary aspects and how the Library is utilized ensued. Ms. Dixon reported that a Town Hal Meeting will be conducted on July 20<sup>th</sup> regarding the budget and funding shortfall and other revenue sources. She encouraged the Boardmembers to invite as many people to attend and if they cannot attend to complete the survey that will be available soon.

Library Director Dixon went on to report the various cost savings that Council may be considering such as closing the Library one day a week which would mean laying off one staff member. Ms. Dixon see this as a last resort and they also talked about other means of increasing revenue such as charging for

Library cards for outside patrons, possibly charging for use of the computers which would actually result in a loss of the federal e-rate, a cost of \$12,413.76. Closing one day would be the loss of a part time staff person that would amount to a saving of \$30,000 including benefits and approximately \$3,000 for utilities. Not really the savings that Council is seeking.

Library Director Dixon gave a brief summary of the budget process and added that the Council and City is looking for input and recommendations from the city because generally everyone comes during the budget process and says 'Don't cut me' and residents don't want to pay higher taxes. Council only hears from those against and do need to hear from those in the community who would pay a higher tax, etc.

Boardmember Brown commented on budget and funding issues. Library Director Dixon distributed materials regarding the Library budget.

A brief discussion on the Library providing access to the general public that depended on it the most and the trend of most things such as applying for a job, filing a permanent fund application, etc. was only available online for the most part.

Boardmember Brown commented that his goal was to keep the library open and see the expansion of facilities, the Guttenberg Press and Patent Library as local resources which would be a boon to the town. The prisoners in Wasilla have access to a Law library that the legal people do not have access to.

Boardmember Alderfer expressed the desire to perform public outreach by coordinating with the Friends to get more public awareness through KBBI and also attendance at Council meetings. Library Director Dixon restated that she would prefer to do line item cuts before terminations. The Boardmembers offered a few options to inform the public of the budget issues.

#### D. Facilities Report

The Library is replacing the automatic door openers since they are broken again. Maintenance personnel have been very good at fixing what they have but it was determined that they need a more heavy duty option that can withstand the abuse.

Boardmember Brown offered the reason that the switches are smacked upon and kids run up and kick them though did not elaborate if he has personally seen this behavior at the library but has seen it while in Anchorage. He continued to elaborate on the on the availability of better and stronger door systems.

There was a brief inquiry on security cameras.

### **PUBLIC HEARING**

There were no items for public hearing.

### **PENDING BUSINESS**

#### A. Rare Books at the Library – How Many Are in Our Collection

Boardmember Braund provided a laydown report on the contacts regarding appraising the collection. There is only one certified book appraiser in the state and Boardmember Braund offered the responses that she received from her research. One was interested in purchasing the collection.

There are actually a very limited number of books that Library Director Dixon keeps in her office.

The Board entertained discussion on gifting the collection to another library or the value to keeping the collection and allowing minimal controlled access to the collection. Library Director Dixon is very fond of Alaskana and would like to keep them but currently the policy is that they do not keep materials of this type.

It was determined to keep the Rare Book Collection as an item under Reports on the agenda until completed.

## **NEW BUSINESS**

### **A. Elections**

Vice Chair Alderfer introduced the item, noting that all members of the Board were fairly new and inexperienced. She opened the floor for nominations of Chair. Boardmember Braund inquired if Ms. Alderfer would consent to being nominated, noting she was doing a great job. Boardmember Alderfer declined citing that she already was the liaison for the Friends and wanted the opportunity for other members.

Boardmember Braund then nominated Boardmember Brown. Boardmember Smith seconded the nomination.

Vote was called, response was unanimous.

Vice Chair Alderfer turned the meeting over the Chair Brown.

### **B. Budget 2016**

Chair Brown brought the subject forward for discussion. Chair Brown requested Library Director Dixon to forward her proposed 2016 Budget to the Clerk who will distribute to the Board since there will not be a meeting next month. This item will be on the September agenda also.

### **C. Protection of Artwork within the Library**

There was a brief discussion regarding the need to perform additional research regarding protecting the art. There was no further discussion or action taken by the Board present.

### **D. Recruitment and Promotion**

Chair Brown deferred discussion on this item wishing to address the next item on the agenda.

### **E. Amending the Regular Meeting Time**

Chair Brown introduced the item for discussion and requested a motion.

The Board discussed the options of establishing a later meeting time with all members and staff present commenting on what time they personally preferred.

ALDERFER/BROWN – MOVED TO CHANGE THE REGULAR MEETING TIME TO 5:30 P.M.

There was a brief discussion on setting a time limit of 90 minutes to meetings and being respectful of everyone's time.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Brown requested assistance and direction from the Clerk on the next steps in the process.

F. Next Meeting Deliverables and Discussion Topics

DEPUTY City Clerk Krause provided a description of this item for the chair.

The items for the September agenda were:

- Draft Library Budget 2016
- Draft BYLAWS & Meeting Time
- Available Grants for Materials, etc.

#### **INFORMATIONAL ITEMS**

A. Strategic Plan 2014

Chair Brown requested everyone to review the strategic plan so that they will be aware of any budgetary issues within the document.

B. 2015 Board Member Attendance at Council Meeting

Chair Brown and Vice Alderfer advocated for attendance at the next several Council meetings due to the budget but more to present a look at what the Library does provide to the community to support the budget requested by Library Director Dixon.

Boardmember Smith volunteered to attend the July 27<sup>th</sup> Council meeting.

Vice Chair Alderfer will attend the August 24<sup>th</sup> meeting.

Boardmember Braund will attend the October 12<sup>th</sup> meeting.

Chair Brown will attend the September 14<sup>th</sup> and December 7<sup>th</sup> meetings.

It was commented that maybe the new members that signup will attend the other meetings available.

#### **COMMENTS OF THE AUDIENCE**

There was no audience in attendance for this meeting.

#### **COMMENTS OF CITY STAFF**

Staff was not asked for their comments.

#### **COMMENTS OF THE COUNCILMEMBER**

There was no Council member in attendance.

**COMMENTS OF THE CHAIR**

Chair Brown thanked Deputy City Clerk Krause for her assistance in providing the materials. He additionally thanked the other Board members for attending the meeting and Library Director Dixon for her tireless efforts in managing a great facility.

**COMMENTS OF THE BOARD**

Boardmember Smith inquired about a grant writer being hired by the City recently. A brief discussion evolved on the duties and availability of the newly hired Assistant City Manager and the availability of the current city staff to search out and complete grant applications.

Board member Braun and Alderfer were not asked for their comments.

**ADJOURN**

There being no further business to come before the Board Chair Brown adjourned the meeting at 6:50 p.m. The next regular meeting is scheduled for Tuesday, September 1, 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: \_\_\_\_\_