

LIBRARY ADVISORY BOARD
REGULAR MEETING
SEPTEMBER 1, 2015

Session 15-05 a Regular Meeting of the Library Advisory Board was called to order by Chair Pat Brown at 5:10 p.m. on September 1, 2015 in the Cowles Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS BRAUND, SMITH, STROBEL, KUSZMAUL AND BROWN

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

AGENDA APPROVAL

Chair Brown requested a motion to approve the agenda.

SMITH/BRAUND - MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

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 July 7, 2015

Chair Brown requested a motion to approve the minutes.

SMITH/KUSZMAUL - MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was a brief 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 -

- Friends of Homer Library (FHL) hired a new part-time coordinator, Mercedes Harness.
- Purchased and Installed three new picnic tables for the Western Lot project

B. Next Friends Meeting

The next meeting is scheduled for Wednesday, September 9, 2015 at 6:00 p.m.

C. Directors Report and Monthly Statistics

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

- The numbers have increased both in circulation and patrons by about 1000 not sure why but numbers keep increasing.
- The Summer Temporary Hire has finished their tour of duty. This position was paid for from a number of resources within the existing budget for the last two summers.
- Reported that the Homer Early Childhood Coalition formerly Best Beginnings, along with Sprout will be doing a hands-on early literacy skills program. Claudia Haines will also be working with the organizations.
- They will be submitting a grant application for after school programs which is funded by Disney, the library has many after school children that are unsupervised and this would allow them to have a weekly program, the ages are 6-8th graders, there is not a really good place for them to "hang out" within the library. This group is a little more boisterous and talkative. The outlook looks positive that they will receive the funding.
- Attended a Webinar on Book Challenges, which is a responsibility of the Board to address if any patron brings a challenge forward. Library Director Dixon provided a brief description of the process and the Board's involvement in the process. There has only been one challenge in the 8.5 years that the Clerk has been working with the LAB.
- Submitted the Library 2016 budget proposal to the City Manager. This included cuts to the book, periodical, and A-V budgets. On Sept. 4 she will meet with City Manager Koester and Finance Director John Li to discuss my proposed budget. At that time we will also discuss deeper cuts that will have to be made if no new revenue is forthcoming. The only items left to cut at that point will be further decreases in the materials budget (books, etc.) and staffing, which will necessitate reducing our open hours.
- A complicating factor is no funds have been allocated for equipment depreciation and replacement for several years. Next year half of the public use computers will need replacing (11 computers). This will be a separate budget request for \$8000.00. Library Director Dixon has also requested depreciation funding for the AV equipment and the remaining public computers.
- Funding availability to address the glaciation issues in the handicapped parking spaces, some of the issues have been addressed with more frequent snowplowing and the warmer winters.

There was a discussion on grant, donations and fundraisers for the computers and that the Friends could conduct fundraisers, the Library Advisory Board (the Clerk did further investigation) is allowed to solicit donations on behalf of the Library which is reflected in Homer City Code not the Board's Bylaws. Funds received would be deposited into a special account created for that reason.

- The city attorney's opinion regarding pamphlets and distribution of religious or political information was that an area of the Library property be designated which is away from the entrances to the Library.

Chair Brown requested this item on the October agenda for the Board to submit recommendations and address the changes to the policies as required.

- The e-rate application was approved and the Library will be able to maintain the bandwidth that they currently have.
- The Library has received the Homeland Security Grant in the amount of \$114,000 for a backup generator which will assist in the Library maintaining the computer systems in the event of power outages.

There will be ongoing maintenance required with minimal costs to the city.

- Holly Brennan, the Library IT person will be taking the COMP TIAA + test which is part of the long term plan to train Library personnel to take some of the burden off the two city IT persons.

- There are openings in the CPR class on September 25, 2015, 9:00-1:30 p.m. For every couple of volunteers they can have one Library staff trained. The cost for the volunteers is free. She will take names and numbers. Theresa is actually working on this so Library Director Dixon will get all the pertinent information to those interested.

Upcoming Events are:

- Being Mortal - Panel and community discussion in partnership with Hospice of Homer - Thurs. Sept. 3, 6 PM-7:30 PM
- FHL Fall Plant and Book Sale - Fri. Sept. 11 6-8 PM (Friends only); Sat. Sept. 12 10 AM-6 PM
- City Council Candidates Forum - Fri. Sept. 18
- Let's Talk Alaska - Tues. Sept. 22, 6-8 PM. Moderated community discussion of solutions to state fiscal gap.
- Library Director Dixon will be attending the Alaska DirLead Conference in Girdwood October so she will not be at the October 6th LAB meeting.

Donations are being accepted for the Chiniak Library on Kodiak, since it has burned down, to help rebuild it.

There was a brief discussion on the Fall Book and Plant Sale regarding delivery of donations and what happens to remaining books.

D. Facilities Report

There were two incidents this month. First, two of the high clerestory windows were damaged, apparently shot at with buckshot or BBs. They are shattered and will need to be replaced. The second incident involved a patron who misused the men's bathroom, requiring closure of the restroom and two staff to spend nearly an hour cleaning up. That patron has been trespassed for six months.

They now have HAZMAT booties, masks, gloves, etc. so that they would be properly protected in those situations.

E. Rare Books at the Library - Susan Braund

Board member Braund reported that the owner of the Mermaid Book Store is interested in looking at the Library's collection, providing a value estimate and may be interested in purchasing some of the books. Library Dixon is still not sure she is interested in selling the small collection but would be interested in getting a valuation on the collection.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Budget 2016

There was no further discussion by the Board.

B. Amending the Bylaws to Change the Regular Meeting Time

Chair Brown introduced the item and provided a brief history of the actions of the Board. He confirmed the next actions with the Clerk.

STROBEL/SMITH - MOVE TO APPROVE THE AMENDMENT TO THE LIBRARY ADVISORY BOARD BYLAWS TO CHANGE THE MEETING START TIME TO 5:30 P.M.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Efforts to Recruit and Promote the Library Advisory Board

Chair Brown encouraged all members to try to approach 2 people between now and October 6th after requesting input from the Clerk.

There was a brief discussion on submitting items in the newspaper such as an editorial or getting a story done on what the Library provides for the community.

NEW BUSINESS

A. Welcome New Boardmember

Chair Brown welcomed Boardmember Kuszmaul to the group. Ms. Kuszmaul provided a brief personal history and the reason for her desire to serve on the Board.

B. Available Grants Appropriate for Library Needs

Chair Brown inquired about what type of funding the Library Director needed that they would be able to possibly locate funding. Due to the Budget this year and probably for the next few years' computer equipment, periodicals, books, etc. would be the best grants to seek.

They could use funding for programing also.

C. Review and Amend the 2014 Strategic Plan

Chair Brown stated that currently amending the Strategic Plan is kind of moot until after the Budget is established.

Library Director Dixon and Chair Brown were unable to meet with Margaret Cisco regarding adaptive technology so that is still pending. They provided a brief update to bring all members of the Board up to date.

Chair Brown provided statistics that usually in a state 14% of the community requires adaptive technology in Alaska it is 24%.

D. Combining Efforts of Committee, Commission and the Board

Chair Brown introduced the item for discussion. He stated he was not too favorable of the idea being unsure if there was a good meld between the groups expressing concern on how the new group would be constructed, what would the focus be at each meeting of a proposed organization.

Boardmember Strobel was in favor of the idea since in truth they do have very little that they do they have a strong and competent Director.

Discussion ensued with each Board member adding their voice to concerns regarding how the new organization would be composed, what would the mission statement be, how many times would they meet. Would it be easy to integrate Parks and Recreation items into the Library agenda or vice versa. Everyone agreed it would be easy to see Public Arts and Parks and Recreation but could not picture adding the Library.

The Clerk was requested to offer some guidance on the purpose and if a response was needed at this meeting. Ms. Krause responded that she could only offer that this was a process and it would mean working with all members of the current groups to come up with a truly new organization and focus

that included all aspects of each separate group using the Needs Assessment for some direction since it was community driven. She suggested that a worksession will be required for the members to get together and discuss the pros and cons of such a large task. There was no hurry and did not need to be addressed right away.

The Board agreed that they would keep on the agenda but postpone for discussion at another time.

F. Next Meeting Deliverables and Discussion Topics

There were no additional items requested. Library Director Dixon will provide reports and materials to the Clerk for the next packet.

INFORMATIONAL ITEMS

A. 2015 Board Member Attendance at Council Meeting

Chair Brown will attend the September 14th and December 14th Council meetings
Boardmember Braund will attend the October 12th Meeting

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 apologized for the long meeting and will endeavor to be diligent and running a tighter and shorter meeting and will only meet when it is necessary. He was concerned with having meetings and there was no public attendance or interest in the actions of the Board.

COMMENTS OF THE BOARD

There were no comments from the Board.

ADJOURN

There being no further business to come before the Board Chair Brown adjourned the meeting at 7:28 p.m. The next regular meeting is scheduled for Tuesday, October 6, 2015 at 5:30 p.m. at the City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, and Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____