

Session 08-04 a Regular Meeting of the Library Advisory Board was called to order on May 6, 2008 at 6:05 pm by Chair Hawfield at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS LORD, MARTIN, SEAMAN, KEFFER, FAULKNER

ABSENT: BOARDMEMBER WAGNER

STAFF: LIBRARY DIRECTOR HILL
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

LORD/MARTIN – MOVED TO APPROVE THE AGENDA.

There was no discussion.

The agenda was approved by consensus of the Board.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

None.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF THE MINUTES

A. Minutes of the April 1, 2008 Regular Meeting

Boardmember Lord wanted to add the last name of "Burton" to the member of the Friends listed on the Landscape Committee, page four of the April 1, 2008 meeting minutes, fourth paragraph, line 3, should read "Mary Lou Burton."

Boardmember Martin wanted to strike her opinion noted in the Comments of the Board on page seven of the April 1, 2008 minutes. She stated she probably did make that comment but it is not necessary to include in the minutes. It was noted by Library Director Hill that Boardmember Martin's comment should have a separate paragraph. Boardmember Keffer commented that she thought she made that comment.

Boardmembers Martin, Keffer and Lord agreed to have the Clerk change the minutes to read, "Boardmember Keffer informed the Board that the reading at the Library was postponed until National Library Week."

LORD/ FAULKNER - MOVED TO APPROVE THE MINUTES AS AMENDED.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Deputy City Clerk Krause checked with the City Clerk who confirmed that comments, opinions, or statements cannot be stricken or changed from one person to another.

The above will be noted on the April 1, 2008 meeting minutes.

VISITORS AND COMMUNICATION

Boardmember Lord reported that she attended the Annual Meeting of the Friends of the Homer Library. It was noted that the Friends encourage members of the Board to join. Ms. Lord noted a few benefits of membership with the Friends.

They have new officers and Library Director Hill has included this information in her monthly report.

Boardmember Lord reported the next event was the Book, Plant and Bake Sale scheduled for May 17, 2008 and the Friends are looking for volunteers. Ms. Lord touched on the big fundraiser held at Wasabi's for the Salsa dancing and Auction. It was a completely different crowd; much younger. Boardmember Wagner and she attended this event.

Chair Hawfield asked for a quick break to check to see if a potential new Boardmember was sitting downstairs. Boardmember Martin went to check. Chair Hawfield then commented that Flo Larson was very interested in becoming a member and had all the necessary paperwork in hand and was to turn in to the clerks office after this meeting. Chair Hawfield proceeded to give the Boardmembers a brief biography of Ms. Larson.

Boardmember Lord asked if Chair Hawfield had approached the Mayor regarding changing the Ordinance to allow two non-residents. He stated that he did not since he recruited Ms. Larson. Boardmembers held a brief discussion regarding the availability of information on the Homer City Code. Boardmember Lord stated for the City Council it's a bigger issue than the Library, it applies to all the Commissions, on how much influence they want from outside the City. If this is something the Board wants to pursue she thought it was wise to find out whether there would be support from the Mayor and Council on allowing another non-resident. Chair Hawfield stated he will make it a point to contact the Mayor and speak about this issue.

Boardmember Martin returned; she reported she did not see Ms. Larson downstairs.

LIBRARY DIRECTOR'S REPORT

A Director's Report for April 2008

There was discussion regarding the one suggestion received during the last month regarding signage, the library needs a sign. There was consensus among the Boardmembers.

Library Director Hill reported that outside signage from Parking to Smoking, will be ordered soon; the curb painting will begin soon also. There was a brief discussion regarding the parking chaos especially during the winter. She wants to have the front area by the door a loading zone only.

She reported that she had a conversation with the City Manager and Tammy Hagerty. She will report to Ms. Hagerty that she has a committee of volunteers ready to start work on the landscaping.

Library Director Hill clarified for Chair Hawfield whether staking of the areas in front could be done by volunteers; for Boardmember Lord whether the Landscape Committee will be looking at the original designs and figure out what could be accomplished and that there is money to have it done.

There was ensuing discussion regarding getting the weeding done and maintained; mowing of the property versus no mow - wild appearance.

Chair Hawfield listed the members of the Landscape Committeemembers and that Ms. martin will be Acting Chair on that Committee. Library Director Hill will contact Tammy Hagerty and direct Ms. Hagerty to contact Ms. Martin.

Library Director Hill confirmed that the parking lot has been swept since Boardmember Lord's last visit.

Chair Hawfield asked if Library Director Hill looked into the light timer; Ms. Hill responded she had not and wrote a note to double check.

Library Director Hill answered affirmatively to Boardmember Lord regarding the increase in attendance during the cruise ship docking period.

B. Monthly Statistics

Library Director Hill reviewed the monthly statistics stating circulation has increased slightly; new materials in most categories; Inter-library loans peak in correlation with the end of the school semester; it is fantastic to see the Library get so much use; numbers have increased for the Lap-Sit program and there is overwhelming praise for that program; she did not receive the wireless report; she did not have the information for programs, which covers senior outbound, summer reading, friends programs, etc.

Library Director Hill responding to Boardmember Keffer that the Homer Library belongs to a bibliographic network that actually is international in scope regarding the inter-library loan program. This gives the Library to ability to acquire information from around the world. They do a title search and the first available material is sent. All material is available. It is something that must be done by the library personnel but it can be requested online using your library card.

The service is free but the requestor must pay the postage. There is a library rate that is fairly inexpensive; however, some items are sent by priority mail only.

There was a brief discussion on the materials removed and replaced from the Children's selection. Some of these are too far gone to be put in a book sale.

COMMITTEE REPORTS

A. Artwork Selection Committee Report – Boardmember Eileen Faulkner

Boardmember Faulkner directed the Board to a copy of the letter that is on the back of the painting that will be hung on May 30, 2008. It will be the kickoff to the Art request. They will be meeting on Thursday to discuss final arrangements and they are seeking the assistance of the Friends to provide some refreshments for the event.

Boardmember Lord asked the status of the art that is on loan from the museum, will the existing be rotated out and new brought in; she pointed out that one piece has been there over 18 months. Boardmember Faulkner assured her that there will be more exhibits rotating into the Fireplace Lounge which has been designated as the Pratt exhibition area.

Boardmember Faulkner listed a few of the dignitaries and Galleries being invited to the hanging event.

The Boardmembers agreed by consensus to add Landscaping Committee under Committee Reports as a permanent topic on the agenda.

PUBLIC HEARING

None.

PENDING BUSINESS

- A. Planning for the Future – May 2008
- B. New Library – Comments, Responses, Issues and Challenges
- C. Library Improvement Plan
- D. Survey - Results

Chair Hawfield noted that the above topics sort of all roll into one, but leaving them separate assures they do not miss anything.

He asked Library Director Hill what can be done to initiate getting the sign for the Library. Library Director Hill replied that she had a very brief conversation with the City Manager. She reported there were two ways to approach the issue of a sign:

- 1. Work with Public Works to create a request for proposal for a standard sign to be made.
- 2. Issue a Request for Proposal to the public to submit their designs within a set budget, design criteria, specifications and falling within the city sign code.

It was discussed briefly that the second option would require a Selection Committee by the Boardmembers. Also discussed was the assurance Library Director Hill received from the City Manager to find the money to do this project. The Boardmembers touched on how important this is to complete the Library. Boardmember Lord stated that before initiating this process the budget amount is needed.

Chair Hawfield requested clarification from Library Director Hill regarding the equipment needs, staff needs for developing patron support that was listed on the Library Improvement Plan. Discussion followed regarding implementing this item of the Library Improvement Projects (LIP) list. It was recommended to adopt this by the Boardmembers to make this happen. It was noted that it was not a prioritized list, but more or less categorized. It was agreed that the list needed to be prioritized and that the Friends should be given the ability to offer input. The boardmembers agreed that it would be best to prioritize the LIP list after receiving the results if the Survey.

The discussion returned to the issue of the sign and clarification that it falls under the building and construction, Library Director Hill stated that if agreed to sending out a RFP the Board will need to decide the specifications; she pointed out that it must be determined if the sign is to be lighted, it needs to be vandal proof, etc. Further discussion covered the following:

- 1. Preference to submitting a RFP to the Community
- 2. Library is a work of art and the sign needs to reflect the same.
- 3. Sign location on property
- 4. Complying with the city sign ordinance
- 5. Budget
- 6. Potential local artists who would submit
- 7. Styles of local signs throughout the City.
- 8. Selection committee – members and using the current committee
- 9. Library Director Hill has final approval on the RFP.

MOVE TO FORM A COMMITTEE TO DEVELOP A REQUEST FOR A PROPOSAL TO DESIGN, CONSTRUCT AND INSTALL A SIGN FOR THE HOMER PUBLIC LIBRARY; PRIOR TO DEVELOPING THE PROPOSAL A BUDGET AMOUNT FROM THE CITY MANAGER WILL BE OBTAINED.

There was a brief discussion on getting samples of previous request for proposals.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Discussion followed related to forming the committee. Chair Hawfield asked for volunteers among the boardmembers to chair the committee. Boardmembers recommended Ms. Wagner in her absence and Chair Hawfield will see if she will volunteer. He will also check with Sue Coble for some ideas for the proposal. Chair Hawfield would like to get some people who are not affiliated with this group. Boardmember Lord stated she would chair the committee if Ms. Wagner was unable. Ms. Keffer stated she would also be glad to help out on the committee. It will be on the agenda next month.

D. Survey Results

Boardmember Lord stated it is really close being complete, they should have something soon and she suggested having a worksession prior to the June meeting. She recommended this to focus on the survey results. She recommended a press release or item in the paper to let the community know about the results. She was informed by Ms. Coble that there were some clear indicators.

The Boardmembers proceeded to decide when the worksession could be held with everyone present. Due to varying schedules the Board agreed to have a worksession prior to the June 3, 2008 at 5:00 p.m. with the regular meeting following at 6:00 p.m. It was agreed to invite Sue Coble and Sarah Reiner (?) to this worksession. The meeting will be held in Council Chambers.

Chair Hawfield will invite them or get information regarding the dissemination of the survey results and request the finished survey results to be emailed by Sue Coble to all the Boardmembers.

NEW BUSINESS

None.

INFORMATIONAL MATERIALS

A. Kyra Wagner confirmation of reappointment to the Library Advisory Board.

The Board thanked Ms. Wagner for re-upping.

COMMENTS FROM THE PUBLIC

None.

COMMENTS FROM CITY STAFF

There were no comments from staff.

COMMENTS FROM THE BOARD

Boardmember Keffer, Martin, Seaman and Faulkner had no comments.

Boardmember Lord commented that the invisible ink folks gave a really great reading a couple of weeks ago and it was really nice seeing people enjoy that area with the fireplace, it was a culmination to a vision that was held for the Library by the boardmembers. She will be holding a writing workshop at the Library in the Conference Room, pre-registration is required, for the Shorebird Festival. The focus of the workshop is Speaking for the Peeps. She thanked Ms. Keffer for all her hard work and time served on the Board. Mrs. Keffer will be missed.

Boardmember Keffer would like to know when Ms. Larson is appointed and until she is notified she will assume she is to attend the meetings. She also wanted the Board to know that in regards to the complaints about not being able to hear speakers in that room she attended the Kachemak Bay Writers meeting and sat as far back as possible and heard every word.

COMMENTS OF THE CHAIR

Chair Hawfield thanked deputy Clerk Krause for her help. He confirmed when Flo Larsen will be appointed by Council. He felt she would be a great addition to the board.

ADJOURNMENT

There being no further business to come before the Board, Chair Hawfield adjourned the meeting at 7:35 pm. There will be a worksession at 5:00 p.m. before the next Regular Meeting scheduled for June 3, 2008 at 6:00 pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, Deputy City Clerk I

Approved: _____