

Session 13-01 a Regular Meeting of the Library Advisory Board was called to order on February 5, 2013 at 5:03 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS GROESBECK, FLETCHER, FAULKNER, AND STROBEL

TELEPHONIC: BOARDMEMBER GORDON

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK RENEE KRAUSE

APPROVAL OF THE AGENDA

GROESBECK/FLETCHER – MOVED TO APPROVE THE AGENDA.

Chair Faulkner requested to add Facilities Report to the agenda. There was a brief discussion on adding this as a subtopic under the Facilities Use Policy for this meeting only for discussion. The agenda has been published so no new items should be added to agenda but since there is a Facility item under Pending business it will fit under that item this time.

The amended agenda was approved by consensus of the Board.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There was no audience present.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF THE MINUTES *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the Regular Meeting on November 6, 2012

Chair Faulkner requested approval of the minutes.

GROESBECK/FLETCHER - MOVED TO APPROVE THE MINUTES AS AMENDED.

Ms. Dixon provided the correct spelling for Heather Lende on page 2 of the minutes under the Director's Report. Boardmember Fletcher requested clarification on page 3 of the minutes, item F. Budget & Statistics report, line 144. She stated that the way it was written was confusing. Ms. Krause will change the fifth word from "she" to "Ms. Faulkner" for clarity.

The minutes were approved as amended by consensus of the Board.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Friends Report

Ms. Dixon reported that the Friends have been primarily occupied with the Big Read; they have ordered new shelving for the DVD collection.

B. Next Friends Meeting – February 13, 2013 at 6:00 P.M. Library Conference Room

Chair Faulkner noted that no Board member will be in attendance at the next Friends meeting. Ms. Dixon stated she would be there and could provide a brief report.

C. Director's Report January & February 2013 and Monthly Statistics

Ms. Dixon distributed the statistics. Ms. Dixon commented on the rise in attendance for January. She stated that the reason may possibly be the Big Read and other events but was not positive. Ms. Dixon explained the Statistics and what each item was for the benefit of the newest member. It was noted that the attendance of school classes was down. Ms. Dixon said that the visits to the schools by Claudia were in the new section under Outreach.

Ms. Dixon continued by explaining the grant received and what Claudia does on Friday's plus the outreach performed by Sue Gibson for the seniors. Ms. Dixon also informed Boardmembers that the revenue collected and reported under Fines, Fees and Copies, approximately half was for fines and fees collected.

Chair Faulkner commented that for the most part they are only increasing in each category.

Mr. Strobel inquired about the music downloads and if that was just not publicized and used often.

Ms. Dixon elaborated on the success of the Robot construction. The event was booked and the kids really liked it a lot. The 60's Bash was well attended and they had 60's food. She provided clarification on the type of food from the sixties. Another cool thing was the Story Project which is part of the Big Read. They are looking for older residents to record their stories. KBBi will be assisting with the recording.

The Library will be closing on March 4 and 5th due to required staff training for the new system which is being installed. There is a remote training on February 27 and 28th with four days of live in person training for March 4-7. The go live date is scheduled for March 28, 2013. Staff has been busy mapping the policies and procedures into the new software system. The training is in different components and not all staff will be getting all the components.

The Library staff is considering increasing the general check out limit from 12 to 15 and with the new system they will be able to accept credit cards and run them through the city system and transactions must be \$10.00 or more. So they will need to raise the blocking limits. This will make some patrons very happy. The next new informational item is staff will be able to group cards, some families have several cards and they will be able to see them as a whole but still maintain confidentiality requirements.

Mr. Gordon complimented Ms. Dixon on how well this Library was being operated.

E. Landscape Committee Report – Tamara Fletcher

Ms. Fletcher reported that during the last meeting she learned that the spelling of Canarygrass was all one word so she requested the minutes to reflect that spelling.

Ms. Fletcher proceeded to explain the purpose of the Landscape Committee and that they meet six times a year towards the end of each month. Next month she is hoping to have a master gardener as a guest speaker.

The committee will meet on February 28, 2013 at Noon at the Library.

Chair Faulkner added some historical information for Mr. Strobel.

Mr. Gordon asked for clarification on the status of Reed Canarygrass as a perennial.

F. Budget & Statistics Report – Phil Gordon

Mr. Gordon tipped his hat to Ms. Krause for providing such exceptional and complete information for the presentation. He stated that the statistics continue to show that Homer has a deficit compared to other neighboring cities.

Ms. Fletcher suggested presenting a quarterly report to the Council to begin educating them using the information such as the computer usage. She suggested March as a stated point. Mr. Gordon suggested the presentation that was going to be used in December. Mr. Strobel recommended the Board viewing the presentation first. Chair requested the presentation to be added to agenda and requested that the statistical information for Talkeetna be added since this city was previously included in information during the previous years.

There was no further discussion.

H. Children's Art/ Art Report – Eileen Faulkner

Chair Faulkner provided a brief report that no new art has been presented for display. She reminded the Board that her term will be ending soon and they do need a Board member to take on the children's art. Chair Faulkner briefly provided a history of the art for the newest member Mr. Strobel. In response to Mr. Groesbeck noted that the Art component was in the Board's bylaws. It was noted that a Board member initiates the contact with the schools.

A brief discussion ensued on reissuing an invitation to the area schools and early learning facilities and even the schools located in the Russian villages.

Chair Faulkner reminded them that they will need a Children's Art person in April.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

There were no items for discussion.

NEW BUSINESS

- A. Discussion and Review of the Proposed Facility Use Policy
 - a. Facilities Report by David Groesbeck

Chair Faulkner introduced the item for discussion.

Ms. Dixon noted the old policies in the packet. She stated that there were so many changes that they did not do the usual procedures of strike out and bold print. She encouraged comment from the Board.

Ms. Fletcher requested on page one line 40 after the word "basis" could they insert "at the discretion of the Library Director" and questioned whether they should add under Refreshments, line 80, "or cooled." Ms. Dixon noted those changes could be made.

Ms. Dixon also felt that the fees portion should be removed since the policies must be approved by Council and if they changed the fees they would have to amend the policies. The Use Agreement does not need Council approval. The Fee Schedule is addressed annually. She would just include a statement to see the Facility Use Agreement for fees and terms of use.

Mr. Gordon inquired if there is a definition of pornographic materials. He does not need to see it or know it but not having may cause problems and he was wondering if the city attorney would have this in case of problems. Ms. Fletcher expounded on Mr. Gordon's concern regarding the City Attorney approving this statement. Mr. Groesbeck requested clarification that they will need the proposed policy on pornographic materials reviewed by the attorney. Ms. Dixon stated that she believed there were actually no changes in the statement. She would double check that this was just carried over from a previous policy.

Chair Faulkner explained the process regarding staff drafting the policy, the Board reviews and comments and then it is submitted for Council Approval.

Ms. Dixon noted a small change in that normally they do not allow the exchange of monies in the Library. Patrons actually had to go out to the parking lot. However they do recognize that there are some occasions when it would be okay such as a class put on by triple A or AARP.

Ms. Krause confirmed that the Policy once approved by the Board will be presented to Council for approval.

Ms. Dixon brought up the video conferencing policy and "open and free to the public" normally a requirement for anyone using the facility and video conferencing equipment is required to have it open to the public. The exception being made is for employment interviews. So far they have had one interview conducted.

The Board agreed that the exception to the policy standards was acceptable.

a. Facilities Report by David Groesbeck

Mr. Groesbeck apologized for the pagination for some reason this was changed when he emailed the report to the Clerk. He also clarified that his report does not contain any item or concern that would fall under general maintenance. His report included the following items:

HVAC

Three factors need to be considered in any discussion of climate control. They are: heating, cooling and indoor air quality. The library has a complex HVAC system that was designed to manage all three needs. However, because of the unpredictability of weather and usage, the system does not always operate at peak efficiency. Staff needs to monitor both building temperatures and air-quality to ensure that the HVAC system is working at peak efficiency. Furthermore, there are specific areas where the climate control system and the architectural design conspire to create problem areas. One notable example is the office area that houses the Friends of the Library staff. During the winter months, this area is cold and redolent with drafts. Another area that has been identified by staff is the entrance area. While the entry has radiant heat in the floor, the vestibule area is open below the ceiling. There is a need to further explore solutions to heat loss as well as reducing the intrusion of cold air in this area.

Building Design and Structure

The extensive use of glass accounts for approximately 60% of conductive heat loss of the walls and about 40% of the entire building's conductive heat loss. This extensive use of glazing is problematic both in the summer when we have extended daylight hours; and in the winter when we have a paucity of sunlight. There is a need to install window treatments in strategic areas to reduce heat loss during the winter months. Hotspots in the summer are normally mitigated with shade and ventilation controlled by the staff. The heat loss during the winter does need to be addressed if we are serious about conservation.

While I am not knowledgeable about building methods and construction in arctic climates, the cold spots in the building such as in the Friends area suggest that more could be done with weather stripping or insulation.

Building Environment

Excessive noise has been repeatedly identified as a detractor to this environment. The entry area and accompanying hallway act like an echo chamber that amplifies noise and pushes it into the reading room. While libraries are no longer silent, the noise level here can often disrupt concentration and disturb patrons. Both staff and patrons have recommended that the library consider sound-dampening measures in the entrance area.

Safety and security

The parking lot has been a problem area for a number of years now. Public Works took some proactive measures to reduce ice buildup in the handicapped parking area. City staff has lowered plow tolerances to reduce snow buildup. There is still a problem with ice in areas that are frequented by children and the elderly. There is a need to reconfigure the parking lot to improve drainage and minimize the accumulation of water and ice. This is a liability issue for the Library and the City.

Traffic flow in the library parking lot is, at times, dangerous. Cars often speed through the parking lot from Heath Street to Safeway. It is recommended that the city install speed bumps in the parking lot to discourage reckless driving. There is a need for crosswalks at the trail head that crosses the parking lot and on Heath Street. Pedestrian crossing signs need to be prominently posted to protect the people who are coming from the post office or from the center of town.

The introduction of the natural gas pipeline into the city, coupled with the challenges of diminishing resources provides an opportunity for the LAB and library staff to address many of the facilities needs of the library. It is recommended that a first step would be for the Board to encourage the Library Director and a LAB representative to meet with city staff to develop an action plan with an accompanying timeline. This would provide a concrete plan that would be measurable and that could be monitored by the Board.

It was noted that the savings that was anticipated with the tweaks to the system was not realized since the cost went up. It was questioned if the system can be converted to gas when that comes through; Ms. Dixon believes that the overall room temperatures have improved. There have been no complaints regarding stuffiness. She did note that it would be good to address the issue of using any savings realized with the conversion to gas on the other needs of the building and that this should be prioritized.

Chair Faulkner recommended providing a clean copy of the report to the City Manager.

B. Welcome to New Board Member Matt Strobel

Chair Faulkner welcomed Mr. Strobel and asked him to provide a little bit about himself.

Mr. Strobel stated he was looking forward to his service on the Board and he accesses the Library quite a bit and he feels that he should carry on the civic service started by his in-laws.

The Board members welcomed him to the LAB.

Ms. Dixon inquired if there were any other applicants for the Board.

INFORMATIONAL MATERIALS

A. Approved Budget 2013

Ms. Fletcher inquired about the line item in the budget no. 5209 Grounds Maintenance. It seemed that it once had a budget then it did not. Ms. Dixon stated she could not remember quite what it was used for; she confirmed that the minimal amount in janitorial covered some supplies but most items under this

category was covered by Mike Riley's budget. Ms. Fletcher opined that the snow removal budget was healthy.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF THE CITY STAFF

Ms. Dixon wanted to thank everyone for serving on the Board. The reason the Library is a wonderful place is because of all the volunteers in the community. It would be half the place it currently is.

Ms. Krause had no comments.

COMMENTS OF THE COUNCILMEMBER *(If one is assigned)*

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner had no additional comments.

COMMENTS FROM THE BOARD

Ms. Fletcher welcomed Matt to the Board.

Mr. Gordon and Mr. Groesbeck had no comments.

ADJOURNMENT

There being no further business to come before the Chair Faulkner adjourned the meeting at 6:50 p.m. The next Regular Meeting is scheduled for March 5, 2013 at 5:00 pm at City Hall Upstairs Conference Room 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____