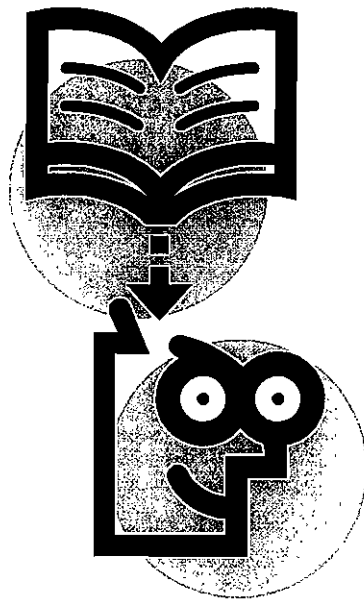


Library Advisory Board
Tuesday
May 7, 2013
Regular Meeting
5:00 p.m.



Cowles Council Chambers
City Hall
491 E. Pioneer Avenue
Homer, Alaska



**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF THE MINUTES** *(Minutes are approved during Regular Meetings only)*
 - A. Meeting Minutes for the Regular Meeting on March 5, 2013 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – May 8, 2013 at 6:00 P.M. Library Conference Room
 - C. Director’s Report March & April 2013 & Monthly Statistics Page 11
 - E. Landscape Committee Report – Naomi Klouda Page 15
 - F. Budget & Statistics – Phil Gordon
 - G. Children’s Art –
 - H. Facilities Report – Dave Groesbeck
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Review and Approve Final Draft Facility Use Policy Page 17
- 10. NEW BUSINESS**
 - A. Elections Page 25
- 11. INFORMATIONAL MATERIAL**
 - A. Memorandum to Mayor and Council re: 2013 Land Allocation Plan from Julie Engebretsen, Planning Technician Page 27
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 4, 2013** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 13-02 a Regular Meeting of the Library Advisory Board was called to order on March 5, 2013 at 5:08 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, KLOUDA, AND GORDON

TELEPHONIC: BOARDMEMBER STROBEL (EXCUSED)

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK RENEE KRAUSE

APPROVAL OF THE AGENDA

Chair Faulkner requested a motion to approve the agenda.

FLETCHER/GROESBECK – MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

The 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 February 5, 2013

Chair Faulkner requested approval of the minutes.

FLETCHER/GORDON – MOVED TO APPROVE AS PRESENTED.

Ms. Dixon pointed out two changes and Mr. Groesbeck mentioned one change and that these changes could be emailed to Ms. Krause.

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

There was no further discussion.

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 meeting had been cancelled due to absences and the remaining members busy with the Big Read events.

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

Chair Faulkner explained how the attendance works and what the Board has done in the past. She noted that the Friends were supposed to have a representative at the LAB meetings too.

Chair Faulkner noted that will be up to the next Chair what they would like to do.

Ms. Dixon noted that they have food at the Friends meetings too.

C. Director's Report March 2013 and Monthly Statistics

Chair Faulkner requested an update on the event for Friday night. Ms. Dixon stated it was very well attended. Ms. Dixon reported on the movie made by young people in or just out of film school on "the Things They Carried.

Ms. Dixon then provided a summary on her report. She commented that Tim O'Brien loved Homer and Homer loved him. The project to bring Story Time on the road has been receiving great response and bringing in more interest in the library. The software conversion has been going on and staff has been involved with what is called "mapping" it is very tedious and very tiring brain work. Not all staff has to take all the training. There will be testing and hopefully everything will be in order and they go "live" on March 28th. It's exciting and a big project.

They did have a request to rent the building after hours so they need to get the facility use policy completed. She has not finished the policy as yet; Ms. Dixon added that she wanted to check with the City Manager on the Board's request to check with the City Attorney on the language regarding pornographic materials and did not think it was needed since she believed they copied the language from a previously approved document. The City Manager has not been available and she has been quite busy with other things. She was sure to have it ready for the April meeting.

Mr. Gordon commented on the crushing schedule that Ms. Dixon maintains; inquired if the funding for story time would be ongoing; if special funding for other special projects would be available.

Ms. Dixon responded that she was sure there was other funding available, however this grant was provided for a three month period which is also limited by the fact that Ms. Haines was a part time person and she could only work the additional hours for the three month period before PERS regulations had to be addressed.

Mr. Gordon commented on the need borough wide to fund a children's librarian and that this was an area underserved. He inquired if it would be appropriate if this Board would contact other Boards and Libraries borough wide to see if something could be addressed.

Ms. Dixon noted it would be great but there is no cohesion with Libraries in this borough so it may be difficult.

Chair Faulkner noted that it may be the time this budget season to ask for fulltime funding. Ms. Dixon agreed and expounded on the overall benefits to having one person performing the outreach for children.

Chair Faulkner provided a brief history and requirement on the policies, revisions and requirement to update and create even new policies.

Ms. Dixon distributed the statistics.

Chair Faulkner commented on the statistics and the purpose for the newest member.

Ms. Dixon explained that the jump in numbers was unexplainable in response to Ms. Klouda.

There was brief discussion on the statistics.

Chair Faulkner did note that the statistics have been used to support budget requests in the past. She again noted that in the past several years they have not advocated for additional staff and so they have focused on retaining and increasing the budget for books.

E. Landscape Committee Report – Tamara Fletcher

Ms. Fletcher reported that at the last meeting master gardener Rosemary Fitzpatrick. She had several suggestions; prioritizing areas of the library grounds; come to terms with the scale of the building and it is time to plant some large trees. Ms. Fitzpatrick suggested several areas that would be appropriate; Additional suggestions for volunteer pools; and areas for additional weed eating to be done which staff agreed to do. The final suggestion was changing the War on Weeds to a Rose Drive. Ask for donations of roses. These would be easy to plant. They could remove trees from easements and to contact HEA, maybe the Boy Scouts could help; and they could use the Girl scouts to help plant roses. Ms. Fitzpatrick also suggested transplanting the irises from the existing area to round the pond area.

They have received some requests for memorial plantings and they have determined that the area outside the concrete border of the courtyard and is currently undeveloped but would not take much to put it in order. People can make a memorial planting and have a discreet sign.

Mr. Gordon asked if the possible tree plantings could be something other than spruce such as larch which would lose leaves and not block the winter sun. Ms. Fletcher responded that in Ms. Fitzpatrick view any tree planted should be a spruce and since the Landscape committee has a budget of \$0 they cannot be picky.

F. Budget & Statistics Report – Phil Gordon

There was no report for this meeting.

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

Chair Faulkner reported that McNeil Canyon provided some new artwork for the Children's area. The next batch will be provided in May and will hang until the fall. She additionally reported that after some thought she recollected visiting the area schools requesting participation in the art display program. She will gladly show the member who takes this over where the supplies are kept. Chair Faulkner also provided information on the displays by the early childhood display.

Ms. Dixon reported on a request by Faith Christian Preschool to display some items from a recent project.

Chair Faulkner commented that unless agreement was made to take turns with the other preschool and it must be hangable.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Review Updates to Proposed Facility Use Policy

This item was postponed until the April meeting.

NEW BUSINESS

A. 2013 Land Allocation Plan

Chair Faulkner opened discussion on this item explaining what is normally done and noted that this was a first time they received a memo from Planning. She noted that they made a recommendation previously to sell the land related to the old library. The Board has never made any recommendations on additional parcels the city owns.

After a brief discussion on the staff recommendation a motion was made as follows:

FLETCHER/GORDON – MOVED TO DEFER ACTION ON THE PROPERTY SHOWN ON PAGE D-2 OF THE LAND ALLOCATION PLAN UNTIL FEBRUARY 2018.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Ms. Fletcher commented that they recommended having someone attend the worksession. There were no immediate volunteers.

B. Board member Needed for the Landscape Committee

Chair Faulkner asked if there were any volunteers for the committee.

Ms. Fletcher pointed out that the committee meets October – April on the last Thursday of each month. May through September the committee does not meet. Also, it is difficult to have the synopsis to the Clerk in time for the packet since they meet the afternoon after the deadline. Chair Faulkner commented that a lay down was always good for her but she will no longer be chair so that will be up to the new chair.

Boardmember Klouda volunteered to be on the Landscape committee.

C. Boardmember Needed for Children's Art

There were no immediate volunteers for the Children's Art.

D. Welcome New Board Member!

Chair Faulkner welcomed the newest Member, Naomi Klouda.

Ms. Klouda noted that she attended the last landscape committee meeting and after attending the recent court trial on a young kidnapping victim to hear about roses was very refreshing. Ms. Klouda provided a brief history on herself and that she looks forward to being on the Board.

INFORMATIONAL MATERIALS

A. Memorandum to City Manager and Public Works Director dated February 26, 2013 Re: Facilities Committee Report on the Homer Public Library

Chair Faulkner provided some brief comments on the report and previous efforts of the board related to improving the energy usage. She inquired about the fuel usage report that the city is performing. Ms. Krause responded that Ms. Dixon could get that information from Mitch Hrachiar at Public Works.

Mr. Groesbeck stated that using that report they can perform a comparison on savings. Comments were made regarding the savings that will be realized when they are switched over to natural gas.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF THE CITY STAFF

Ms. Dixon commented on the loss of Eileen and Tamara and she hopes to still see them at the Library and on that note handed each a framed photo acknowledging their time and work on the Library Advisory Board.

Ms. Krause provided term expirations at the request of Chair Faulkner and how that affects the Board; and commented on the memorandum and synopsis requirement from the Landscaping committee. She elaborated on the distribution of these documents to the public.

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

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner commented that she did testify before council last week and provided the information on the Big Read, the need for Boardmembers, and the turn the switch date of March 28th. That was the last meeting to plug for board members and thus her reason for Renee to provide the information. She thanked Tamara for a "bang up" job on the landscape committee, wish she could stay more, but she gave it the impetus and drive and wished her the best in whatever she is doing for the future.

Chair Faulkner said Thank you it has been an interesting 6 years.

COMMENTS FROM THE BOARD

Ms. Fletcher welcomed Naomi; stated it has been an interesting 2 years, and she has enjoyed it. She did not realize that she would be dealing with Landscaping when she signed up for the Library Advisory Board; she thought it would be musty books and fines and here she was dealing with dirt.

Mr. Groesbeck complimented Ms. Dixon on the Big Read and getting Tim O'Brien to come to Homer since he only visits a few locations each year; this was a plum in their cap; a sincere thank you to Tamara for her work on the Landscaping. If she thinks her work is done think again.

Ms. Klouda commented on having met Tamara this week and having known Eileen that it is a remarkable loss to the Library Board and they each need to do a little outreach to get other members. Ms. Klouda wishes she could have work longer with each of them.

ADJOURNMENT

There being no further business to come before the Chair Faulkner adjourned the meeting at 6:14 p.m. The next Regular Meeting is scheduled for April 2, 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: _____

Director's Report
Homer Public Library
March 27, 2013

March has been busy both up front and behind the scenes. On March 1 author Tim O'Brien culminated a two-month series of Big Read activities centered around his book, *The Things They Carried*, with a presentation to a large and enthusiastic crowd at the Mariner Theater. Mr. O'Brien later commented that the Homer audience was so receptive that he put away his notes part-way through his prepared talk and continued unrehearsed.

On March 28 we went live with our new library management system, known as Evergreen. This culminated a four-month process of software migration that involved staff at all levels, as well as the IT department, in planning, training and execution. We're excited about the new system for a number of reasons, the top three being savings, versatility, and better service for patrons. To celebrate the change, and as a thank-you to the public for their patience as we learn this new system, we raised the check-out limit from 12 to 15 items per person. The new system allows contact by e-mail to notify patrons when a "hold" request is ready, as well as an advance warning when items are due. Patrons will also be able to keep track of their personal reading history on their library accounts, if they so choose.

March 29 marked the end of the library's grant-funded early literacy outreach program, Traveling Storytime, to McNeil Canyon and Razdolna. Children's services coordinator Claudia Haines planned and implemented this twelve-week pilot project to positive reviews from children and parents. Razdolna students were excited to visit "Ms. Claudia" at the Homer Public Library during their spring field trip. The program was a partnership with Best Beginnings, which obtained grant assistance from the Homer Foundation.

IT Director Nick Poolos and I made a joint effort to submit the Library's annual e-rate application so the Library may continue to receive assistance with bandwidth fees. This federal subsidy is crucial to our ability to provide Internet access to the public at the current level.

Sue Gibson and I met with Dan Nelsen, the new Project Manager in Public Works, regarding needed building improvements. He and Carey Meyer have devised a plan to mitigate the twin problems of noise and cold air leakage in the entry corridor. They hope to release an invitation to bid soon, before the building season begins in earnest. The problem in the parking lot is much bigger and not an easy fix, they say.

Staff has worked especially hard during this past month to make the software transition as smooth as possible. They deserve all the kudos, thanks, and recognition we can give! We believe our effort will be well worth it for both staff and the public.

Director's Report
Homer Public Library
April 30, 2013

With both National Library Week and Poetry Month in April, it's always a busy month at the library. We began with the Celebration of Lifelong Learning, an annual gala sponsored by the Friends of Homer Library to recognize community members who have an exceptional commitment to lifelong learning. This year's honorees were Ken Castner and Ethan Kizzia, with four-time Olympic skier Nina Kemppel as guest speaker. Mid-month I joined Mary Jo Joiner, the director of the Kenai Public Library, for a discussion about libraries on KBBI's *Coffee Table* program. That weekend the Friends held the ever-popular spring Book and Plant Sale. We closed out the month with a *Get Lit!* poetry workshop led by local poet Linda Martin, as well as a videoconference on caring for family photographs.

Our new software system seems to be working well. We are still learning how to best use it for cataloging and acquisitions, and tweaking some procedures. Library Tech II Holly Brennan attended the annual Evergreen conference in Vancouver, B.C. and returned full of new information and ideas for better implementation. Overall, the migration went as smoothly as can be hoped for. So far patrons seem pleased with the options to track their reading history and to get e-mail notices for holds and advance warnings about due dates.

With some nudging from the IT department, we finally committed to making an all-out effort to replace the current library cards with new library cards that contain only numbers in their account identification/bar codes. The old cards, with their capital "P" and space do not mesh well with other software programs and cause both staff and patrons difficulties on a regular basis. We encourage everyone to come by for a new card. The replacement takes only one to two minutes, is free, and we think the new card is even more attractive than the old one. As part of our campaign, we will replace lost old-style cards for free, without a replacement charge.

Work has begun to seal off the vestibule from the hallway to reduce both noise and air infiltration. The job should be done soon, with work taking place mostly on Sundays when the library is closed.

The OWL Project funded some additional computer monitors, which we have received, and two early literacy stations for the children's room, which come highly recommended from libraries that own them. We will also be receiving a video camera, which should be useful for programming (especially with teens) and possibly creating our own library content for promotional and instructional materials.

At their recent Community Café, the Language and Literacy work group of Best Beginnings Homer identified preschool library programs as an important community service to promote early learning and literacy. The event was organized to facilitate communication and networking about early childhood education for young children and families. Stay tuned for more information as their work progresses.

Technology classes offered by the Friends of Homer Library are adapting to community interest by offering more open-ended sessions. Drop-In Tech Help is now offered on the first Friday and last Saturday of each month.

Some special events coming up in early May:

- Big Truck Day! Kick off the Summer Reading Program for children on Saturday June 1 at noon with an exhibit of heavy equipment for youngsters to explore on Hazel Avenue.
- War on Weeds, 9-noon Saturday May 4 and Monday May 13. Volunteers needed. Really, we're making progress!
- Social Media 101 for Parents, Tuesday May 7 at 6:30 PM. Join children's services librarian Claudia Haines and web designer/teacher Erin Hollowell for a discussion about keeping up with teens and tweens in the world of social media.
- Phillip Hoose, featured author at this year's Kachemak Bay Shorebird Festival, will visit the library on May 11 at 11 a.m. for a free family program of music and song. His book *Hey, Little Ant* will be available for sale and signing.

PRESENT: ANN DIXON, NAOMI KLOUDA, SARAH CONVEY AND TAMMARA BURNETT

AGENDA

The agenda was approved by consensus of the committee.

APPROVAL OF THE MINUTES

The minutes were approved by consensus of the committee

PUBLIC COMMENTS ON ITEMS ON THE AGENDA

There were no public comments.

VISITORS

There were no visitors scheduled.

STAFF/COUNCIL/BOARD/COMMITTEE REPORTS

There were no reports for this meeting.

PENDING BUSINESS

A. Invasives: Season weeding plans: Should this be combined with Wild Rose Drive?

A free invasive species seminar will be held on April 26, 2013 at Islands and Oceans. The thought is that there would not be enough sprouting up yet to identify as invasive species, the consensus was to wait until later in May or early June.

The Rose Drive Plan needs to be coordinated with Friends of the Homer Library. Marilou Burton could help with this and a meeting is planned between Naomi and Marylou to discuss this. (The meeting did take place and Marylou agreed to have representation from the Friends at the next Landscaping meeting.)

B. Garden Planning: The North Meadow Sign update by Ann Dixon

The next meeting, April 25, 2013 needs to focus on summer tasks ahead. Figuring what needs to be done for this garden and others. The thought is that a rose drive would result in rose bushes that could be planted in the North Meadow. But, as Ann Dixon pointed out, planning needs to be such that the rose bushes do not block off the view from staff who monitor the front area for safety and other reasons.

C. Comments on the Wild Alaska Rose Drive:

Discussion for getting the word out on what is needed, type and how many. This question still needs resolving

D. Additional Items?

No additional items discussed.

NEW BUSINESS

There was no new business.

INFORMATIONAL MATERIALS

There were no informational materials.

AUDIENCE COMMENTS

There was no audience present.

STAFF COMMENTS

There were no staff comments or comments from the committee members.

ADJOURN

THE NEXT MEETING IS SCHEDULED FOR THURSDAY, APRIL 25, 2013 12:00 P.M. TO 1:00 P.M. AT HOMER PUBLIC LIBRARY, HAZEL AVENUE, HOMER, ALASKA IN THE CONFERENCE ROOM.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



491 E. Pioneer Avenue
Homer, Alaska 99603-7624

(907) 235-3130
(907) 235-8121
Extension: 2227
Extension: 2224
Extension: 2251
Fax: (907) 235-3143
Email: clerk@ci.homer.ak.us

MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC. DEPUTY CITY CLERK I

DATE: APRIL 17, 2013

SUBJ: FACILITY USE POLICY FOR THE HOMER PUBLIC LIBRARY

Background

At the February regular meeting the Board requested the Library Director to consult the city attorney to clarify the definition of pornographic materials. Approval was postponed until the next meeting.

At the March meeting Ms. Dixon stated that she had not the time to complete the other minor changes and she was waiting for an answer from the City Manager regarding obtaining clarification from the City Attorney. She opined that they had it (a pornographic material clause) in other sections of the policy however at the time she could not pinpoint where in the policies she had seen it outlined as such.

The Board postponed any decision until the April meeting. The Board could not obtain a quorum for the April meeting.

Recommendation

Review the Proposed Facility Use Policy, make any other additional recommendations and make a motion to approve the policy and forward to Council for approval.

HOMER PUBLIC LIBRARY

XII. FACILITY USE POLICY

The Homer Public Library welcomes the use of its space by community groups for informational, educational, cultural and civic activities, to the extent that such activities do not interfere with Library operations or use of the Library by other patrons.

Use of the Library's facilities does not imply endorsement by the Library, staff, Friends of Homer Public Library, or City of Homer.

During Library Hours

All events held within the Library during open hours must be of a non-commercial nature, free of charge, and open to the general public.

- Use of the study rooms is on a first-come, first-served basis, except when scheduled by library staff for governmental meetings, one-time educational uses such as proctoring tests, or to accommodate unexpected conflicts in conference room use. See **Study Room Guidelines** for rules of use.
- Use of the conference room must be scheduled in advance. See **Conference Room and Video Conference Guidelines** for rules of use.
- Use of other spaces for group activities during library hours must be approved by the Library Director.

Private use of the Library during open hours is not allowed.

After Library Hours

Events and meetings may be held within the Library during the Library's closed hours on a limited basis by reservation and for a fee. All after-hours events must be approved in advance by the Library Director and supervised by library staff or other supervisors approved by the Library Director. Scheduling of after-hours events is dependent upon availability of an individual approved to supervise. See the **After-Hours Facility Use Agreement** for fees and the conditions of use.

The fee for use may be waived at the discretion of the Library Director on a case-by-case basis for non-profit groups that provide significant support to the Library or Friends of the Homer Public Library.

An After-Hours Facility Use Agreement must be submitted by the private party and approved by the Library Director. Users are responsible for complying with all library rules, for clean up, and for any damage to the facility, its grounds, or contents. The Homer Public Library facilities and grounds may not be used for activities deemed inappropriate by the Library Director.

Equipment Use

Groups wishing to use equipment during a meeting or event are advised to reserve it as far in advance as possible. This equipment is available on a first-come, first-served basis. See **Conference Room and Video Conference Guidelines** for more information.

Video conferences sponsored by the Library and by Friends of Homer Public Library receive first priority. It is advisable to reserve video conference equipment at least two weeks in advance to insure availability.

Use of videos, films, and online content in the library conference room shall not violate copyright law. Library equipment may not be used in the following ways:

- Harassment of others
- Violation of Federal or State law
- Unauthorized duplication of protected software or licensing agreements
- Destruction, damage to, or unauthorized alteration of the Library's equipment
- Any unauthorized disclosure, use and dissemination of any personal identification information regarding minors
- Accessing child pornography
- ***Display of pornographic images in public view in the library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.***

Videos and films may be used for public programs and in scheduled private meetings but must have public performance rights.

The Library is not responsible for any damage to users' equipment. Library staff will explain the proper use of library equipment before it is operated by non-staff users.

Refreshments

A small refreshment preparation area with sink is available in the Conference Room. There are neither cooking facilities nor methods for keeping food heated or cooled. Users are responsible for cleanup and for any damages incurred.

Exceptions to the guidelines of this policy may be granted by special permission of the Library Director.

HOMER PUBLIC LIBRARY

Study Room Guidelines

Group study rooms are available for use only when the Library is open. Rooms are kept locked when not in use. Rules for use of the rooms must be followed. Rules are posted in each room. Capacity of the rooms is 6 individuals, with up to 8 individuals allowed on a case-by-case basis with permission from library staff.

Rooms are available on a first-come, first-served basis for a two-hour period. Additional time may be granted if no other groups or individuals wish to use the room.

Use of Group Study Rooms by Individuals:

Rooms are intended primarily for the use of small groups. Individuals wishing a quiet study area should use the individual study nooks. If the study nooks do not meet the needs of the individual, a group study room may be used with the understanding that the individual may be asked to vacate the room to accommodate a group.

Individuals taking proctored examinations may use the rooms by appointment. The Library's designated proctor will book rooms for this purpose. Patrons taking proctored exams are not required to leave ID at the front desk.

Identification:

One member of a group must agree to be responsible for the use of the room, and must check in at the front desk. Staff will hold the responsible person's photo ID (or library card if the individual does not have a driver's license or state ID card) while the group is using the room, and will inspect the room for damage and make sure it is locked before returning the ID or library card.

The person signing for this room is responsible for seeing that it is used in accordance with the following rules; and for any damage that might be done to the room or its furnishings.

- Capacity is not to exceed 6 persons without staff permission.
- No food is allowed. Bottled water only.
- Room is to remain unlocked while in use.
- Lights must be on.
- Furniture is not to be removed from nor added to the room.
- Noise levels should not be audible outside the room.
- No materials may be affixed to walls or other surfaces.
- Users must notify the front desk when finished.

Violation of any of the above rules is grounds for the entire group's forfeiture of use of the room.

HOMER PUBLIC LIBRARY

Conference Room and Video Conference Guidelines

General Guidelines

The conference room and video conference equipment are intended to further the Library's mission through enriching lives and encouraging informational, educational, and cultural activities. When library activities are not occupying the room, other groups may use it during open hours for lawful, noncommercial purposes.

- Library use of the conference room takes precedence. Meetings that interfere with normal Library functions are not permitted.
- All meetings, programs and video conferences during open hours will be free and open to the public. Exceptions will be made to allow employment interviews that require teleconference or videoconference equipment.
- Direct or indirect sale of any product or services is prohibited, except for sales sponsored by the Library or Friends of the Homer Public Library. Non-profit organizations may accept donations to cover the cost of program or workshop presentation.
- Public conference room or video conference use does not constitute Library endorsement of the beliefs or ideas expressed by organizations or individuals using the facility. Meetings will not be publicized in a manner that suggests Library sponsorship or affiliation.
- Smoking, drugs, and alcoholic beverages are not allowed in the Library.
- Conference room capacity of 46 people may not be exceeded.
- Meetings must end 15 minutes before other scheduled meetings and before the Library closes.
- Conference room and video conference use is intended for specific events rather than for regularly scheduled, on-going meetings. Except for the Library, Friends of the Library, or government agencies, only one meeting or video conference at a time may be scheduled and use may not be scheduled more than two months in advance.
- Scheduling will be limited when necessary to ensure equitable access to the facilities for the entire community.
- The Library reserves the right, with 24 hour notice, to cancel permission to use a conference room or to provide a substitute room, if available. The Library will make every effort to avoid cancellation but does reserve that right.

Equipment

- Internet-capable flat screen television monitor
- Projector screen and digital projector
- Laptop computers
- Teleconference equipment
- Videoconference equipment
- Two carousel slide projectors and extra carousels (also available for check out)
- Overhead projector (also available for check out)
- 16 mm movie projector (also available for check out)

Conference Room and Video Conference Requests

- Groups interested in using the video conference equipment and/or the conference room must first fill out a **Conference Room and Video Conference Application**. It is advisable to reserve video conference equipment at least two weeks in advance to insure availability
- Meeting room and video conference use may be requested only by adults. Persons under the age of 18 must be sponsored and supervised by an adult responsible for the group.
- The Responsible Party agrees to ensure that library policy will be followed and accepts financial responsibility for any charges incurred by the group for damage caused to the building or equipment beyond normal wear.
- A reservation is not confirmed until the application has been approved by the Library Director or the librarian in charge.

User Responsibilities

- The Responsible Party must check in with staff before and after a meeting and is responsible for reasonable care of the videoconference equipment, the conference room, and any other equipment used.
- The Responsible Party agrees to ensure that equipment is used according to library guidelines, as demonstrated by library staff.
- Library staff must be notified in advance of cancellations. Failure to notify library staff in advance may disqualify the user from future use of the room.
- The Responsible Party agrees to ensure that the room is cleaned up and returned to its pre-use condition, including furniture arrangement.
- In order to avoid damage, only materials approved by library staff may be affixed to walls or other surfaces.

- Abuse of equipment or failure to follow library rules on conference room and video conference equipment use may be grounds for denial of permission for further use.
- The Library does not assume liability for damage to or loss of personal property, or for any personal injury, which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the Library.

Library video conference equipment may not be used in the following ways:

- Harassment of others
- Violation of Federal or State law
- Unauthorized duplication of protected software or licensing agreements
- Destruction, damage to, or unauthorized alteration of the Library's equipment
- Any unauthorized disclosure, use and dissemination of any personal identification information regarding minors
- Accessing child pornography
- ***Display of pornographic images in public view in the library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.***



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue

Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: APRIL 30, 2013

SUBJECT: ELECTIONS

Since the retirement of our long standing Chair Eileen Faulkner the Board will need to conduct elections for Chair and Vice Chair which is usually done at the April meeting when the terms for Board members expire.

Elections were last held in April 2012 and since that time we have not had a presence of a vice chair. So I will recommend that the longest serving member serve as acting chair, Mr. Phil Gordon.

Since Mr. Gordon and Mr. Groesbeck have been on the Board for one year and Ms. Klouda and Mr. Strobel have been on the Board for a few months. I would suggest leaving the invitation to serve as Chair or Vice Chair open to all members and not feel it should only be those members serving the longest on the Board.

Mr. Gordon will open the floor for nominations of chair; closing the nominations when there are no further recommendations. If only one member is nominated and accepts the nomination it is customary for the acting chair to state for the record:

“All those in favor of _____ for Chair say Aye” “Those opposed?”

Congratulate the board member and turn the gavel over to the new Chair.

The newly appointed Chair will conduct the election for the Vice Chair in the same manner.

RECOMMENDATION

Informational in Nature.



City of Homer
Planning & Zoning
491 East Pioneer Avenue
Homer, Alaska 99603-7645

Telephone (907) 235-3106
Fax (907) 235-3118
E-mail Planning@ci.homer.ak.us
Web Site www.ci.homer.ak.us

MEMORANDUM

To: Mayor Wythe and Homer City Council
From: Library Advisory Board
Through: Julie Engebretsen, Planning Technician
Date: March 19, 2013
RE: 2013 Land Allocation Plan Joint Work Session

At the March 5th LAB meeting, the Board made the following recommendation on the Land Allocation Plan.

Comments

DEFER ACTION ON THE PROPERTY SHOWN ON PAGE D-2 OF THE LAND ALLOCATION PLAN UNTIL FEBRUARY 2018

Minutes

Chair Faulkner opened discussion on this item explaining what is normally done and noted that this was a first time they received a memo from Planning. She noted that they made a recommendation previously to sell the land related to the old library. The Board has never made any recommendations on additional parcels the city owns.

After a brief discussion on the staff recommendation a motion was made as follows:

FLETCHER/GORDON – MOVED TO DEFER ACTION ON THE PROPERTY SHOWN ON PAGE D-2 OF THE LAND ALLOCATION PLAN UNTIL FEBRUARY 2018.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Ms. Fletcher commented that they recommended having someone attend the worksession. There were no immediate volunteers.



