

Session 13-08 a Regular Meeting of the Library Advisory Board was called to order by Chair Groesbeck at 5:04 p.m. on August 6, 2013 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS GROESBECK, KLOUDA, GORDON, STROBEL

STAFF: LIBRARY DIRECTOR DIXON  
DEPUTY CITY CLERK KRAUSE

**AGENDA APPROVAL**

Chair Groesbeck requested a motion to approve the agenda.

GORDON/STROBEL – SO MOVED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

**PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

There was no public present.

**RECONSIDERATION**

There was no reconsideration scheduled.

**APPROVAL OF MINUTES**

A. Meeting Minutes for the Special Meeting on July 16, 2013

Chair Groesbeck requested a motion to approve the minutes as amended.

KLOUDA/STROBEL – SO MOVED.

Mr. Gordon requested a correction to the word inefficiencies to deficiencies under comments.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**VISITORS**

There were no visitors scheduled.

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

A. Friends Report

Since the last meeting the Friends have not met.

B. Next Friends Meeting August 14, 2013 at 6 pm in the Library Conference Room

Mr. Strobel confirmed that he still intends to attend the meeting.

C. Directors Report and Monthly Statistics

Library Director Dixon commented on the following:

- Very busy in attendance and circulation, both are up over last year and last month.
- The teen party and ice cream party were very well attended
- Book signing for Pilgrim's Wilderness was well attended, almost 200 persons attended
- Next month Book signing for Snow Child
- Bad stretch of internet problems
- Early Learning Stations becoming very popular, interactive with both care giver/parent and the child. Contains good, quality programs that keep the smaller children productively engaged
- Big push on cataloging and purchasing
- Upcoming retirement but notice has not been delivered yet, questioning on replacing that experienced staff member.
- Working on department budget which must be in to the City Manager by August 19, 2013

Mr. Gordon commented on getting the two recent authors.

Ms. Klouda inquired if an IT person can be asked for on the request.

Chair Groesbeck inquire about the details of the internet problems which Ms. Dixon explained was the fault of ACS and GCI not the city. He then inquired what the Library's priorities would be for 2014 and what if anything the Boardmembers could do to assist her. He asked about the processing of new books and inquired if Ms. Dixon has considered purchasing pre-cataloged books.

Ms. Dixon stated she just received numbers but would be requesting a Children's Librarian and IT, part-time, and more book money. She will have to replace the person retiring however it will not contain the same duties being performed by that person. Ms. Dixon noted that the new system can perform that and there was resistance in the past but she is going to encourage that step be taken.

D. Budget and Statistic

Chair Groesbeck introduced the item and gave the floor to Mr. Gordon.

Mr. Gordon stated he met with Ms. Dixon but was concerned that a specific slide of compelling information was still missing. He felt that chart was most dramatic. He thought the overall presentation was good, but he was unable to make it as compelling as it was before and he has a problem with that, for example page 64 there is a correction needed.

GROESBECK/GORDON – MOVED TO SUSPEND THE RULES TO ADDRESS THE BUDGET PRESENTATION AT THIS TIME.

Ms. Krause explained that the presentation could be viewed at both items.

The motion was approved by consensus of the Board.

Ms. Krause proceeded to bring up the presentation that was prepared. Chair Groesbeck then commented that time is getting short.

After a brief discussion and commentary by Mr. Gordon it was agreed to the title slide of the presentation as presented with the added word “and”; further discussion on the presentation including more facts to support the need for additional staff; Mr. Gordon did not want the Board to stumble in; he advocated for a well-designed and carefully documented presentation. He recommended reviewing the presentation slide by slide.

Slide 2 – No comments.

Slide 3– Library serves communities... Mr. Gordon commented that one councilmember is angry that the Library serves outside the community. Chair Groesbeck noted that they do receive grants and outside funding to compensate for that.

Slide 4 – Comparison of Library Expenditures

Ms. Krause noted for the record that the information was compiled from the reports turned in to the State by all the Libraries. The numbers reflected for the 1980’s is not complete since the state only started compiling the information since 1987.

Ms. Dixon asked for clarification on expenditures and Mr. Gordon requested that the slide title be representative of the fact that it was Materials or Collection expenditures.

Ms. Klouda commented on the interlibrary loans done by Kodiak and Homer is comparable. Ms. Dixon stated that she did not have the numbers for the materials provided to Nanwalek.

Mr. Gordon commented that the slide that demonstrated the percentages of changes was stronger than a cartoon. He requested that slide to be included.

Ms. Krause explained that she did not have the data to back up the claim that that particular slide depicted. She requested Mr. Gordon to provide that information so she can also reconfigure the graph to be uniform with the others in the presentation. Chair Groesbeck confirmed that if Mr. Gordon would provide that information it would be included in the next draft of the presentation.

Slide 6 - Percentages by the Decade - Ms. Krause then displayed a bar graph that reflected her research regarding the changes in the budgets for collection development. She noted that while Homer did receive a substantial increase in budget for the decade 2000-2009 in comparison to the 1990-99. She pointed out that her information regarding the Collection budgets or expenditures did not support the chart or slide that Mr. Gordon wanted to include. She opined that including this information may even be detrimental in obtaining the requested funding.

Chair Groesbeck requested adding Percentages by Decades for Materials. He commented that they need to make this clear for the average citizen. They are trying to project a picture of what the needs are and they deal with it every day.

Slide 7 – Decreased spending...sill focused on Collection...

Ms. Dixon wanted to use another word besides “deserves”. Mr. Gordon added that this was the slide they felt may not be needed and should be removed since it was more conjectural. Ms. Klouda opined that the Library serves as an educational tool. Chair Groesbeck felt it was an important message that should be conveyed to Council and asked if Mr. Gordon would object to saying the same thing but using

different words. Mr. Gordon was open. Chair Groesbeck requested Ms. Dixon to reword the slide and submit it to Ms. Krause.

Slide 8 – Regarding repair – Chair Groesbeck read the content of the slide and commented that this was important message to Council. Mr. Gordon agreed it was good.

Slide 9 – Public Comments – the last comment regarding inadequate, outdated collection was discussed on how truthful it was. The Board agreed that as it applied to the non-fiction definitely. Ms. Dixon responded that she has not done a formal review since she arrived but noted that they are working on it. They have brought it into the 1990's now.

Chair Groesbeck noted that she may be asked that question so it would be good to have an answer. Mr. Gordon suggested bringing in some examples such as geographical; if the books on Iraq or Afghanistan do not show the war then it is out of date.

Slide 10 – Circulation Totals

Ms. Krause read her notes that described and advocated to keep this slide in the presentation. It presented a strong statement and also supported the request for staff. She acknowledged the request from Mr. Gordon, he agreed it was powerful, but his fear was it would possibly overload the Council with information that may turn them off. He has experienced that in the past. Mr. Strobel opined that this slide was very pertinent and if they were to get rid of any information so as to not cause information overload he would recommend the percentages by decade or expenditures by decade would tend to confuse but believed that the percentages by decade is the weakest. Mr. Gordon commented that he was willing to go along with the majority but felt that this slide did not support the collection development or staff needs either. He did not believe that this information fit into this presentation. Ms. Dixon understood Mr. Gordon's point however she believed that this graph reflected the "tremendous appetite for information" to the point that the community is willing to check out 20 year old materials. Chair Groesbeck inquired from Mr. Strobel his opinion on the slide. Mr. Strobel felt strongly that the circulation slide was strong support. He would delete the percentages by decade slide #6. Also keeping the circulation slide speaks strongly to collection; it reflects that usage of the Library is very strong. The percentages by decades slide would be removed. The Board agreed by consensus.

Slide #11 – Volunteers and Friends

Ms. Krause read her notes on this slide to the Board. Ms. Krause further noted that if there was additional information that could be included or less to support the enormous benefits the city receives at no cost.

Ms. Dixon reported that she has updated figures on the total support from the Friends and will forward that information. She went on to further note that the Friends fund not only the landscaping program but also the summer reading program, supplies for the children's programs, Top Drawer, fund raising for capital programs and pay for Erin Hollowell, the Friend's Coordinator, who is responsible for doing all the legwork getting the authors, etc., if they (the Library) did not have that assistance they would not be able to do it.

Chair Library stated that this shows that there is enormous community support for the library and he believes that this will encourage the Council to support the requests of the Library Director.

Slide #12 – Graph showing the # of Volunteers and hours contributed.

Ms. Krause read the notes and also commented that she will be correcting the graph titles as they were reversed. The Board agreed this was an outstanding and compelling bit of information.

Slide #13 – Staff

Ms. Krause commented that she tried to locate pictures of the services that staff was needed for; she added that the increased facilities and services provided by the city (such as technology) keep growing and Homer is growing, added Chair Groesbeck– staff is getting burned out and stretched thin.

Slide #14 – Great crew, fine boat...

Chair Groesbeck inquired what a skookum was- Mr. Gordon explained it was native jargon, (Research showed that this is a Chinook term used in the Pacific Northwest and means good, best, or powerful, can also be used for Sasquatch or a souvenir doll once sold in most tourist areas in the United States. There were no additional comments on this slide.

Slide #15 – Nets

No comments regarding this slide.

Chair Groesbeck commented that this presentation ended on an informal note, it is real and it is not adversarial.

Ms. Krause stated that any additional information on needed staff could be inserted after Slide #13.

A brief discussion on including more information or if the current content was supportive of the proposed increase in staff requested. Ms. Dixon explained that she will submit her request and the reasons supporting her request for additional staff, then she will sit down with the City Manager and the Finance Director who will explain why something cannot be included in this year's budget. This is then what the City Manager will present to Council as the proposed 2014 budget. She did not feel that it was inappropriate to include the requests for collection development and staff.

Further discussion included the dire need for staffing not just at the Library but in other city departments, lean budget years, stretching existing staff to cover new facilities and one of the responsibilities of the Board was to advocate for the Library.

Chair Groesbeck restated that the board will focus on collection development budget and staff.

A discussion ensued regarding the time frame for presenting the presentation. Ms. Krause recommended not waiting until the last meeting for presenting before Council and that the best time or meeting would be September. Before that is too soon, revenue numbers are not available, Council hasn't seen really any budget numbers. Mr. Gordon thanked Ms. Krause for her efforts in putting together the presentation.

Chair Groesbeck requested the members to please review the presentation and get any comments or suggestions to Ms. Krause.

Mr. Gordon announced that he had to leave in 20 minutes.

E. Children's Art

There was no discussion on this item.

F. Facilities Report

Chair Groesbeck requested this item to be postponed until the next regular meeting.

#### **PUBLIC HEARING**

There was no public hearing scheduled.

**PENDING BUSINESS**

A. Review and discussion of Standing Committees

Chair Groesbeck noted for the record that this item was postponed from the previous meeting and recommended that no changes be addressed at this time.

There was no further discussion on this item.

B. Reduction in the Number of Members on the Board

Chair Groesbeck introduced the item into record.

Ms. Krause explained the recent developments regarding the proposed reduction in membership would not do away with the requirement of four members for a quorum. It was written in the Council Operating Manual and cited in the Homer City Code. She further explained that the laydown ordinance was from the city attorney.

After a brief discussion on the purpose for reducing the membership requirement was to be able to guarantee a quorum the Board agreed not to pursue reducing the membership since it defeated the purpose.

KLOUDA/GORDON – MOVED NOT TO REDUCE THE MEMBERSHIP REQUIREMENTS OF THE BOARD.

There was a brief discussion on the urgent need to recruit new members.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Creating a Strategic Plan for the Board

1. Strategic Planning PowerPoint
2. Worksheet

Chair Groesbeck stated that he has worked with large groups facilitating a strategic plan and it takes sometimes weeks to develop a plan. He appreciated the samples that Ms. Krause included in the packet.

Ms. Krause commented that this presentation was greatly received by Julie in planning who has worked with most of the commissions establishing Strategic plans.

There was a brief discussion on the city establishing a strategic plan and the contributions of each department.

This item was postponed to the September regular meeting. Boardmembers were asked to review and complete the worksheets.

**NEW BUSINESS**

A. Budget 2014

1. PowerPoint Presentation “Advocacy for Collection Development and Growth in Staff”

## 2. Council Budget Schedule

This was reviewed and discussed under the Reports section. See summary above.

Chair Groesbeck asked to review the Council budget schedule as provided in the packet and stated he would be presenting to Council at the September 9, 2013 Council meeting. He encouraged the other members to attend the meeting with him.

### **INFORMATIONAL ITEMS**

- A. Memorandum to Mayor and Council through Katie Koester, CEDC, dated July 17, 2013 Re: Capital Improvement Plan Recommendations

Chair Groesbeck noted the memorandum for the record. There was no discussion.

### **COMMENTS OF THE AUDIENCE**

There was no audience present.

### **COMMENTS OF CITY STAFF**

Ms. Krause stated that it was a great meeting.

Ms. Dixon was pleased to see the planning the presentation to council and creating a strategic plan and moving forward with this.

### **COMMENTS OF THE COUNCILMEMBER**

There was no Council member in attendance.

### **COMMENTS OF THE CHAIR**

Chair Groesbeck thanked Ms. Krause for her efforts on their behalf; Mr. Gordon for his advocacy on behalf of the Library and he is definitely the Board's conscience. Mr. Gordon is the best informed member on Library issues; Chair Groesbeck encouraged Matt and Naomi to continue to speak their minds; he sees Naomi as the wordsmith for the Board and Matt he considers the ultimate consumer of Library services and advocating for children's services.

### **COMMENTS OF THE BOARD**

There were no comments from the Boardmembers.

**ADJOURN**

There being no further business to come before the Board the meeting adjourned at 6:38 p.m. The next regular meeting is scheduled for Tuesday, September 3, 2013 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: \_\_\_\_\_