

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



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

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**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 Special Meeting on October 1, 2013
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – November 13, 2013 at 6:00 P.M. Library Conference Room
 - C. Director's Report & Statistics October 2013
 - D. Art in the Library
 - E. Facilities Report – Dave Groesbeck
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Strategic Plan 2013 – Board Priorities
 - B. Budget 2014 – Update by Ann Dixon, Library Director
 - C. Landscape Committee
 - a. Meeting Synopsis from October 10, 2013
 - b. Meetings are Scheduled for November 21, 2013 and December 19, 2013
- 10. NEW BUSINESS**
 - A. City Council Meeting Calendar – Board Representation
 - B. Recruitment of New Board Members – Creating an Action Plan
 - C. Library Staff Reorganization Plan – Ann Dixon, Library Director
 - D. Establishing the 2014 Regular Meeting Schedule
- 11. INFORMATIONAL MATERIAL**
 - A. City Council Budget Development Schedule
- 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 DECEMBER 3, 2013** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

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Session 13-10 a Regular Meeting of the Library Advisory Board was called to order by Chair Groesbeck at 5:07 p.m. on October 1, 2013 at the City Hall Upstairs Conference Room 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

Erin Hollowell, Coordinator for the Friends of Homer Public Library (HPL) organization was in attendance and she would speak under the Friends Report.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting on September 3, 2013

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

GORDON/STROBEL – SO MOVED.

Chair Groesbeck noted one spelling correction. There were no further comments or changes.

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

GORDON/STROBEL – SO MOVED.

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

Mr. Strobel attended the meeting on September 11, 2013 and reported it was an excellent meeting, but very long. The meeting focused mostly on the presentation conducted by Chair Groesbeck and the impending budget to be submitted to Council.

Ms. Hollowell elaborated on support for the budget submitted by Ms. Dixon to council and the HPL indicating the desire to attend council meetings and express support for the Library's budget requests. Next she distributed copies of the Display and Exhibit Policy. It was the intent of the Friends to issue a call for artists to submit proposals of artwork. She has conducted research on hanging systems. She referenced the hanging systems employed at the college, which is flexible and low maintenance and safe.

She next touched on composition of selection committee according to the policies. Ms. Hollowell elaborated on her experience with content of agreements that cover the Library, City and Artist. She noted the preferred locations that are visible to the staff.

Ms. Hollowell stated in response to questions the following:

- Concern expressed regarding content submitted
- No indication, signage or labeling, that item is for sale
- It is expected that the art proposed is existing art due to the short turn around period
- The piece or pieces selected will be at the discretion of the Selection Committee
- The proposers would be required to submit digital photos of their work submitted
- The selection committee will be selecting the pieces for display throughout the year.
- Artists can join forces to submit proposals

She requested approval from the Board to issue this call.

Chair Groesbeck commented that the Board certainly aspired to something like this but was limited to the display of children's art.

Ms. Hollowell said that she would be processing the applications and submitting them to Ms. Dixon for review which would then be submitted to the committee. There should not be but a few hours to spend on this approval and selection.

Chair Groesbeck requested a motion to support the request to issue a call for art from the Friends.

GORDON/KLOUDA – SO MOVED.

There were no further comments.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mr. Strobel volunteered to sit on the selection committee. He liked the idea of 1 meeting per year.

Ms. Krause can notify the Public Arts Committee of the opportunity at the next committee meeting.

B. Next Friends Meeting October 9, 2013 at 6 pm in the Library Conference Room

Mr. Strobel confirmed that he will be there. Ms. Dixon indicated she will not be attending due to the annual conference in Girdwood.

C. Directors Report and Monthly Statistics

Library Director Dixon commented on the following:

- Budget for 2014
- Interviews for Library Technician I, primary duties are the front desk.
- David Bernard was promoted to a fulltime position upon Ms. Gibson's retirement
- Site visit of contractors interested in the Natural Gas Conversion of the City Buildings
- Development Coordinator looking into preparing a grant application packet for a generator.
- Ms. Gibson retires on October 17, 2013. A potluck will be held on Thursday.
- "Apply Ever After" program regarding apps available for children and parents
- Re-designed Notification Form
- Get Lit program event will start with a panel of four local authors will be reading from their favorite Alaskan authors
- Book sale will be the last weekend in October
- Attending the Annual Conference in Girdwood October 7-11, 2013

The Board members entertained a lengthy discussion on the contents of the conference and Homer's placement in the top 20 largest libraries in the state.

Summary review of the statistics was conducted. There was a brief discussion on the fact it is still busy and only some facets of the library have slowed down. Overall the usage keeps going up especially Listen Alaska.

A lengthy discussion ensued regarding application for the Rasmussen Grant. Mr. Gordon was encouraged to start that application to assist Ms. Dixon. Ms. Dixon with all her responsibilities really stressed she does not have the time and will not have the time until after the first of the year. Chair Groesbeck requested Ms. Dixon meet with Ms. Koester and let her know that the Board is interested in the Library pursuing a Rasmussen Grant for materials. Ms. Dixon confirmed that many other things could be applied for such a digital archiving and she has considered that in the past.

Mr. Gordon was hesitant to get more materials and adding that pressure onto the already overburdened staff.

A brief discussion on the possibility of temporary staff for cataloguing was entertained; and purchasing books that were already catalogued and the requirements needed. Ms. Dixon noted that the new system was a step in that direction but also each year would cost more. The argument was the available time to staff.

D. Budget and Statistics

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

Mr. Gordon opined that the Chair presented to the Council wonderfully well. He then offered three books or categories that should be included in the collection and those were hard rock mining, oil economics, and natural gas production and taxing. There was very little information available and anything that the Library did contain was extremely outdated.

Ms. Klouda offered that they should have some information on the how the government could shutdown, economical also books regarding the mining in other parts of the world.

Ms. Dixon stated that there are suggestion forms at the Library that can be used if they are not able to locate materials that they require. She went further to explain that the staff does not have the time to really look at the collection. She stated that suggestions can be done online too.

E. Children's Art

Chair Groesbeck commented that this item was addressed under the Friends Report with the intent to issue a call for art from Local Artists.

Ms. Krause inquired if the Chair would like to rename this item for future agendas to "Art in the Library" and this will be an annual item on the agenda.

The committee agreed by consensus that was appropriate.

F. Facilities Report

Chair Groesbeck stated that the carpet is being clean; bidding for the natural conversion has been let and the windows have been cleaned. He noted that all this has been done with an overtaxed Public Works department.

There was no further discussion.

PUBLIC HEARING

There was no public hearing scheduled.

PENDING BUSINESS

A. Draft Strategic Plan 2013

Chair Groesbeck requested the Board to review what was in the packet. This is a draft plan and asked the Board for comments or suggestions. The following points were discussed:

- Use of the word "rational" as a description for media campaign
- Change to develop ongoing media campaign
- Change to Attend Council Meetings

Ms. Krause will provide attendance chart for the November meeting.

Chair Groesbeck requested the Board to focus on the third bullet point under values but would like to have the meaning defined by the Board and the staff as well. What is the vision for the Library in the future, he elaborated that the paradigm is changing such as the electronic books.

Chair Groesbeck noted that this can be submitted as a draft to Council as amended.

A discussion ensued on bringing down as a guest speaker the state librarian to provide a fresh outside look. It would be a good thing to include in the plan. It was noted that they did not want to advocate for a 20th century dinosaur but that the library is able to meet the needs of the community as a whole.

B. Budget 2014 Review – Update

Chair Groesbeck read the item into the record and confirmed that Ms. Dixon has spoken with the Finance Director and the City Manager regarding the budget. This budget goes before council on the 14th and he will have a letter to the editor in the Tribune on the 9th which is just prior to the budget hearings. He was hoping to have a different one for the News.

Ms. Gordon had requested Ms. Hallowell to put a letter in both papers and advocated that Chair Groesbeck put the letter he wrote to the Tribune in the News.

NEW BUSINESS

There was no new business on the agenda.

INFORMATIONAL ITEMS

A. City Council Budget Development Schedule

Chair Groesbeck referenced the Budget going before council on the 14th and he will be present.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF CITY STAFF

Ms. Krause apologized for the packet page order and explained that she inserted an extra page so it offset the order. She commented that the packets will be compiled all electronically now so it was a learning curve. A brief discussion on council's use of iPad and all other packets being created electronically too ensued.

Ms. Dixon did not have any comments.

COMMENTS OF THE COUNCILMEMBER

There was no Council member in attendance.

COMMENTS OF THE CHAIR

Chair Groesbeck had no comments.

COMMENTS OF THE BOARD

Ms. Klouda and Mr. Gordon had no comments.

Mr. Strobel commented that he has a guest staying with him who has complimented the Homer Library. His friend has stated that he was pleasantly surprised to find such a great Library in such a small town. He was originally from New York and has recently spent the last five years in a small town in North Carolina and they did not have to materials Homer's Library has available.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:25 p.m. The next regular meeting is scheduled for Tuesday, November 5, 2013 at 5:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, and Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

Homer Public Library
Director's Report
October 30, 2013

Early in the month I attended DIR-Lead, an annual conference for directors of the 20 largest public libraries in the state. It was great to hear what other libraries are doing around Alaska, to share problems and ideas, and to meet several new directors, including Rachel Nash, the Soldotna Public Library director. Jamie LaRue, a nationally-known librarian and head of the Douglas County library system in Colorado, was a featured speaker. His main message had to do with how libraries are changing, and must change, to meet the changing needs of society and their local communities. He also spoke about advocacy.

I arrived home from the conference just in time to attend a Friends of Homer Library retreat at the home of Elaine Burgess. We also discussed advocacy, as well as many other library topics.

On October 17 we celebrated Sue Gibson's retirement. The back workroom was full of good food and friendly faces. Though Sue is officially retired, we'll still get to see her once a week or so when she comes in to choose, collect, and return books for homebound delivery. She is continuing to conduct that program as a "casual" employee.

The following week we said hello to our new Library Technician 1, Daniel Querfeld. He is filling David Bernard's former 28-hour position. David has moved to full time as a Library Technician II. David is in charge of training Daniel during his first two weeks.

The Friends fall book and plant sale was monumental. Huge. Bountiful. More books than ever before were donated and sold. With a lot of competition from Halloween activities, attendance was down a bit. But with such a great selection, more books than usual were sold.

The budget was introduced to City Council this month. The City Manager included my requests for \$10,000 additional funding for the book budget, as well as the request for an equipment depreciation reserve. The LAB has played a very beneficial role in clarifying those needs. However, the proposed budget does not include either of the two positions I requested or any additional positions city-wide. The City Manager has acknowledged that several departments are seriously understaffed, including the Library. Any funding of additional positions will be up to the Council. Their next meeting is not until November 25, by which time the summer sales tax revenues should be known.

Natural gas is getting closer to the Library. I'm told that a contractor should begin work converting the boiler within a couple weeks. This will happen in two phases, to make sure all systems are functioning properly before going totally to gas.

We've been very busy in the back with two primary tasks: seriously rearranging our staff work flow to accommodate personnel changes; and ordering new books, DVDs, music and

audiobooks before the end of the fiscal year. My ordering responsibilities have changed to include Adult 300s and 600s (in addition to continuing with Alaskana, reference, and periodicals). I ran some statistics and found that in the last six months we've circulated an average of 1,347 adult nonfiction books per month. This does not include reference materials used in-library, such as the Alaska Statutes, Rules of Court, atlases, dictionaries, etc.

You may have noticed some of our chairs wearing socks. This is not a fashion statement, but rather, we hope, at least a partial solution to an annoying noise problem when study carrel chairs drag across the concrete floor. We've tried two different kinds of pads, which did not help and/or fell off. Now we're trying chair booties. The first of two different kinds has arrived and does alleviate some noise, though not entirely. The second type is still in the mail.

Looking forward, November 14 - 23 the Friends will host a travelling exhibition, *One Hundred Year Celebration* of the Alaska Native Brotherhood and Alaska Native Sisterhood. This exhibit honors the founding of the oldest indigenous civil rights organizations in the nation. The Sitka Historical Society, Alaska Office of History and Archaeology, the National Park Service (DOI), Friends of the Homer Library, and Alaska Humanities Forum funded the project.

In conjunction with the exhibit, the Library will host two Alaskan Native Storytelling events. On Saturday, November 16 at 11am, Maggie Jones from the Kenaitze Indian Tribe's Cultural Department will tell Dena'ina stories for children 11 and under and their parents. She will be telling a story of Three Friends: Raven, Camp-robber and Dipper, and will also teach the kids a few Dena'ina words.

On Tuesday, November 19 at 6pm, David Kitaq Nicolai will tell traditional string stories. David is a traditional string storyteller, born and raised in Anchorage, who has performed at the Alaska Native Heritage Center and the Smithsonian's National Museum of the American Indian. This program will take place in the Fireplace Reading Area and is suitable for all ages.

Finally, I'd like to share a front-desk moment. A couple weeks ago a man asked for help finding a specific children's picture book. After we found it, he explained that he'll be going out to sea for an extended time. He likes to take children's books with him so he can read aloud with his kids by phone while he's gone. He said the reading helps him stay bonded with his children and helps them become good readers. "It worked with my oldest," he said. "So now I'm doing it with my youngest." What a great idea!



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: OCTOBER 30, 2013
SUBJECT: STRATEGIC PLAN – BOARD PRIORITIES

BACKGROUND

The Board members drafted and approved the Strategic Plan at their September 3, 2013 and October 1, 2013 regular meetings. This Plan was presented to Council at their October 14th meeting for review. There were no questions or concerns voiced by Council. The Chair was present at this meeting.

Chair Groesbeck has requested the Board members to review this plan and consider prioritizing the currently listed goals into short term and long term.

Current practice by other commissions has been to divide the goals into what can be accomplished in a short 1-2 year time period and longer or mid-term period of 3-5 years and long range goals 6+ years. These are usually capital improvement projects requiring high dollar funding.

RECOMMENDATION

REVIEW THE STRATEGIC PLAN AND PRIORITIZE THE LISTED GOALS INTO SHORT TERM AND LONG TERM. MAKE A MOTION TO APPROVE THE RESULTS.

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Homer Public Library Advisory Board

2013 Strategic Plan

Mission Statement

The Homer Library Advisory Board is formed pursuant to Chapter 1.48 of the Homer Municipal Code to advise and to advocate for the needs of the Homer Public Library.

Library Advisory Board Values

The members of the Library Advisory Board (LAB) will represent the LAB and will advocate for the needs of the Homer Public Library (HPL) to the public, library staff, city government and the city council.

The LAB will develop a unified vision and message that embodies the HPL.

The LAB will collaborate with stakeholders, library staff and city staff on a comprehensive plan to establish a library that meets 21st century standards.

The LAB will encourage communication and collaboration between and among community, staff, volunteers, policy makers and the media around the needs of the HPL.

Library Advisory Board Goals

To advocate for the needs of the HPL, the staff, patrons and activities.

To recommend increased funding for books to modernize and broaden the collection.

To communicate the strengths and assets of the HPL to the public and to policy makers.

To establish operational policies in collaboration with library staff and recommend those policies to the Mayor, City Manager and City Council for action.

To advise the Library Director on the development of budget priorities as well as to recommend additional sources of funding.

To advocate for adequate staffing to address the changing needs of the HPL including supporting the Library Director's request for seasonal, temporary help and an increase in services to youth.

To strengthen ties with advocacy groups, most especially, the Friends of the HPL.

To identify safety and other facility issues and to bring them to the attention of the Library Director and the appropriate city staff.

Of immediate concern is the need to correct the lack of drainage and subsequent icing in the handicapped parking area at the HPL.

To recommend that the City's Economic & Community Development Coordinator assist the Library Director in identifying potential sources of revenue and seeking said grants.

To develop with library staff, the Friends and other interested stakeholders a comprehensive plan for the HPL that includes a vision of where the library will be in 5 years.

To develop an ongoing media campaign to disseminate and promote the Library's vision.

Attend City Council meetings.

Library Advisory Board Priorities:

Recommend that the LAB prioritize goals into immediate and long-term.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: OCTOBER 30, 2013
SUBJECT: LANDSCAPE COMMITTEE

BACKGROUND

A regular meeting of the committee was convened on October 10, 2013 however due to unreported reasons Boardmember Klouda was unable to attend this meeting.

According to the Bylaws one or two Boardmembers must be on a committee. It is preferred that there are two assigned just for this purpose.

Library Staff person Amy Gordon who attended on behalf of the Library Director was kind enough to submit a synopsis which follows this memo.

Additional meetings for the Landscape Committee have been scheduled for November 21, 2013 and December 19, 2013. Both meetings will be from Noon until 1:00 p.m.

RECOMMENDATION

NO ACTION REQUESTED. INFORMATIONAL PURPOSES ONLY.

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October 10, 2013

Library Landscape Committee Meeting Minutes

ATTENDEES: Kyra Wagner, Angie Otteson, Megan Murphy

STAFF: Amy Gordon

VISITOR: Brenda Adams

PENDING BUSINESS:

Megan Murphy of the Library People's Garden would like to brainstorm with the Friends and the Library for ideas on garden design. The People's Garden's budget needs to spend before June 30, 2014. The strawberries are doing well in spite of the lupine. The raspberries are looking great. There was discussion about adding fruit trees. Concerns include the ugliness of the fencing required to keep moose browsing at a minimum, and the work involved in maintaining fruit trees. After input from Kyra and Brenda, honeyberries are now in consideration to add to the garden instead of fruit trees because honeyberries are edible and not interesting to moose.

The idea of gravelling a drainage ditch in the garden to double as a walkway was discussed, and it was agreed that it would be better to weed whip the grass in the drainage area instead of gravelling it. Angie agreed that the City will whip that area when maintaining the rest of the library grounds. Angie also agreed that the City will pull alders along the path this fall and in the spring.

Megan would like all lupine removed from the People's Gardens. Brenda Adams will attend the November meeting and walk through the area with Megan to identify which lupine can be transplanted from this garden to other library gardens in the spring.

Megan would like for Steve to design a logo for the People's Garden. Approval from the library is necessary to continue with this idea. There are 2 signs to be installed at the both ends of the path. Megan would like the logo to be included in the sign design.

Megan noticed problems with the Book Walk sign sticks breaking and said that the People's Garden is willing to purchase supplies to support longevity of that project.

NEW BUSINESS (A):

Brenda Adams presented a pictorial history of the new library's gardens from post-construction to current day.

Her number one wish from the City/Library is that they keep mowing the grass. This keeps the dandelions and clover to a manageable level.

The Central bed is now a combination of native species and refined plants in a similar hue. Some of the plants did not survive the last harsh winter and have been replaced with more of the surviving plant types.

The North Meadow used to host 17 invasive plant species. With dedicated effort, most of these invasive plants have been eliminated and the remaining few are greatly reduced in number.

In summary – with careful planning and implementation, all of the gardens are coming into their own. However, Brenda was careful to note that she has been “Gardening to Budget” not “Gardening to Perfection”.

Some of the plants are full enough that the library should consider dividing them; either to add more around the current gardens or to sell as a fundraiser.

Brenda's Priority List for the Library Gardens:

- 1) Continue mowing. It keeps weeds at bay, and keeps paths from getting trod into the grass.
- 2) Improve turnout on volunteer days. The library will save money if more volunteers show up. Change the name if necessary. Get the word out. Early May is an important time to get a jump on the weeds. Look for a time that doesn't conflict with Shore Bird Festival or City Clean Up Day. Advertise on the radio – both KBBI and Dave Becker. She has had luck getting coverage in the papers by submitting ready-to-print articles and pictures.
- 3) Additional Signage. She thinks the North Meadow sign is very well done. It succinctly explains the goal of that garden. More signage would be great.

NEW BUSINESS (B):

The next two meetings were scheduled for November 21, 2013 and Dec 19, 2013 in the Conference Room at the Homer Public Library. As Ann Dixon and Naomi Klouda are not present, meeting times were not set for 2014.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: OCTOBER 30, 2013
SUBJECT: BOARD ATTENDANCE AT COUNCIL MEETINGS

BACKGROUND

At the October meeting the Board agreed to establish a Board member attendance schedule at City Council meetings.

The following page represents the format that is used by the other committees and commissions and has worked very well over the last several years I have provided Staff and Clerk services/assistance.

RECOMMENDATION

BOARD MEMBERS VOLUNTEER FOR THE MONTH OF THEIR CHOICE. THIS SCHEDULE WILL BE INCLUDED IN ALL FUTURE PACKETS.

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2013/2014 HOMER CITY COUNCIL MEETINGS
LIBRARY ADVISORY BOARD MEMBER ATTENDANCE

It is the goal of the Board to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission/board reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Board is currently addressing, projects, events, etc. **A Board member is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak. Please do not speak/comment on subjects that are not under the prevue of the Library Advisory Board.

The following Meeting Dates for City Council for 2013/2014 is as follows:

November 25, 2013	_____
December 9, 2013	_____
January 13, 27 2014	_____
February 10, 24 2014	_____
March 10, 24 2014	_____
April 14, 28 2014	_____
May 12, 27 (Tues)	_____
June 9, 23 2014	_____
July 28 2014	_____
August 11, 25 2014	_____
September 8, 22 2014	_____
October 13, 27 2014	_____
November 24, 2014	_____
December 8, 2014	_____

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.

PLEASE NOTE: When additional Board members are appointed the proposed schedule above can reflect those changes.



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MEMORANDUM

TO: COUNCIL'S ADVISORY BODIES

FROM: JO JOHNSON, CITY CLERK

DATE: OCTOBER 30, 2013

SUBJECT: 2014 MEETING SCHEDULE

Please review the 2014 meeting schedule for your Advisory Body and approve with or without amendments. The draft resolution includes the entire 2014 meeting schedule. The resolution will be presented to Council on December 9, 2013 for adoption.

A memo or excerpt from the meeting minutes noting the action by your advisory body is requested. Please return this to the City Clerk by December 3, 2013.

Thank you!

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CITY OF HOMER
HOMER, ALASKA

City Clerk

RESOLUTION 13-xx

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
ESTABLISHING THE 2014 REGULAR MEETING SCHEDULE FOR
THE CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY
COMMISSION, LIBRARY ADVISORY BOARD, PARKS AND
RECREATION ADVISORY COMMISSION, ADVISORY PLANNING
COMMISSION, PORT AND HARBOR ADVISORY COMMISSION,
LEASE COMMITTEE, PERMANENT FUND COMMITTEE, PUBLIC
ARTS COMMITTEE AND TRANSPORTATION ADVISORY
COMMITTEE.

WHEREAS, Pursuant to Homer City Code Section 1.14.020, the City Council annually sets the schedule for regular and some special meetings, noting the dates, times and places of the City Council, Advisory Commissions, and the Library Advisory Board meetings; and

WHEREAS, The public is informed of such meetings through the kiosks located at Captain's Coffee, Harbormaster's Office, Redden Marine Services of Homer, and the City Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Home Page on the Internet, and postings at the Clerk's Office at City Hall, and the Public Library; and

WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper of general circulation at least three days before the date of the meeting and that special meetings should be advertised in the same manner or may be broadcast by local radio at least twice a day for three consecutive days or two consecutive days before the day of the meeting plus the day of the meeting; and

WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the failure to give the notice provided for under this chapter does not invalidate or otherwise affect any action or decision of a public body of the City; however, this sentence does not change the consequences of failing to give the minimum notice required under State Statute; that notice will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for the Clerk to publish notice in a newspaper of general circulation in the City; and

WHEREAS, This Resolution does not preclude additional meetings such as emergency meetings, special meetings, worksessions, and the like; and

WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2014 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks and Recreation Advisory Commission, Advisory Planning Commission, Port and Harbor Advisory Commission, Lease Committee, Permanent Fund Committee, Public Arts Committee and Transportation Advisory Committee of the City of Homer, Alaska, as follows:

Holidays - City Offices closed:

January 1*, New Year's Day, Wednesday	February 17*, Presidents' Day, the third Monday	March 31*, Seward's Day, last Monday	May 26*, Memorial Day, last Monday	July 4*, Independence Day, Friday	September 1*, Labor Day, first Monday
October 17*, Alaska Day, Friday	November 11*, Veterans Day, Tuesday	November 27*, Thanksgiving Day, Thursday	November 28*, Friday, the day after Thanksgiving	December 25*, Christmas, Thursday	

***Indicates holidays - City offices closed.**

****If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules and Regulations.**

CITY COUNCIL (CC)

January 13, 27	February 10, 24	March 10, 24*	April 14, 28	May 12, 27*	June 9, 23
July 14***, 28	August 11, 25	September 8, 22	October 7 Election	October 13, 27, for Oath of Office 20	Canvass Board October 10 or 13
November 4 Run- Off Election	November 10**, 24	December 8****	December 15**** if needed		

City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 p.m. ***The City Council traditionally reschedules regular meetings that fall on holidays or High School Graduation days, for the following Tuesday. Council will not conduct a First Regular Meeting in July.

AML Annual Conference Week is tentatively scheduled for November 17 – 21, 2014.

*Tuesday meeting due to Seward's Day/Memorial Day/Veterans Day.

**There will be no First Regular Meeting in July or November.

**** The City Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two Special Meetings as needed. Generally the second Special Meeting the third week of December, will not be held.

ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 14	February 11	March 11	April 8	May 13	June 10
July 10	August 12	September 9	October 14	November 11	December 9

Economic Development Advisory Commission Regular Meetings are held on the second Tuesday of each Month at 6:00 p.m.

LIBRARY ADVISORY BOARD (LAB)

January 7	February 4	March 4	April 1	May 6	June 3
July 1	August 5	September 2	October 7	November 4	December 2

Library Advisory Board Regular Meetings are held on the first Tuesday of each month at 5:00 p.m.

PARKS AND RECREATION ADVISORY COMMISSION (P/R)

January 16	February 20	March 20	April 17
May 15	June 19	July 17	August 21
September 18	October 16	November 20	

Parks and Recreation Advisory Commission Regular Meetings are held on the third Thursday of each month, with the exception of December, at 5:30 p.m.

PLANNING COMMISSION (P/C)

January 2*, 15	February 5, 19	March 5, 19	April 2, 16	May 7, 21	June 4, 18
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July 16**	August 6, 20	September 3, 17	October 1, 15	November 5**	December 3**
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Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of each month at 6:30 p.m. *Thursday meeting due to New Year's Day. **There will be no First Regular Meeting in July or Second Regular Meetings in November and December.

PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 22	February 26	March 26	April 23	May 28	June 25
July 23	August 27	September 24	October 22	November 19	December 17

Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of each month at 5:00 p.m., with the exception of May, June, July and August meetings that are held at 6:00 p.m. The Regular Meetings in the months of November and December are traditionally scheduled for the third Wednesday of the month.

LEASE COMMITTEE (LC)

January 9	April 10	July 10	October 9
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Lease Committee Regular Meetings are held quarterly on the second Thursday of each month at 3:00 p.m.

PERMANENT FUND COMMITTEE (PFC)

February 13	May 8	August 14	November 13
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Permanent Fund Committee Regular Meetings are held quarterly on the second Thursday of the months of February, May, August, and November at 5:15 p.m.

PUBLIC ARTS COMMITTEE (PAC)

February 20	May 15	August 21	November 20
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Public Arts Committee Regular Meetings are held quarterly on the third Thursday of the months of February, May, August, and November at 5:00 p.m.

TRANSPORTATION ADVISORY COMMITTEE (TAC)

February 18	May 20	August 19	November 18
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Transportation Advisory Committee Regular Meetings are held quarterly on the third Tuesday of the months of February, May, August, and November at 5:30 p.m.

PASSED AND ADOPTED by the Homer City Council this 9th day of December, 2013.

CITY OF HOMER

MARY E. WYTHE, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal Impact: Advertizing of meetings in regular weekly meeting ad and advertising of any additional meetings.

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CITY OF HOMER

2014 PROPOSED BUDGET DEVELOPMENT SCHEDULE

DATE	TIME	EVENT
7/22/2013	6:00 PM	Budget Schedule to Council.
8/5/2013		Submit to departments, budget work sheets including salary and fringe benefit costs.
8/12/2013	5:00 PM	During Committee of the Whole, Council to discuss budget priorities for the coming year.
8/12/2013	6:00 PM	Regular Meeting-Public Hearing, Council to seek public input on budget priorities for the coming year.
8/19/2013		Complete budget work sheets, including narratives, and justifications to Finance.
8/26/2013	5:00 PM	During Committee of the Whole, Council to discuss Revenue Sources for General Fund.
9/2/2013		Compile data and return copy to departments for review.
9/9/2013	Week of	City Manager & Finance Director review budget requests with Department Heads.
9/9/2013		Preliminary budget assumptions to Council.
10/14/2013		City Manager submits Draft Proposed Budget to Council.
10/14/2013	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour.
10/14/2013	6:00 PM	Regular Meeting - Public Hearing.
10/28/2013	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour
10/28/2013	6:00 PM	Regular Meeting-Budget Ordinance and Fee/Tariff Resolutions Introduced.
11/25/2013	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour
11/25/2013	6:00 PM	Regular Meeting - Public Hearing.
12/9/2013	6:00 PM	Regular Meeting - Public Hearing & adoption of Proposed Budget.

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