

Session 17-09, a Regular Meeting of the Library Advisory Board was called to order by Chair Peterson at 5:30 p.m. on December 5, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBER KUSZMAUL, PETERSON, MASSION, FAIR, STUDENT REPRESENTATIVE VANCE

ABSENT: BOARDMEMBER FALLON, SPRINGER, FINN (EXCUSED)

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK SMITH

APPROVAL OF THE AGENDA

MASSION/FAIR -MOVED TO APPROVE THE AGENDA

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

VISITORS/PRESENTATIONS

APPROVAL OF MINUTES

A. Minutes for the November 7, 2017 Regular Meeting

Library Director Dixon asked the Board for clarification about page 6 last paragraph of the November 7th Minutes. Director Dixon explained that she understood the purpose of reaching out to other Library Entities was to create support and better long term sustainability for the Library and not specifically to take on Library powers, as stated in the minutes. Board Member Kuszmaul agreed with Director Dixon and suggested that the minutes be amended to say;

PENDING BUSINESS

A. *LAB Goals for the Year Ahead*

Chair Peterson noted that they held a worksession on Monday, November 6, 2017 and out of that worksession they developed the following goals:

- *Develop guidelines for Legacy donations
 - o *Determine where they should go and have a checklist that people could choose from for dedicating those funds**
- *Identify other Kenai Peninsula Boards, Groups or Associations to create or develop and assist in creating support for ~~the Borough to take on library powers.~~ **Library Services in the Borough.***

KUSZMAUL/ MASSION-MOVED TO APPROVE THE MINUTES AS AMENDED

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

REPORTS

A. Library Director Report –

1. Statistics for 2016
2. Statistics for 2017 (Laydown)

Director Dixon reported on the following topics of interest:

- City Council approved \$10,000 for library books in the 2018 proposed budget, instead of the \$20,000 that was requested.
- Spenard's Builders Supply donated an 8ft. Christmas tree for the Library's "Giving Tree".
- Library will be closing at 1:00p.m. on Saturday December 23rd and will be closed for both Christmas Day and New Years Day.
- The Makers to Mentors Program is off to a good start.
- Kachemak Selo 5th Grade Class visited for and introduction to coding, in preparation for Computer Science Week December 4th-10th.
- The public can now change their own Library pin numbers, without Staff assistance.
- Maintenance is experimenting with LED light bulbs to see if it will cut electricity costs.
- Marjorie Scholl will be doing the Artist Talk on December 14th
- Rachel Lord will be doing the next lunch with a council member on December 11th
- Dr. Elena Suleimani, of the UAF Geological Institute, will be talking about Tsunami's in Alaska and around the world, on December 13th.

B. Friends of the Library – Last Meeting Report

1. Next Meeting is December 13, 2017 @ 6:00 p.m. in the Library

Board Member Finn attended the last Friends of the Library meeting but was not able to make it to the Library Advisory Meeting, so there is no report.

Board Member Massion stated that he would try to attend the next Friends of the Library Meeting, and he would let Chair Peterson know if he will not be able to attend.

PUBLIC HEARING

PENDING BUSINESS

A. 2018 Budget Review

Director Dixon stated that the Library's Reserve Fund comes from the City of Homer's General Fund. She explained that the City does not have a set amount that goes into the Library's Reserve Fund every year, and some years no money gets put into the account. She went on to explain that the 10,000 dollars being taken from the Reserve Fund will not "break" the fund, but that there is simply not enough in the account to warrant the 20,000 dollar restoration to their budget.

Board Member Massion stated that he has heard rumor of the tax revenue being much larger than expected. He suggested that the Library Board should ask for an additional 5,000 dollars after the tax revenue has been released. Board Member Massion has asked Deputy City Clerk Smith to gather information about when the tax numbers will be released.

Board Member Kuszmaul stated that if the tax revenue is higher than proposed, she would rather see the 1% Cost Of Living Rate or COLA for the City employees get passed, than to get an extra 5,000 dollars for books.

Director Dixon stated that she would not like to see more money come out of the Reserve Funds but if there was extra money in the tax revenue, it may be something to look into.

NEW BUSINESS

A. Giving Tree Book Donation

Chair Peterson provided an update on the giving tree located at the Homer Book Store. She stated that there were 41 tags to start with and just by her observations there still seem to be a lot of tags still on the tree.

Director Dixon replied that the tree has only been up for a couple days, so she does still thinks it is too early to tell how the book sale is doing.

Board Member Kuszmaul stated that the front desk person at the Homer Book Store explained the whole process very well.

B. Monthly Newsletter

Chair Peterson stated that Board Member Finn asked to have this item put on the Agenda, but is not present at this meeting, so she asked that this item be put on the February Meeting Agenda.

C. Building Relationships with other Library Entities

Chair Peterson explained that Board Member Finn had completed the information for the three small libraries in the Borough, but is not present.

Board Member Kuszmaul provided a purpose statement, in the packet on page 15, for the Library Advisory Board to follow when reaching out to other entities. She also provided a chart of the Libraries that is taken out of the Public Library State Database. She explained that this was just for general information to see where the other Libraries get their funding, how many employees they have, and the types of boards they have.

Chair Peterson asked that this item be continued in the February Meeting.

INFORMATIONAL ITEMS

A. 2017 Board Member Attendance at Council Meetings

Board Member Massion volunteered to go to the next City Council Meeting.

COMMENTS OF THE AUDIENCE

There was no comments from the audience present.

COMMENTS OF THE CITY STAFF

Director Dixon stated that it's the end of the year and the Library is just trying to get all of the little details finalized before the New Year.

Deputy City Clerk Smith commented that she had an interest in the Tsunami's in Alaska and around the world talk with Dr. Elena Suleimani. She states that she thinks it is really great to be able to have something like this at our local Library.

COMMENTS OF THE CHAIR

Chair Peterson just wanted to remind everyone that there is no January meeting and hopes everyone has a Happy Holiday Season.

COMMENTS OF THE BOARD

Board Member Massion stated there were a few items he would like to add to the next meeting Agenda. He would like to start working on amending the bylaws to change their meeting schedule for 2018 and getting the seat of the Student Representative solidified. Board Member Massion asked Director Dixon if the book ordering was done by type of book and who is in charge of what.

Director Dixon replied to Board Member Massion's question by stating the process of ordering books and which staff members were in charge of ordering certain topics.

Board Member Kuszmaul stated that she would like to add "New Board Member Training" to the February Agenda. She would like to outline some sort of training or informational item that can be given to New Board Members when they first start on the Board.

Board Member Fair stated that he had a couple questions that he would like to address. His questions are as follows:

-How do you donate book to the Library?

Director Dixon responded that you just bring them in.

-Is there a certain type of book the Library is looking for?

Director Dixon replied that newer book in good condition, good Alaskana, hard backs are preferred but certain copies only come in paperback. Board Member Kuszmaul stated that any book you bring in can be sold in the Friends book sale.

LIBRARY ADVISORY BOARD
REGULAR MEETING
DECEMBER 5, 2017

-I noticed that the Item number has gone up this year is that good?

Director Dixon responded that the item number is our circulation of materials. She states that since she has been with the Library, the circulation of materials has gone up every year anywhere from 5-15%.

Board Member Kuszmaul stated that the circulation of materials has been one of the biggest points that they keep bringing up to council.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:15 p.m. The next regular meeting is scheduled for Tuesday, February 8, 2018 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Hayley Smith, DEPUTY CITY CLERK

Approved:_____