

Session 18-01, a Regular Meeting of the Library Advisory Board was called to order by Chair Peterson at 5:30 p.m. on February 6, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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

ABSENT: BOARDMEMBER SANSOM (EXCUSED)

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK SMITH
CITY CLERK JACOBSEN

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. December 5, 2017 Regular Meeting Minutes

The Board discussed the following changes to the minutes:

- *Board Member Kuszmaul stated that she would like to add ** "New Board Member Training" to the February Agenda. She states that 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.*

*** Clerks Note- At the February 6, 2018 Meeting, Board Member Kuszmaul stated she would like the "New Board Member Training" be referred to as "New Board Member Orientation".*

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

FINN/MASSION-MOVED TO APPROVE THE MINUTES AS AMENDED

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

REPORTS

A. Library Director Report – December and January

1. Statistics for 2017
2. Statistics of Children's Programs for 2017
3. Statistics for 2018 (Laydown)

Library Director Dixon commented on the following topics:

- Circulation in 2017 has gone up by 4.5%.
- E-books have gone up significantly in 2017 and this may be a reason why the attendance has gone down.
- Staff rearranged the children's library and the nonfiction section.
- The lit lineup was a success.
- The Library inherited a large collection of topographic maps from Ulmer's but staff has not been able to go through them yet.
- Staffing was a challenge for December and January due to sickness.
- Camelle Bickish will be leaving the Library to move to Eagle River.
- Security Cameras are not working due to out of date technology.

B. Friends of the Library – Last Meeting Report

1. Next Meeting is February 14, 2018 @ 6:00 p.m. in the Library

Library Director Dixon stated the next Friends of the Library Meeting has been cancelled.

C. Giving Tree Report

Chair Peterson stated that 46 new books were donated to the Library through the Giving Tree.

Library Director Dixon recommends that the Board continues to do the Giving Tree in the future and that they start planning for it earlier in the year. She stated that it worked better for the Library to go through the bookstore, instead of having a tree in the Library.

Chair Peterson heard that members of the public wished that there were more children's books on the tree. She hopes that is something the Board can take into consideration in the future.

Board Member Kuszmaul stated that the Board should make a promotion during the next Giving Tree that says "when donating a book to the Library, you are donating a book to the community."

PUBLIC HEARINGS

PENDING BUSINESS

A. Monthly Article in Local Newspaper

Board Member Finn has written two articles in the local paper so far. Board Member Finn stated that if the Board would like to continue to put an article in the paper, she suggests that they take turns on writing the article. She explains that she would like everyone to take part and she does not want this to become solely her job.

The Board discussed topics to write articles on.

Board Member Kuszmaul volunteered to write an article for the month of April, which is when National Library Week is.

Board Member Springer stated that writing an article is something she could easily do. It only takes her about an hour to produce 1,000 words. She explained that Astoria Fisher Poets Event in Astoria, Oregon, may be a good event to write about if she can somehow tie it into the Library.

B. Building Relationships with other Library Entities

Chair Peterson together with Board Member Finn compiled information from other Library entities around the Peninsula but there was one group that did not have a video conferencing system, which may hinder their ability to do a video conference meeting with the other libraries.

Board Member Kuszmaul suggested meeting during National Library Week to discuss and celebrate Libraries. She thought that National Library Week would be a good ice breaker to talk about common goals and issues.

Board Member Finn explained that when she spoke to the other library entities she got the impression that they were all very happy and excited about getting together.

The Board discussed specific meeting details such as place, date, etc. and discussed the next steps in securing a meeting between the entities.

NEW BUSINESS

A. Bylaw Amendments Re: The Addition of Guidelines for the Student Representative Seat and the Addition of a September Regular Meeting.

The Board made the following amendments to the Bylaws and will take action at the March 6, 2018 Meeting:

*Section 6 Honorary members of the Board may from time to time be appointed by the Mayor, subject to confirmation by the City Council. **One Homer area high school student may be appointed as an Honorary Student Representative for a school year term that runs September-May.** Honorary members may participate in the deliberations of the Board, but may not vote nor shall they be counted in determining the quorum of Board members.*

ARTICLE IV – MEETINGS

Section 1 The annual meeting for review of policies, rules and regulation shall be held at a regular meeting each year.

*Section 2 Regular meetings shall be held on the first Tuesday of the following months: February, March, **April**, May, ~~June, July, August~~, September, October, **November** and December at 5:30 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.*

Section 3 All regular meetings shall be open to the public.

*Section 4 The regular meetings in ~~July~~, **August** and September of each year shall be known as budget meetings. Budget proposals, position classification and compensation schedules, shall be reviewed at these meetings.*

B. Art Loan for Library

Library Director Dixon reviewed the art application and explained that Rosemary Wells, a well-known children's author and artist, offered to temporarily display her original Stella's Starliner cover art through a project coordinated by the Alaska Center for the Book. If approved, Stella's Starliner will be hung in the children's library.

Board Member Kuszmaul suggested that this could be a topic that someone could write about for the article in the local paper.

KUSZMAUL/MASSION- MOVED TO APPROVE THE COVER ART, STELLA'S STARLINER BY ROSEMARY WELLS, AND TO BRING IT BEFORE PARCAC FOR APPROVAL.

There was no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Updated Privacy Policy

Library Director Dixon reviewed the Privacy Policy and discussed the difference in liability between school libraries and public libraries as well as the liability the library could face if they release or don't release information to guardians of minors due to financial responsibility. They also discussed the age limit of a minor and whether or not they can change it in the privacy policy.

The Board unanimously consented to move forward with the updated privacy policy.

D. Heritage/ Historical/ Rare Books Collection

Library Director Dixon proposed offering a small collection of historical Alaskan books locked in a display case for the public. She explained that she has accumulated a small collection of interesting Alaskan books that should not be put on the shelf for general circulation due to them being too fragile or historical. In the future, she would like to be able to offer these books to the public, but in a more secure setting to guarantee the books will be well taken care of. However, she states that in the Library's Collection Development Policy

that the Library cannot collect historical or rare materials. This will need to be changed in the future if the Board wishes to proceed with this collection.

The Board unanimously agreed with Library Director Dixon and believes the collection should be offered to the public through a display or controlled setting.

E. New Board Member Orientation

Board Member Springer left the meeting at 6:41pm.

Board Member Kuszmaul provided and reviewed a sample packet of what she thinks an orientation packet should look like. She explained that the important documents of the Library Advisory Board such as the Bylaws, Strategic Plan, Annual Priorities, Role Chart, Public Meeting Guideline, and etc. should be included in this packet and should be updated on a regular basis.

Board Member Fair explained that he would have loved to have had something like this when he joined the Library Advisory Board but he wanted to caution the Board of adding too much information to the packet. He explained that a new board member could easily get overwhelmed if given a large packet of materials at their first meeting.

Chair Peterson agreed with Board Member Fair and stated that maybe the packet could have a list of links to the City Website to find some of the larger documents such as the presentation they gave to City Council last year.

City Clerk Jacobsen explained that the City Clerk's Office has many of these items online, but would be happy to assist the Library Advisory Board in compiling a packet of information to easily find these documents in one area.

Board Member Kuszmaul volunteered to work with City Staff to produce an orientation packet.

F. Objectives for Working with Council 2018

The Board briefly discussed making sure the Library is properly funded.

INFORMATIONAL MATERIALS

A. New Board Member Appointment

B. Ready to Code Article

C. Advocacy for Collection Development Presentation

The Board reviewed the presentation and discussed the possibility of adding onto the presentation in the future.

D. 2018 Board member Attendance at City Council Meetings

Board Member Massion volunteered to speak at the next City Council Meeting.

COMMENTS OF THE AUDIENCE

Sarah Vance, city resident, commented in support of the Student Representative guideline additions. She believes that the Board should have further discussion about their expectations for the Student Representative and suggests that a good opportunity to have the Student Representative get involved would be to speak at the City Council Meetings. Ms. Vance also suggested reaching out to the homeschooling programs in Homer when the position is open.

Ms. Vance enjoyed the Advocacy for Collection Development Presentation, specifically when the old library equipment is compared to old tattered nets. She thinks it is very beneficial to see what the other peninsula libraries are doing, but she urged the Board to add in another section of Staff Salaries to the presentation in the future.

COMMENTS OF THE CITY STAFF

COMMENTS OF THE BOARD

ADJOURN

There being no further business to come before the Board the meeting adjourned at 7:20 p.m. The next regular meeting is scheduled for Tuesday, March 6, 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

LIBRARY ADVISORY BOARD
REGULAR MEETING
FEBRUARY 6, 2018

Approved:_____