

Session 18-03, a Regular Meeting of the Library Advisory Board was called to order by Chair Jacque Peterson at 5:31 p.m. on April 3, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FINN, MASSION, PETERSON, KUSZMAUL, FAIR
STUDENT REPRESENTATIVE VANCE

ABSENT: BOARDMEMBER SPRINGER

STAFF: YOUTH SERVICES LIBRARIAN HAINES
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

FIAR/MASSION MOVED TO APPROVE THE AGENDA AS WRITTEN

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. March 6, 2018 Regular Meeting Minutes

MASSION/FAIR MOVED TO APPROVE THE MINUTES OF MARCH 6, 2018.

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

REPORTS

A. Library Director Report –

1. Statistics for 2017
2. Statistics for 2018 (Laydown)

Claudia Haines, Youth Services Librarian informed the board about the following items:

- Matthew Smith hired as new Library Technician who has a library background and has been a resident of Homer for about one year

- The Friends of the Library will have two annual fundraising events for April – Lifelong Learning which is this upcoming weekend, April 7th and the Spring Book & Plant Sale Saturday, April 21st.
- Attended the Annual Alaska Library Conference in Anchorage March 8-11
 - Library Director Dixon moderated a panel on Native Boarding school experience in **Children's Literature**
 - Participated in a panel on Alaska Books for Alaska Kids project
- Two grant applications submitted - Public Library Assistance Grant (PLAG) which funds the purchases of approximately \$7000 in print materials and is co-sponsoring an Inter-Library Cooperation Grant application with five other small libraries statewide to fund a Growing Small Business in Alaska in which will fund more business resources, staff training and a needs assessment.
- Jackie McDonough attended the annual Conference this year with the assistance of a Continuing Education Grant that covered her expenses. She attended a session on book mending and conservation which will fit right in with her archival background as she begins to do more mending at the library.
 - Ms. Haines reported that she presented at two sessions about the Summer @HPL, summer reading and learning program at the library and Makers2Mentors program
- Staff has been working on developing parameters and procedures for possible participation in the Statewide Reciprocal Borrowing Program.
- The update to the library management software went smoothly
- The computers have been upgraded and are working great
- Lunch with A Councilmember is Monday, April 9th with Councilmember Stroozas

Ms. Haines responded to questions regarding statewide themes or issues that were discussed at the conference on state of the libraries noting that the topic was diversity and how the libraries assist families and how they build community discussion, also how to collaborate and work with each other.

Ms. Haines responded that it could reflect school start times, bookmobile visits and that school visits were down to questions regarding fluctuations in the numbers within the statistics and that was based on her experience but that Ms. Dixon may have additional information from her experience.

Ms. Haines did not believe that the Bookmobile impacted the library that it was a good partnership **showing the Library in another concept to the children in response to Chair Peterson's** questions regarding this service in relation to the numbers.

Ms. Haines provided the selection process for the Lifelong Learning award for the Board and noted that it was conducted by the Friends. She also noted that past awardees can be found on a plaque in the library.

B. Friends of the Library – Last Meeting Report

1. Next Meeting is April 11, 2018 @ 6:00 p.m. in the Library

There was no report for the last meeting provided.

Boardmember Kuszmaul confirmed the date and time and volunteered to attend that meeting.

PUBLIC HEARING

PENDING BUSINESS

A. National Library Week – Letter to the Editor

Chair Peterson read the title into the record and requested a motion to approve the Letter to the Editor.

FINN MASSION MOVED TO APPROVE THE LETTER TO THE EDITOR ON NATIONAL LIBRARY WEEK.

Discussion ensued on having to approve the document since it will be printed in the Homer News on Thursday, it will be the Opinion piece, providing the Letter to both papers as a courtesy.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Kenai Peninsula Library Boards – Proposed Meeting

Chair Peterson read the title into the record and explained that they previously decided to contact other local libraries to see if there was interest in developing a relationship, she and Board member Finn created a list of libraries to contact and sent an invitation to the following libraries: Moose Pass, Seldovia, Anchor Point, Soldotna, and Ninilchik.

After confirmation from OWL of the time and date she sent the invitation to those libraries listed and received a lukewarm reception, Soldotna was unavailable on the date, April 10, 2018 5:30-7:00 p.m. in fact only receiving a “we will try” response from the Anchor Point library. So they may have a good response or just a meeting with themselves.

Chair Peterson reiterated the meeting date of April 10, 2018 in the conference room at the Library 5:30 -7:00 p.m.

C. Student Representative Seat – Job Description

Chair Peterson reviewed the recommendation from the City Clerk and noted the email from Deputy City Clerk Smith on the timing issue and that Student Representative Vance’s term ends in August. The new Student Rep will be selected by Mayor and start in September.

Boardmember Kuszmaul stated that there needs to be some sort of description of the position to provide information to a potential applicant.

Chair Peterson requested confirmation from Deputy City Clerk Krause on the “job description” of the student representative position being the same as theirs and in fact did not know if they had a job description.

Deputy City Clerk Krause read from the City Code the Duties and Responsibilities of a Boardmember, which are as follows:

- establish operational policies for the library for approval by the City Council

- assist the Library Director with the annual budget request to the City Council
- adopt bylaws and regulations for internal operations
- make recommendations through the City Manager to the Mayor and City Council concerning the library
- solicit donations of money and/or property for the benefit of the library
- represent the library to the community

Deputy City Clerk Krause confirmed for Commissioner Fair that a Student Representative has equal standing with the remaining members with the exception that it is a non-voting position.

Commissioner Fair provided some feedback on the student representative for the parks commission stating that they participate fully in the commission discussions and events, they **just doesn't** vote on the motions that the commission makes.

Chair Peterson wanted to preface the position by saying that it was honorary and non-voting position.

The Board entertained a lengthy discussion on the memorandum focusing on the third paragraph believing there was an error in that the Student Representative has a job description same as theirs. The following was points were also discussed by the Board:

- Student Representative position is honorary, same duties and responsibilities
- Student Representatives do not make motions or vote
- Vacancies are not advertised until they occur
- The Student Representative vacancy would be advertised in August
- The Board advertised and solicited for the Student Representative position at the High School, Flex School and Connections with a deadline of May 1, 2018, so that students can apply and be appointed in May by Council.
- Applications can be submitted at any time but the vacancy will still have to be advertised so there will be a possible delay in filling the position.
- Requesting an exception to the rule of advertising
- The term of the Student Representative is September through May

Deputy City Clerk Krause provided clarification at the request of the Board on the process for the Student Representative to give up their seat before their term expired or if they wanted to request reappointment, would be to submit a written notice or request to the City Clerk.

Chair Peterson thanked Miss Vance for her service on the Board and apologized for the messy end to her tenure. Stating that this was not a reflection on her service.

Boardmember Finn asked if she should contact the schools to let them know of the developments and changes.

Chair Peterson responded that she did not believe it would be necessary, that they should proceed as planned.

Deputy City Clerk Krause explained that there is not a deadline normally on the applications they do keep them and will go back and contact applicants to see if they are still interested and even offer those

applicants interested the opportunity to update their application if they desire in response to Boardmember Finn.

Boardmember Finn inquired on the process for submittal to the Mayor for selection.

Deputy City Clerk Krause **provided the process the Clerk's Office uses for applications received for vacancies on the various Advisory bodies.**

Board member Massion confirmed with the Clerk that Miss Vance could submit her resignation tonight since she will not be attending the May meeting then they could have another Student Representative appointed at the upcoming Council meeting.

Deputy City Clerk Krause reiterated that they would have to advertise that there is a vacancy and a person could be appointed at the April 23rd Council meeting.

Ms. Haines added that if she had her finger on the pulse of teens and the school year the students would not be focused on the upcoming school year but on summer. She believed August would be a better time to have someone appointed. Teens would be more focused on school year and the community service requirements in September.

Chair Peterson acknowledged what Ms. Haines what relating to the Board but the Board will not be meeting June or July and desired to get back to work in August with a full Board when the budget comes up. Chair Peterson acknowledged the efforts of Boardmembers Massion and Finn have done contacting the counselors at the schools and believe the Board should proceed as planned.

Further discussion ensued on being in contact with the schools counselors regarding applicants, the established deadline of May 1st; clarification on the application process and how the applications are **handled by the Clerk's office; that one application has been received; the selection process is not like** applying for a job; most applicants do have some qualifications or experience and the Mayor does not appoint all applicants, someone who is not a Homer area High School Student will not be appointed; it is not as difficult as it may be appear.

Additional questions were answered on establishing the new student representative's term and Ms. Vance resignation from the Board by Boardmembers.

NEW BUSINESS

INFORMATIONAL ITEMS

A. Resolution 18-31 Amending the Library Advisory Board Bylaws-Approved by City Council

Chair Peterson reviewed the approved Bylaws changes approved by Council at the March 27, 2018 Council meeting. Vice Chair Kuszmaul requested clarification on guidelines versus job description.

A brief discussion by the Board ensued on how the guidelines differ from a job description.

B. 2018 Board member Attendance at City Council Meetings

Boardmember Massion volunteered to attend and accept the Proclamation recognizing National Library Week. He encouraged all Boardmembers to be present at that meeting.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Krause commented that it was good to be back.

Youth Services Librarian Haines commented on serving on the Association for Library Service to Children Caldecott Committee this past year and in February the committee met and selected both the winner of the prestigious honor for picture books for children 14 and under and several Honor Books and as part of that service she has received for review approximately 650 picture books. They are starting to trickle into the collection. This is a benefit to the library of thousands of dollars that the Library will not have to expend from the budget.

Ms. Haines reported that many will find their way into the collection for people to borrow, some of them will be used as prizes for the summer programs, donated to local schools, the bookmobile, and other purposes. About a handful she will be keeping for her own. All the books were donated by the publishers. She believes that what is most significant about serving on a committee like this besides being a huge honor is the tangible benefit to Homer, it has generated conversations with the kids about what the award is, how we look at picture books, whether it is in Story Time, or with older kids and parents practicing their evaluation skills of media.

Ms. Haines reported that her service allowed her to bring the Alaskan voice to the national honor and award which the Association for Library Service to Children Caldecott Committee is trying to broaden the representation on the committee. She wanted to provide a heads up to the Board that these books are working their way in to the collection as fast as they can get them catalogued.

In response to Boardmember Massion question on the quality of the books received she evaluated the books for the award not the same as evaluating the books for collection. There are many that she knew would go into the collection that she did not purchase since she knew they would be coming into the collection. The others she evaluated based on the standard parameters; requested books, popular, multiple good reviews in professional publications, which is what she uses to purchase books.

Ms. Haines provided information on the variables that qualifies a picture book, and what goes into their picture book bins, there may be some that are graphic novels that were submitted for consideration and some that fall in the young adult collection. Most will go into the collection but not all.

She noted that receipt of these books will fill the gaps and would there would be approximately 300 added to collection at \$18-19 per book. She noted that attendance and serving on the committee was done on her own time.

Board member Kuszmaul was hesitant in sharing the information due to concern that it could be used to reduce the collection budget.

Boardmember Massion felt that it was understandable that this was a once in a lifetime circumstance and likely not ever to be repeated.

Ms. Haines confirmed that she will not be serving ever again on the Caldecott Committee and she brought the issue forward stating that she volunteered her time on the committee for a two sided purpose allowed them to be represented on a national committee but it brought a tangible result to the community of Homer. She could estimate how many but could not provide an exact number.

Boardmember Massion believed that this was very important to share with the Council but if the Board did not agree then he would abide that decision.

Boardmember Fair disagreed that this was a very big deal and if the College was involved they would be making sure everyone knew. He stressed that Caldecott was a very big deal.

Chair Peterson offered that they could compromise and report to the Council but only talk about the numbers of books coming into the library and the community but not the amount of the benefit.

Boardmember Kuszmaul believed that would be acceptable and supported recognizing the involvement of Ms. Haines efforts, the prestigious award but refraining from any notation of savings to Council.

Boardmember Finn agreed on recognizing Ms. Haines effort and membership on this committee and emphasizing the honor to be selected to serve on this committee.

Boardmember Massion confirmed with the Board on reporting the award and service and that up to 300 books will be coming into Homer.

Boardmember Kuszmaul stated that he could just let Council know that it means hundreds of books coming into the community through the library, bookmobile and the schools.

Ms. Haines also requested acknowledging that some of the books will be used as prizes for the summer programs as she feels this would be most appropriate since they receive so much support from the Friends.

COMMENTS OF THE BOARD.

Chair Peterson inquired if there were items for the agenda that the Board would like to address.

Boardmember Finn inquired if there were any items that the Board would need to research over the summer.

Boardmember Massion requested clarification from the Clerk on when they will be addressing the budget.

Deputy City Clerk Krause responded that the City Manager submitted the budget to the Council the first meeting in October.

Chair Peterson noted she will submit items to the Clerk by the agenda deadline.

There were no further comments

ADJOURN

There being no further business to come before the Board Chair Peterson adjourned the meeting at 6:43 p.m. A WORKSESSION IS SCHEDULED TUESDAY, APRIL 10, 2018 5:30 TO 7:00 P.M. IN THE CONFERENCE ROOM AT THE HOMER PUBLIC LIBRARY. The NEXT REGULAR MEETING is scheduled for TUESDAY, MAY 1, 2018 AT 5:30 P.M. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____