

Session 18-09, a Regular Meeting of the Library Advisory Board was called to order by Vice Chair Marcia Kuszmaul at 5:30 p.m. on December 4, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS KUSZMAUL, MASSION, SPRINGER, FINN, FAIR, AND STUDENT REPRESENTATIVE BENEDETTI

ABSENT: BOARDMEMBER PETERSON (excused)

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Vice Chair Kuszmaul requested a motion to approve the agenda.

MASSION/FAIR MOVED TO APPROVE THE AGENDA FOR THE DECEMBER 4, 2018 LIBRARY ADVISORY BOARD REGULAR MEETING.

There was no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. November 6, 2018 Regular Meeting Minutes

Vice Chair Kuszmaul inquired on the context of Mayor Castner's comments on recognizing volunteers; the board clarified.

Library Director Dixon pointed out two areas in the meeting minutes for amendments:

- Page 2: Remove "at least" from the sentence "It allows the student to check out at least two items and gain access to their database."
- Page 4: Change the word "circulation" to "collection" in the sentence "...and getting the book circulation caught up;"

FINN/MASSION MOVED TO APPROVE THE NOVEMBER 6, 2018 REGULAR MEETING MINUTES AS AMENDED.

There was no further discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

REPORTS

- A. Library Director Report for December 2018
 - i. 2018 Statistical Report – laydown
 - ii. 2017 Statistical Report
 - iii. Library’s Budget Requests

Library Director Dixon provided her staff report, with discussion and questions on the following:

- The Giving Tree is up and library decorated
- How the new art installment hardly moved during the recent earthquake
- The Homer Public Library will close at 1:00 p.m. on Christmas Eve and New Year’s Eve
- Claudia Haines, Youth Services Librarian, received a grant for Computer Science Education Week
- Library Journal listed the Homer Public Library again as a Star Library
- Total received grant funding for 2018 was approximately \$23,506; in 2017 about \$42,093 in grants was received, mainly from a \$20,000 mentors grant

Vice Chair Kuszmaul requested a compilation of end of the year stats for the February meeting.

- B. Friends of the Homer Library

Boardmember Springer noted that she had attended the last FHL meeting; she had nothing further to report.

- C. Federal Legislation Update – Verbal Report from Boardmember Finn

Boardmember Finn reported on the Museum and Library Services Act and gave an update on its status with the federal legislation. S.B. 3530 just passed the Senate and the companion bill, H.R. 6988, is now before the House. Ms. Finn referenced a laydown item “Take Action for Libraries” noting additional bills that will be voted on soon, and explained her attempts to figure out which bills are where in the legislative process.

PUBLIC HEARING

PENDING BUSINESS

- A. Library Advisory Board Orientation Packet
 - i. Proposed Orientation Packet for LAB Members

Vice Chair Kuszmaul provided an overview on the LAB's proposed orientation packet. She noted what content had been agreed on last year, and asked the board if the list still make sense, if revisions need to be made, and to identify where the information will come from.

The board discussed the following topics and amendments to the proposed orientation list:

- Addition of the City's Basic Guide to Robert's Rules to the content list;
- Resource list that includes information on library-related items, such as the American Library Association (ALA) or defining intellectual freedom;
- Content items that are existing information, which other items would need to be created, and how it can be compiled into its own LAB Orientation Packet;
- Formation of a process to distribute the packets to new boardmembers (printed as needed, Clerks will distribute, Library Staff/Clerk/LAB will help compile, etc.);
- Written, 2 – 3 sentence bio from each boardmember, and submitted to Ms. Kuszmaul before the February 5, 2019 regular meeting;
- List of Library Staff that includes a brief job description.

The board asked Deputy City Clerk Tussey if there is a preferred time at the beginning of meetings to introduce new boardmembers. Ms. Tussey shared her experience with other commissions, how they introduce new members, and that she would consult with the City Clerk and follow up with the board via email later in the week. There was further discussion on coordinating efforts and the compilation of items/information.

Boardmember Fair inquired on the tour/visitation items listed; he said the tour of the library was extremely valuable yet he wasn't sure if these items should be a requirement or not. Vice Chair Kuszmaul said the intent is to make them expectations, not necessarily requirements. Ms. Dixon clarified with Ms. Kuszmaul that the tour would be with another LAB member, but hosted by the Library Director.

NEW BUSINESS

- A. Discussion Guide for January Worksession
 - i. DRAFT Discussion Guide for January 2019 LAB Worksession

Vice Chair Kuszmaul explained the draft discussion guide she had written, describing what key components she put together/summarized from the two large library studies that the board looked at earlier in the year. She reiterated the purpose of the worksession is to reflect on the key findings from the reports, discuss how the findings are relevant to the Homer Public Library and Homer Community, and determine what actions, if any, these studies and discussion may prompt.

The board held discussion on the draft and what other aspects of the two reports could be discussed at the worksession, with questions directed to Library Director Dixon. Ms. Dixon provided her thoughts and concerns; she touched on the need for same timeframe statistics for proper comparison purposes and the limited amount of specific information to hold an effective worksession. The board discussed the possibility of having other community members attend the worksession for further input. The board mutually agreed that additional library staff attend the worksession to give more input from their perspective.

Vice Chair Kuszmaul requested a motion to approve the discussion guide.

FAIR/MASSION MOVED TO APPROVE THE DISCUSSION GUIDE FOR THE JANUARY 7, 2019 LAB WORKSESSION.

Boardmember Finn questioned if there was anything else she could researched ahead of time; she would like to look into having the library be more of a community center and see what's done around the country. Vice Chair Kuszmaul encouraged the boardmembers to review the studies/reports again as the provided discussion guide is only a distillation of the reports. She reminded the board that the worksession was to go over the reports and figure out how they could apply to the LAB, and not place too much else on it; it's not the be-all, end-all worksession. Boardmember Fair voiced his agreement and added that the LAB shouldn't set a lot of predetermined expectations for the meeting, just discuss the reports.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Ms. Dixon pointed out the "Issues and Trends" item "Societal issues for teens" would be a great topic for Student Representative Benedetti to provide input and his thoughts.

B. New Library Director Hire & Transition

Vice Chair Kuszmaul opened the floor for discussion. Deputy City Clerk Tussey provided clarification on what is being asked of the board, that they are to determine the LAB's priorities for a new library director and communicate those to the City Manager at the January 7, 2019 worksession. The board discussed what those priorities might be, and when at the worksession would be the best time to give those suggestions to the City Manager.

C. LAB Bylaw Amendments
i. DRAFT 2019 Bylaws

Vice Chair Kuszmaul opened the floor for discussion; she noted that this is the first reading of the bylaw amendments and that the board will be voting on the final approval at the February 5, 2019 meeting.

Boardmember Massion inquired to Library Director Dixon if she had made any of the proposed amendments. Ms. Dixon stated that she had reviewed them but not included any of her own changes. Boardmember Finn posed a question regarding honorary members, who else that would include besides the student representative. Ms. Tussey provided examples from other commissions to clarify who honorary members are. Vice Chair Kuszmaul suggested appointing the Friends of the Homer Library president as an honorary member; the board voiced support of the idea.

Vice Chair Kuszmaul proposed an amendment to Article IV, Section 1, to move the regular meeting date in November to another day that doesn't coincide with the General Election. There was discussion on other days that may work and the pros/cons of holding it on Election Day and using the upstairs Conference Room. The board mutually agreed that the schedule works the way it is now.

Ms. Dixon pointed out an unclear phrase in Article VII, Section 1(b), and asked what the bylaws mean by an “initial quorum”. There was brief discussion on using more clarifying language to describe what an initial quorum means.

KUSZMAUL/MASSION MOVED TO AMEND ARTICLE VII, SECTION 1(B), TO CLARIFY THE STATEMENT “THERE MUST BE AN INITIAL QUORUM PRESENT.”

There was no further discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

KUSZMAUL/MASSION MOVED TO HOLD THE FINAL READING ON THE PROPOSED LAB BYLAW AMENDMENTS AT THE NEXT REGULAR MEETING.

Boardmember Finn commented on Article III, Section 1 regarding the residential requirements for boardmembers, clarifying that they do not hold seats for people outside city limits. Ms. Tussey provided explanation on the meaning of the section and that its inclusion in the bylaws is to read what is already in code. There was discussion on member eligibility and the reasons why there aren't seats exclusively held for non-resident members on a City advisory board. The discussion posed the question: where is this rule established and is it something that the LAB can change/can we have designated chairs for non-city members only? Ms. Tussey agreed to research the question and follow up with the board via email later in the week.

Boardmember Finn referenced Article V, Section 1, asking for better definition of a committee since she and other boardmembers will often work on tasks individually. Ms. Tussey provided an example of when a sub-committee needs to be appointed by City Council (significant project involving a hired consultant to produce a final report), versus when it does not (smaller projects/research tasks).

There was no further discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL ITEMS

A. Boardmember Attendance at 2019 City Council Meetings

Vice Chair Kuszmaul noted the press release provided as a laydown that announced the Homer Public Library received funding to develop youth coding programs.

There was discussion on which City Council meetings Boardmember Massion would not be able to attend and who would be able to go during his absence.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Tussey reminded the board that meeting minutes are posted in advance and encouraged boardmembers to submit any suggested changes before the next meeting.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Vice Chair Kuszmaul requested that the boardmembers read the library studies again in preparation for the January worksession.

COMMENTS OF THE BOARD

Boardmember Finn noted that City Council approved the \$10,000 budget amendment to increase the book budget to 2016 levels. There was brief discussion on the Library's General Fund. Ms. Finn had a question on how to go about appointing a FHL honorary member; Ms. Kuszmaul noted that they would need to present the request to the Mayor, who would make the appointment.

Boardmember Fair commented on the Big Read event that will begin in January, and shared his thoughts on the selected book and its author. He also commented on the worksession and suggested they invite some FHL members to attend. There was brief discussion on when the next FHL meeting is, who will attend, and the estimated timeframe and amount of food for the January worksession.

There were no comments from Boardmembers Springer, Massion, and Student Representative Benedetti.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:11 p.m. The next regular meeting is scheduled for Tuesday, February 5, 2019 at 5:30 p.m. and a Worksession for Monday, January 7, 2019 at 5:30 p.m. All meetings scheduled to be held in the Homer City Hall Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved: _____