

Session 19-04, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:30 p.m. on May 7, 2019 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, SPRINGER, KUSZMAUL, SCHMIDT, FINN, MASSION, VERNON, AND STUDENT REPRESENTATIVE BENEDETTI

STAFF: LIBRARY DIRECTOR BERRY  
DEPUTY CITY CLERK TUSSEY

### **APPROVAL OF THE AGENDA**

Chair Kuszmaul welcomed new board member Gordy Vernon and asked for a motion to approve the agenda.

SCHMIDT/MASSION MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA**

### **RECONSIDERATION**

### **APPROVAL OF MINUTES**

A. Regular Meeting Minutes for April 2, 2019

Chair Kuszmaul asked for a motion to approve the minutes.

FINN/MASSION MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

### **REPORTS**

A. Library Director Report dated April 24, 2019  
i. 2019 Statistical Report – laydown

ii. 2018 Statistical Report

Library Director Berry reviewed the staff report, noting the following:

- Upcoming events, specifically the Summer Reading and Learning Program
- Library staff Claudia Haines receiving an award and grant monies from the National Center for Women in Technology (NCWIT)
- Staff's efforts revamping the software used for the Summer Reading and Learning program
- Library statistics

There was brief discussion on the Food for Kids program, the NCWIT awards/grants and the students that received awards recognition, and training for people to operate/run the bookmobile.

**PUBLIC HEARING**

**PENDING BUSINESS**

**NEW BUSINESS**

- A. Midyear Review of 2019 LAB Goals
- i. LAB Strategic Plan/Goals 2019

Chair Kuszmaul gave a brief introduction on the need to have a mid-year review of the 2019 LAB Goals, and asked the board to review the list to see if anything needs updating. The board reviewed and discussed each goal listed, making the following suggestions:

- #1: Advocating for Library Budget – Keep, it's an ongoing LAB goal.
- #2: New Library Director Hire and Transition – Remove since the new library director has been hired and is currently transitioning.
- #3: Continue to Develop Relationships with Other Kenai Peninsula Library Boards – Keep and continue to foster relations.
- #4: Input on Implementation and Improvements of Giving Tree Program – Remove since the Giving Tree is a Friends of the Homer Library program, not the LAB's.
- #5: Complete Development and Finalize a LAB Orientation Packet – Remove since this project is completed by staff.
- #6: Review National Trends and Community Expectations – Remove, was discussed at the January worksession.
- #7: Student Card Pilot Project – Remove, per status update from the Library Director it was determined to be too preliminary for the LAB to be involved.
- #8: Training for Handling Homeless Adults – Remove, staff will follow up with sharing the training link with the LAB
- Adding New Goals:
  - Writing a Strategic Plan/Goals
  - Planned Giving Program/Request for Funds for Survey

KUSZMAUL/MASSION MOVED TO AMEND THE LAB'S GOALS TO REMOVE COMPLETED GOALS AND LIST GOALS AS: #1 ADVOCATING FOR LIBRARY BUDGET, #2 WRITING A STRATEGIC PLAN, #3 PLANNED GIVING

PROGRAM SURVEY/REQUEST FOR FUNDS FOR SURVEY, AND #4 CONTINUE TO DEVELOP RELATIONSHIPS WITH OTHER KENAI PENINSULA LIBRARY BOARDS.

Boardmember Finn asked for further clarification on Goal #3. Boardmember Peterson gave a report on current relations with other KPB library boards and opined the importance of keeping it/continuing to foster relations. There was discussion on what other communities do, besides having a money-generating program or group like the Friends of the Homer Library.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- B. Planned Giving Program
- i. HCC 2.48.050(e) LAB Powers & Duties Re: Solicitation of Donations
  - ii. HPL Gift Acceptance Policy
  - iii. "Leaving a Legacy through Planned Giving" Webinar Info

Chair Kuszmaul provided a summary on hers and Library Director Berry's meeting with the City Manager to present the idea of establishing a Planned Giving Program. Ms. Kuszmaul shared her opinions on the concept and further identified the next steps to make the program happen:

- Review Library's gift policy
- Review City's gift acceptance policy
- Review best practices for planned giving from other municipalities and library systems
- Draft recommendations for any changes in either library or city policy to facilitate planned giving to the library or other City departments
- Develop a planned giving program for the library
- Implement

KUSZMAUL/PETERSON MOVED TO MOVE FORWARD ON DEVELOPING A PLANNED GIVING PROGRAM FOR THE HOMER PUBLIC LIBRARY.

Library Director Berry provided his comments and support on the need to revise City Code and the gift acceptance policy to include larger gifts, such as large estate donations. Per an inquiry from Boardmember Finn, Mr. Berry further clarified there may be a need to split the policy between small and large gifts. Deputy City Clerk Tussey suggested the board hold a worksession at a later date to further discuss the policy details.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

There was brief discussion on coordinating efforts to work on the program. Ms. Tussey reminded the boardmembers to work directly with the staff person (Mr. Berry) but not together to ensure compliance with the Open Meetings Act.

Boardmember Vernon requested clarification on the Library budget and what a significant gift is. Chair Kuszmaul and Mr. Berry provided information on the budget and how donations are being given to the library.

C. Library Use Statistics

Chair Kuszmaul gave a brief history of the previous library director's concerns on how the statistics capture the use of library, and that now would be an ideal time to refine monthly library use statistics especially in regards to capturing electronics and remote use.

Library Director Berry provided his experience with gathering statistics and shared his opinion on where the process could be streamlined. He asked what kind of statistics the board would like to see. Boardmember Massion noted that it sounds like staff has a good handle on it, confirmed that with Mr. Berry, and that staff will bring more info to the board at a later date.

There was further discussion on library use, with some boardmembers sharing concerns on the decline of certain statistics and possibly not capturing accurate use. Mr. Berry answered questions on how online use is tracked (varies differently based on each online organization) and library staff's ability to track internet/Wi-Fi use, printing activity, etc. The board mutually agreed that the goal of accurate statistics is to show that the library isn't being used less. Mr. Berry noted that his goal is to revise the way stats are presented.

Boardmember Massion confirmed with Mr. Berry that the revised statistics could be available/presented at the next meeting in August.

D. Library Advisory Board & Friends of the Homer Library Relationship

Chair Kuszmaul provided background on recent changes to how the LAB interacts with the Friends of the Homer Library, and suggested options of how to maintain connections between the two groups. Library Director Berry and Deputy City Clerk Tussey provided input on staff process and including information in the packets and in reports. Discussion ensued on how to share these thoughts/suggestions with the FHL; it was mutually agreed by the board and staff that Mr. Berry will speak with FHL's staff on how to proceed.

Chair Kuszmaul requested that LAB bylaws be on the August meeting agenda to remove Article III, Section 4 stating that LAB members shall attend FHL meetings monthly.

E. Recognition of Ethan Benedetti, LAB's Student Representative

- i. Feedback & Discussion of Student Representative Experience & Role
- ii. Recruitment for Next Student Representative (Term September thru May)

Chair Kuszmaul deferred to Student Representative Benedetti to report on his experience as the LAB's student representative. He shared his opinion, that it's been a great learning experience regarding government process and the library, and his future plans. Chair Kuszmaul presented Mr. Benedetti with a small literature gift.

Deputy City Clerk Tussey explained the recruiting process and timeline for a new student representative. There was brief discussion on what the criteria is for the student representative position, and alternative ways to advertise such as posted flyers at the high school and grassroots “word-of-mouth” efforts. Ms. Tussey said she would consult with the City Clerk on the most appropriate way to share information beyond the usual City newspaper ad and radio and then report back to the LAB via email.

### **INFORMATIONAL ITEMS**

- A. LAB Membership in United for Libraries
- B. LAB 2019 Calendar
- C. Boardmember Attendance at 2019 City Council Meetings

Chair Kuszmaul noted the LAB Membership with United for Libraries and the discussion she and Library Director Berry had with the City Manager to approve such a membership. She provided a summary of what the organization does/provides and Mr. Berry agreed that he will apply and pay for the membership. Chair Kuszmaul also reviewed the 2019 LAB calendar provided in the packet, noting highlighted items coming up later in the year. Mr. Berry added that the best time to review library policies is to bring them up as they’re available/require revising.

Boardmember Vernon inquired on the budget and where library funds come from. Chair Kuszmaul provided a summary of the library’s budget, touching on the City’s contribution, grants received, and donations.

Boardmember Massion referenced the City Council meeting schedule and agreed to continue going, even during the summer months that the LAB doesn’t meet. Mr. Berry and Mr. Massion briefly discussed both of them attending the City Council meetings and sharing talking points the Friday before the meetings.

### **COMMENTS OF THE AUDIENCE**

### **COMMENTS OF THE CITY STAFF**

Library Director Berry and Deputy City Clerk Tussey had no comments.

### **COMMENTS OF THE COUNCILMEMBER**

### **COMMENTS OF THE CHAIR**

Chair Kuszmaul asked if Boardmember Peterson could share her research on organizations that could do community surveying. Ms. Peterson noted her prior work seeking information on state organizations, and putting together a fund request to Council to pay for the survey. She said she would be happy to work with Library Director Berry on it.

### **COMMENTS OF THE BOARD**

Boardmember Finn welcomed Library Director Berry and Boardmember Vernon to the board, and thanked Student Representative Benedetti for his service and recruitment efforts.

Boardmember Vernon introduced himself to the board and provided background on himself and his interest in the library.

Boardmember Springer, Peterson, Massion, and Schmidt had no comments.

**ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 6:57 p.m. The next regular meeting is scheduled for Tuesday, August 6, 2019 at 5:30 P.M. at the Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

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RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved:\_\_\_\_\_