

Session 19-05, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:32 p.m. on May 7, 2019 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, KUSZMAUL, SCHMIDT, AND FINN

ABSENT: BOARDMEMBERS SPRINGER, MASSION (both excused), AND VERNON (unexcused)

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Kuszmaul asked for a motion to approve the agenda.

SCHMIDT/FINN 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 May 7, 2019

Chair Kuszmaul asked for a motion to approve the minutes.

PETERSON/SCHMIDT MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Report
 - i. Director's Report dated May 31, 2019

- ii. Director's Report dated June 30, 2019
- iii. Director's Report dated July 31, 2019
- iv. 2019 YTD Library Use Statistics – Laydown

Library Director Berry provided his staff report, noting the recent events explained in his three staff reports for the months of May, June, and July. He facilitated discussion and responded to questions regarding statistics, concerns over state budget cuts and their effect on the Homer Library, use of the sharps containers at the library, and library staff's participation in an Alaska Humanities Forum workshop on facilitating difficult conversations.

PUBLIC HEARING

PENDING BUSINESS

- A. Planned Giving Program
 - i. Memo from LAB Chair Kuszmaul Re: Library Gift Policy/Planned Giving Program
 - ii. "Leaving a Legacy Through Planned Giving" Webinar Info
 - iii. ALA information on Implementing a Basic Planned Giving Program
 - iv. HCC 2.48.050 Library Advisory Board – Powers & Duties

Chair Kuszmaul shared the information she learned from "Leaving a Legacy through Planned Giving", an online webinar that can provide a common base of understanding on implementing a basic Planned Giving Program. She explained that the first step in implementing such a program is to make sure current gift policy matches Homer City Code, where there are some discrepancies.

There was discussion on interpretations of the existing policy and code, the process for donating to the library and its current challenges, and seeking funds from City Council to utilize professional assistance to help set the program up. Mr. Berry noted that City Council has talked about hiring a City capital assets manager that could assist with a future program if such a person was hired. Ms. Kuszmaul emphasized that this project is long term, and that the LAB can work on it over the following months.

PETERSON/SCHMIDT MOVED THAT THE LAB MOVE FORWARD WITH A PLANNED GIVING PROGRAM.

There was discussion on whether there should be a 6 month time limit. The board agreed that leaving it open would be the best.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- B. Gift Acceptance Policy
 - i. Memo from Library Director Berry Re: Library Gift Acceptance Policy
 - ii. HPL Existing Gift Acceptance Policy

Library Director Berry explained the gift acceptance policy and the discrepancies between what existing policy states, what is in City Code, and what is actually being practiced. He noted that the current policy is relatively good on listing the process of accepting gifts, but essentially says nothing about what to do

with the donations afterwards. The policy and code are vague on if monetary donations have to be accepted by City Council through an ordinance, or if the Library Director has that authority as outlined in the library's gift acceptance policy that was approved by City Council.

The board discussed their interpretations of existing policy and City Code, and their concerns with how donated funds (given by donors who explicitly wish for it to go to the library) could be re-appropriated by City Council since they oversee the City's budget. The board agreed that the process for the receipt and disposition of gift donations should be more clear and consistent. City Staff clarified verbiage related to selecting a gift acceptance committee and listing out what kind of steps would need to be added to the policy.

Boardmember Peterson suggested the board have a worksession. Discussion ensued on who should attend (such as an attorney and a member of the PARCAC), when it should take place, and what the focus will be on. Deputy City Clerk Tussey said she would follow up with the City Clerk on the appropriate protocol and coordinate with Mr. Berry on when staff will have the worksession materials available.

- C. Library Strategic Plan 2020-2025
 - i. Memo from Library Director Berry Re: Library Strategic Plan 2020-2025
 - ii. HPL Strategic Plan 2020-2025 DRAFT

Library Director Berry shared his revisions to the library's 2020-2025 Strategic Plan. The board discussed and directed questions to Mr. Berry regarding the following goals/priorities listed in the plan:

- Increasing public meeting room space or installing a metal gate to allow meetings after library hours
- The library's role during an emergency such as a tsunami
- Promoting databases
- Reaching out to homeschoolers to provide services
- Partnerships with other communities to share resources
- Other short/mid/long term priorities in general

At the request of the board, Mr. Berry agreed to bring a final draft to the September meeting for final approval.

- D. Joint LAB/FHL Fall Soiree Planning
 - i. Memo from Library Director Berry Re: Joint LAB/FHL Soiree

Library Director Berry introduced the idea of organizing an event with the Friends of the Homer Library board. The board discussed location and time options and provided feedback to Mr. Berry to share with FHL at their meeting tomorrow.

There was a general consensus that October 4th at 6:30 pm would work for a "fall fling" and to establish the event as an annual occasion, and directing Mr. Berry to share the concept with the FHL board.

NEW BUSINESS

A. LAB Bylaw Amendments

- i. Memo from Deputy City Clerk Tussey Re: Amending LAB Bylaws on FHL Meeting Attendance Requirement
- ii. LAB Bylaws DRAFT dated August 2019

Chair Kuszmaul deferred to Deputy City Clerk Tussey to introduce the agenda item. Ms. Tussey explained the reason for the bylaw amendment; the FHL board has asked that LAB members do not attend their board meetings unless they are on their agenda, and there is a section in the LAB's bylaws that states one LAB member shall attend the monthly meeting of the FHL on an open volunteer basis. She noted the process for amending bylaws.

FINN/PETERSON MOVED AMENDING THE LIBRARY ADVISORY BOARD BYLAWS TO REMOVE ARTICLE III. SECTION 4, AND HOLD A SECOND READING OF THE BYLAW AMENDMENT AT OUR NEXT REGULAR MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

B. Camping in Library Parking

- i. Memo from Library Director Berry Re: Library Parking Policy
- ii. City Code on Camping on City-Owned Property (HCC 19.08.030)
- iii. City Code on Parking in City Lots (HCC 7.10.030)

Library Director Berry shared a situation involving a person that was long-term "day camping" in the library parking lot despite City Code prohibiting it. Mr. Berry consulted with Homer Police Department to resolve the issue and determined that signage may not be necessary since it could be handled informally, either by library staff or HPD going out to speak to the person.

The board confirmed that there was no action needed.

C. Revisions to Library Card/Patron Registration Policy

- i. Memo from Library Director Berry Re: Patron Registration Policy
- ii. HPL Library Card Registration Policy DRAFT – July 2019

Library Director Berry explained the current policy and staff's suggested amendments to the Library Card/Patron Registration Policy to 1) shift the card renewal period from one year to two; and 2) allowing patrons to prove their residency with a lease agreement or rent bill as an alternative to the other documentation already accepted.

The board discussed the changes and agreed that they were reasonable amendments.

PETERSON/SCHMIDT MOVED TO THE AMENDED LIBRARY CARD AND PATRON REGISTRATION POLICY, AND RECOMMEND CITY COUNCIL APPROVE THE REVISED POLICY.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. LAB 2019 Calendar
- B. Boardmember Attendance at 2019 City Council Meetings

Chair Kuszmaul noted the LAB calendar in the packet and asked Mr. Berry to include budget materials at the September meeting. The board discussed a recent application for the student representative position, who could be appointed in time for the start of the September term, and ways to promote Library Card Sign-up Month with students in the community.

Chair Kuszmaul shared her process with staff in preparing the meeting agenda, and encouraged boardmembers to communicate possible items by the Thursday before the agenda deadline. She also shared her conversation with Boardmember Massion on getting other LAB members to volunteer to attend the City Council meetings. The board discussed what kind of agenda items to report to City Council, reviewed the schedule, and agreed to attend the following meetings: September 9th – Peterson; August 12th – Finn; October 14th – Schmidt; December 9th – Kuszmaul.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Library Director Berry thanked Mark Massion (who was not present) for his work attending the City Council meetings. Ms. Kuszmaul noted that Mr. Massion has spent a considerable amount of time building a presence for the LAB at the Council meetings and forming relationships with individual Council members, which is important.

Deputy City Clerk Tussey had no comments.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE BOARD

Chair Kuszmaul reminded the board that the comment period is an appropriate time for boardmembers to suggest agenda items for the next meeting. She also shared her experience attending a City Clerk's Office training for chairs, vice chairs, and staff of advisory bodies.

Boardmembers Finn, Peterson, and Schmidt had no comments.

ADJOURN

LIBRARY ADVISORY BOARD
REGULAR MEETING
AUGUST 6, 2019

UNAPPROVED

There being no further business to come before the Board, the meeting adjourned at 7:23 p.m. The next regular meeting is scheduled for Tuesday, September 3, 2019 at 5:30 P.M. at the Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved: _____