

Session 19-07, a Special Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:31 p.m. on October 7, 2019 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, SPRINGER, KUSZMAUL, SCHMIDT, FINN, AND FAIR  
STUDENT REPRESENTATIVE GREER

ABSENT: BOARDMEMBER VERNON (excused)

STAFF: LIBRARY DIRECTOR BERRY  
DEPUTY CITY CLERK KRAUSE

### **APPROVAL OF THE AGENDA**

Chair Kuszmaul asked for a motion to approve the agenda.

FAIR/PETERSON 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 September 3, 2019

Chair Kuszmaul asked for a motion to approve the minutes.

SCHMIDT/FINN MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 3, 2019 REGULAR MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **VISITORS/PRESENTATIONS**

A. Mike Miller, Executive Director, Homer Foundation – About the Homer Foundation

Mr. Miller provided a presentation on the Homer Foundation and the services that the Foundation provides to the Southern Kenai Peninsula from Ninilchik to Nanwalek. He explained the types of funds and benefits of investing in the various funds and or endowments. Mr. Miller explained that they have a goal to give away \$800,000 per year and raise a corpus of \$20 million dollars. He applauded the Board for considering setting up an endowment. It is believed that with the aging society and the wealth available it is an opportunity. Additional points of interest and information provided were on the following:

- Creation of specific funds needed by entities
- Changes on the management of the Homer Foundation
- Donations can be as small as \$2.50 and there is no limit, A \$10,000 start is required for a named fund
- Funds were managed locally up until two years ago when they transitioned to a Fund Manager and selected Vanguard
- Community Funding for non-profits
- Endowed funds versus non-endowed funds

Mr. Miller then answered questions from the Boardmembers on the following:

- Setting up named funds and the requirements
- Donations of real property and the process
- Vanguard Management received their 1% of the profit
- The Homer Foundation competitors as far as donations is separated by the type of donor and how they might be connected with the organization or the cause that the organization promotes or supports
- Public perception of the Homer Foundation
- Unable to quantify the Homer Foundation share of the receipts of the entire community in giving/donations made overall
- Vanguard's fee is prior to the distribution
- The \$20 million corpus goal would allow for the \$800,000 annual give away and statistically speaking they are raising the level but believes it would be attainable in the Homer Community
- Provided explanation on the process for funds that were not designated

Mr. Miller complimented the Alaska Foundation but did note that they are not based in Homer or the Homer area. He acknowledged that they do offer a wider range of investment opportunities than the Homer Foundation but covered the entire state where Homer Foundation focused on local investment opportunities.

## **STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

- A. Library Director Report dated September 27, 2019
- i. 2019 Statistical Report (laydown)
  - ii. 2018 Statistical Report

Library Director Berry provided an overview of September in the library, and discussed/facilitated questions from the board on the following topics:

- Very busy month of September planning for the possible teacher's strike which did not happen
- Kate Finn and I interviewed two community foundations about their endowment funds as part of the LAB's ongoing project to develop a planned-giving program.
- Separately I gave some brief speeches at the Elks Lodge and the Rotary Club
- Met with Rob Wiard to look at refurbishing the library's countertops.
- Cross-training among staff in order to provide backups for essential library operations
- The bookmobile has been decorated with two illustrations from *Matilda*, one on each side of the back door.

The Board reviewed the 2019 Statistics provided as a laydown.

## **PUBLIC HEARING**

## **PENDING BUSINESS**

- A. New Library Donation Policy & Donor Recognition Form
- i. New Library Donation Acceptance & Management Policy
  - ii. Donor Recognition Form

Chair Kuszmaul introduced the item for the record and invited the Library Director Berry to provide his report for the Board.

Library Director Berry reviewed his report and the amended draft of the Donation Policy from the September meeting plus the proposed form that was requested. This form is for staff use.

Boardmembers reviewed the draft donor form and the following points were raised:

- Donation policy – discussion on the amount indicated where the Library Director would require additional review and approval/input
- This form should not be used for large donations and should be used only for the current donations of the small donors or books, etc.
- Brief discussion on donor plaques, shelves, etc.
- There is currently no policy for naming rights of facilities
- Ability to request naming rights for a room if substantial donation was made
- Formatting of the donor form

- Name with check box for anonymous

A discussion ensued on leaving the amount of “\$5000 or more” in the policy on page one, under Equipment and Other Physical Items blank at the concern expressed by Chair Kuszmaul as to the necessity of Council to need to have a say in the acceptance of endowments or monetary amounts. She offered that the amount could be higher. Opposition was expressed by the Board on leaving it blank. Library Director Berry will consult with City Manager Koester on what would be acceptable to Council.

Further discussion ensued on large donors and use of the form and holding recognition events for large donors was more of Friends type not the Board but it was pointed out that the Friends would not be involved in getting or accepting this money it would be the Board.

FINN/SCHMIDT MOVED TO POSTPONE THE NEW LIBRARY DONATION POLICY UNTIL AFTER THE PRESENTATION FROM THE ALASKA COMMUNITY FOUNDATION.

There was a brief discussion on the scheduling of the presentation for The Alaska Community Foundation.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

- B. Selecting a Community Foundation to Manage the Library Endowment Fund
  - i. Alaska Community Foundation Interview Responses
  - ii. The Homer Foundation Interview Responses
  - iii. Informational Materials from Alaska Community Foundation
  - iv. Informational Materials from Homer Foundation

Chair Kuszmaul introduced the item by reading of the title into the record.

Library Director Berry reviewed his report for the Board. He stated that those two foundations are the competitors for their business and there is some advantage to staying local but there is some advantage to go with The Alaska Community Foundation. He did note that Seward Library and Petersburg work with the Alaska Community Foundation. He then responded to questions from the Board related to the following:

- The amount currently available to start the fund is just under \$4000
- There is currently no plan to increase the amount but he is going to ask the Friends for a 1/1 Challenge Grant so he has no worry on reaching the \$10,000 amount.
- The Friends also work with the Homer Foundation
- Contact has not been made to check the references that were provided by the Homer Foundation

- It would be best to have the set of questions to ask each client, Boardmember Springer volunteered to assist Library Director Berry in canvassing the Clients of each perspective Foundation.
- Questions from the Board members should be sent to staff who will then distribute and work with Boardmember Springer to schedule the interviews

Boardmember Finn thanked Library Director Berry for his work in getting all the information together for them.

C. Library Endowment Fund Proposal  
i. Draft Proposal for a Library Endowment Fund

Chair Kuszmaul introduced the item into the record.

Library Director Berry provided a brief summary on the proposal and asked if there were any questions.

A discussion ensued on approaching the Council to advocate support for the proposed creation of an Endowment Fund for the Library and who they should solicit first to become a sponsor.

Library Director Berry stated that this information will be presented to the City Manager prior to them approaching Councilmembers. He requested input on the proposed language in the packet.

There was a brief discussion on the wording in the proposal and no further amendments were proposed by the Board.

FAIR/FINN MOVED THAT THE LIBRARY ADVISORY BOARD APPROVES THE PROPOSAL FOR THE LIBRARY ENDOWMENT FUND AS WRITTEN WITH THE AMENDMENTS AND CHANGES.

There was a brief comment on adding the date at the bottom.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

D. Update on FY 2020-2021 Budget Requests

Library Director Berry reviewed his report and stated that in his meeting with the City Manager and Finance Director they received \$1500 for the increase in periodicals but did not get an increase in funding for books. He responded to questions from the Board regarding the reason for not getting the increase and the previous year funding amount.

**NEW BUSINESS**

## **INFORMATIONAL MATERIALS**

- A. Library Advisory Board Bylaws – Adopted September 23, 2019
- B. Friends of the Homer Library September 2019 Newsletter
- C. LAB 2019 Calendar

The Board agreed by consensus that it would be appropriate to send the Friend's a card and flowers recognizing Friends week for October 20-26, 2019.

Chair Kuszmaul will purchase the card and flowers.

- D. Boardmember Attendance at 2019 City Council Meetings

Boardmember Schmidt will meet with Library Director Berry on Friday for the Monday, October 14, 2019 Council meeting.

Boardmember Springer will attend the October 28, 2019 Council meeting.

Chair Kuszmaul will attend the November 25, 2019 Council meeting.

Boardmember Finn and Student Representative Greear will attend the December 9, 2019 Council meeting.

## **COMMENTS OF THE AUDIENCE**

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

Library Director Berry reported that there will be a film called The Public showing on October 24, 2019 6:00-9:00 p.m. at the Homer theater with a discussion panel afterward moderated by Mercedes Harness and Kevin Coe.

The film is about a Public Library in Cincinnati, Ohio and a group of homeless people refuse to leave when the temperature drops to 10 degrees. He then announced the Friends Annual Book and Plant Sale on the Friday and Saturday, October 25-26, 2019

### **COMMENTS OF THE COUNCILMEMBER**

### **COMMENTS OF THE CHAIR**

Chair Kuszmaul thanked Boardmember Finn and Student Representative Greear for the treats. She reported that they had a really good time at the Soiree on Friday, there was great food and shared who they were and their alignment with Friends or the LAB. She felt it would be

something to do next October. It was really nice to put a face to the name and that the event was well attended. She welcomed Clark back to Board.

### **COMMENTS OF THE BOARD**

Student Representative Greear reported that many of the students did not realize that they could use a computer at the library with their Library Card. So she suggested creating some posters to place at the Library and possibly the school. She also thought of a good idea to get more teens involved to offer a small discount like \$5 off the cost of the ticket for a dance, such as Prom if they show their library card.

Chair Kuszmaul related an experience regarding local businesses offering discounts from merchandise in a similar fashion.

Student Representative Greear stated that she also considered asking the Homer Theater to offer \$1.00 off popcorn if a High School Student shows their Library Card reasoning that popcorn is a nominal cost so the revenue loss to the theater would be small but then she was a concerned about discerning a High School Student from a college student and that might be more difficult but needed more thought process on the idea.

A brief discussion on the idea proposed for Prom, using the month of April to conduct it and contacting the Student Council, Principal for permission to implement the idea ensued.

Chair Kuszmaul stated that they can put this on the November agenda for further discussion and refinement. She directed Student Representative Greear to gather the information.

Library Director Berry requested the information to be gathered and submitted to him by Student Representative Greear and he will submit a Staff Report and information to the Clerk's Office for the November meeting packet.

Boardmember Finn distributed an article regarding a prisoner reading program in Brazil and that prisoners are used by publishers to review materials. She also found information that prisoners read nine times more books than the average reader. She then reported that the Alaska League of Women Voters will be having a traveling exhibit to celebrate the 100<sup>th</sup> anniversary and realized that they have not been asked to host it here in Homer.

Library Director Berry requested the details such as how large the exhibit is, etcetera be forwarded to him as soon as Kate received it.

Boardmembers Springer, Peterson and Fair had no comments.

### **ADJOURN**

There being no further business to come before the Board, Chair Kuszmaul adjourned the meeting at 7:15 p.m. The next regular meeting is scheduled for Tuesday November 5, 2019 at 5:30 P.M. at the Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, MMC, DEPUTY CITY CLERK

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