

Session 20-02, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:30 p.m. on March 3, 2020 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. One seat still remains vacant.

PRESENT: BOARDMEMBERS KUSZMAUL, SPRINGER, FAIR, PETERSON

ABSENT: BOARDMEMBERS FINN AND VERNON (both excused)
STUDENT REPRESENTATIVE GREER

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Kuszmaul asked for a motion to approve the agenda.

PETERSON/FAIR 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

APPROVAL OF MINUTES

A. LAB February 4, 2020 Regular Meeting Minutes

Chair Kuszmaul asked for a motion to approve the minutes.

FAIR/SPRINGER MOVED TO APPROVE THE MINUTES FROM THE FEBRUARY 4TH MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Report dated February 26, 2020
- i. 2019 Statistical Report
 - ii. 2020 Statistical Report (laydown)

Chair Kuszmaul deferred to Library Director Berry. Library Director Berry reviewed his written staff report with the board and facilitated discussion on the following topics:

- Upcoming library events and recent February events that took place
- Historical maps of Homer area being donated to the Pratt Museum that are also being made available to the Library
- Request for Proposal in the works for purchasing new security cameras
- Working on annual E-Rate subsidy to assist in the library's internet bill
- Ideas Library staff have come up with to improve service, such as just leaving headphones plugged in rather than having to check them out
- Going Fine-Free, similar what other libraries have done across the country
- Table lamps and power strips have been installed along the tables
- Wiring that heats the paths is dysfunctional and not properly melting the ice; Building Maintenance has been working on repairing the sensor
- Endowment fund update; Finance raised concerns with some of the funding, ordinance was pulled, and is now being introduced at the March 9th City Council meeting
- Long-time resident Arnold Wallace left a large donation to the Children's Room
- Friends of the Homer Library's new officers
- Library statistics
- Library staff's efforts regarding the coronavirus
- Census 2020 computer is up and running at the Library

PUBLIC HEARING

PENDING BUSINESS

- A. Planned Giving Program
- i. LAB Minutes Excerpt for August 6, 2019
 - ii. Memo from LAB Chair Kuszmaul Re: Library Gift Policy/Planned Giving Program
 - iii. "Leaving a Legacy Through Planned Giving" Webinar Info
 - iv. ALA information on Implementing a Basic Planned Giving Program

Chair Kuszmaul introduced the agenda item and initiated discussion on a planned giving program. She noted what items were last reviewed at their July 2019 meeting on planned giving and what else could be done moving forward, now that the LAB's proposal for an endowment fund is progressing.

At the request of Ms. Kuszmaul, Library Director Berry provided his recommendations and how the board should approach the Gift Acceptance Policy, Planned Giving, and how it all relates to the Endowment Fund. Mr. Berry concurred that the new Endowment Fund will change the character of their donation/gift policy. He noted that some of the ideas that were being discussed initially may not work now and will need to be reviewed again, knowing what he knows now after working through the

endowment process. He reminded the board that the main purpose of the donation/gift policy should be to encourage and cultivate a relationship with donors; the hope is they will donate numerous times over the years and to show our appreciation for them. One concern library staff raised was that getting lost in the details of doing book/name plates that it can become more cumbersome.

Chair Kuszmaul opined that the LAB's focus is on the larger donations and planned, long-term giving rather than the day-to-day giving that may occur. She shared information she received from The Homer Foundation about their process on handling the acknowledgement of donors, but noted that they are not cultivating donors.

Boardmember Peterson inquired if a roll-out/introduction of this plan could be combined with another large program, such as the Celebration of Lifelong Learning. Mr. Berry responded, suggested to have their own event that is separate from the Friends of the Homer Library event.

Chair Kuszmaul and Deputy City Clerk Tussey held a brief discussion on how the board can complete the necessary task work without violating the Open Meetings Act, whether individual boardmembers should divvy up the tasks to bring back to their staff person, or to hold a worksession. Mr. Berry noted that it seemed they are now at the marketing phase of the project. The board and staff discussed what the board is tasked to do until the next meeting. Boardmembers agreed to begin coming up with brainstorming ideas based on the information provided in the packet and to forward it to Mr. Berry to combine it all into their next meeting packet. It was also agreed that they need to wait until the endowment fund is approved at the City Council level; discussion ensued on scheduling a worksession once the endowment fund is approved.

Chair Kuszmaul held discussion on covering the Donor's Policy at the same time since it coincides with the planned giving and gift policy. The board agreed to discuss the gift policy at the next meeting, and then wait to see how they will approach the planned giving portion after the endowment fund has been decided on by City Council. Ms. Kuszmaul recommended boardmembers review the materials provided to be prepared to discuss, make decisions, and plan out their next steps.

KUSZMAUL/FAIR MOVED TO REVISED LIBRARY GIFT POLICY AND BE PREPARED TO MOVE FORWARD WITH OUTLINING THE PLANNED GIVING PROGRAM AT THE NEXT MEETING.

There was discussion on distributing an update and recap of the meeting to the boardmembers for the sake of those who aren't present. Boardmember Springer supported the idea of having a step-by-step email sent out to help boardmembers.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

INFORMATIONAL MATERIALS

- A. Friends of the Homer Library February 2020 Newsletters
- B. ALA Advocacy Alert: Thank Your Representative!
- C. LAB 2020 Calendar
- D. Boardmember Attendance at 2020 City Council Meetings

Chair Kuszmaul pointed out the Advocacy Alert provided in the packet and to ensure library funds are included in federal funds.

There was discussion on LAB calendar events for April, City Council meeting attendance, terms expirations, and potential applicants for the vacant seat.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Library Director Berry encouraged attendance at the movie showing of ReWilding Kernwood. He reported that Mercedes Harness, coordinator of the FHL, is stepping down from her position; interviews for a new coordinator will be taking place later this week.

Deputy City Clerk Tussey had no comments.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Kuszmaul commented on all the work the LAB did in her absence at the last meeting. She spoke to her experiences with the 2020 census work.

COMMENTS OF THE BOARD

Boardmembers did not have any further comments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 6:30 p.m. A regular meeting is scheduled for Tuesday, April 7, 2020 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved:_____