

Session 20-04, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:32 p.m. on August 4, 2020 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska via Zoom webinar. One seat still remains vacant.

**PRESENT:** BOARDMEMBERS KUSZMAUL, SPRINGER, FAIR, FINN, PETERSON, VERNON

**STAFF:** LIBRARY DIRECTOR BERRY  
DEPUTY CITY CLERK TUSSEY

### **APPROVAL OF THE AGENDA**

Chair Kuszmaul asked for a motion to approve the agenda.

Library Director Berry informed the board that he had just received names for potential new members, and inquired on if the agenda needed to be amended to include the discussion of LAB membership. Deputy City Clerk Tussey advised that topic would be better suited under Comments of City Staff since it was a topic not germane to the business of the LAB.

FAIR/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. LAB July 7, 2020 Special Meeting Minutes

Chair Kuszmaul asked for a motion to approve the minutes.

FAIR/FINN MOVED TO APPROVE THE MINUTES FROM THE JULY 7<sup>TH</sup> SPECIAL MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

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

- A. Library Director Report for July 2020
- i. 2019 Statistical Report
  - ii. 2020 Statistical Report (laydown)

Library Director Berry provided his staff report and facilitated board discussion on the following topics:

- On July 27<sup>th</sup>, City Council approved the decision to go fine free. Library staff is very happy and are currently working through lists of patrons who owe fines and contacting them, clearing out their overdue fees.
- Moved furniture around to have two study rooms available for use; still debating on how many people will be allowed in.
- Ongoing project is overhauling the library website; dead links and outdated info that needs to be cleaned out.
- Stats that just went out; good news is circulation is going up, about half of what it normally is but still increasing.
- Budget income; status on grants
- Upcoming event: library is hosting a 300 word writing competition on the importance of voting. Selection of the best essays and giving out of awards will be next week.
- Online Candidate Presentation will be held August 11<sup>th</sup>; each candidate will get 5 minutes to speak to the camera to present their platform.

## **PUBLIC HEARING**

## **PENDING BUSINESS**

- A. Election of LAB Officers

Chair Kuszmaul introduced the item by reading the title and opened the floor for Vice Chair nominations.

FINN/PETERSON MOVED TO NOMINATE EMILIE SPRINGER FOR ANOTHER YEAR OF VICE CHAIR.

Boardmember Springer agreed to accept the nomination.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Kuszmaul thanked Ms. Springer for her efforts.

- B. Planned Giving Worksession with the Homer Foundation

Chair Kuszmaul introduced the item by reading of the title and shared her ideas for moving forward with working on a planned giving plan, beginning with a LAB worksession with the Homer Foundation (THF). She opened the floor for discussion and to hear what the board would like to accomplish from holding a worksession with THF.

Boardmember Peterson inquired on if THF provided training to new endowment funds. Chair Kuszmaul explained that they did; brief discussion ensued on what that training entailed.

Boardmember Finn commented on what this new kind of fundraising would look like, in reference to planned giving. Chair Kuszmaul responded, noting that the Planned Giving endeavor is not a fundraising event and would not take the same shape as what the Friends of the Homer Library does. Their notion of planned giving is more the cultivation of planned gifts and working one-on-one with individuals/donors about leaving legacy gifts to the library from their estate, or as a large gift. Chair Kuszmaul noted that the discussion is more about “how can we as a board start engaging with community member who have the potential to make a planned gift?”

There was discussion on the purpose of the worksession, who should attend, and when it will be held. Notable comments included:

- The worksession would be to seek advice from THF about how to cultivate those relationships, and how to keep them going.
- What are the LAB’s next best steps?
- If conversations should take place with other organizations who have endowment funds to learn how they handle theirs; concerns with sensitivity over being “competitive” with other community groups as we’re all attempting to seek gifts.
- If THF can assist with creating brochures that they can distribute.
- Scenario of this worksession being the initial meeting between the customer (LAB) and the vendor (THF) to go over the scope of work before the actual work commences.
- Discussion on communicating with City Council, or certain councilmembers, to ensure they’re kept abreast of LAB’s planned giving progress.

The board unanimously agreed to hold the worksession at 4:00 p.m. on September 1<sup>st</sup> before the regular meeting. Chair Kuszmaul noted that she still needs to confirm the availability of THF staff, and if that date does not work for THF then the board would like to find another date in September before the October meeting.

## **NEW BUSINESS**

### **A. Advertising Fine-Free Library Service**

Chair Kuszmaul introduced agenda item by reading the title and deferred to staff to explain what advertising has already taken place.

Library Director Berry provided an update on where he already advertised. A press release went out to KBBI, the Homer News, and is posted on the Homer Public Library’s website and social media pages. He notified the Friends of the Homer Library along with other library directors across the state. Through

these efforts, Mr. Berry learned that public libraries in Kodiak, Fairbanks, and Juneau have also gone fine-free recently. They have been receiving calls from patrons confirming the news.

There was discussion on other advertising opportunities, such as a boardmember writing a Letter to the Editor, an opinion piece, or possibly even an entire editorial article, and who would be available to write these letters. Boardmember Vernon volunteered to write a letter to the editor for Homer News, followed up a few weeks later with an opinion piece. Chair Kuszmaul recommended to run a draft by Library Director Berry before it is sent off for publishing. Boardmember Springer agreed to write an article based on any opinion pieces written by others.

### **INFORMATIONAL MATERIALS**

- A. Friends of the Homer Library August 2020 Newsletter
- B. LAB 2020 Calendar
- C. Boardmember Attendance at 2020 City Council Meetings

There was discussion on the FHL newsletter, upcoming LAB events from the calendar, and who can be available to attend upcoming Council meetings.

### **COMMENTS OF THE AUDIENCE**

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

Library Director Berry spoke to a list of potential members for the LAB vacancy; he shared that list with the boardmembers in case any of them would like to reach out to those people to see if they'd want to apply for the LAB. There was discussion regarding boardmembers volunteering to contact the individuals and notify them of the appointment process if they were interested in serving. Also mentioned was filling the student representative position and how the appointment process works.

Deputy City Clerk Tussey thanked the board for a good meeting.

### **COMMENTS OF THE COUNCILMEMBER**

### **COMMENTS OF THE CHAIR**

Chair Kuszmaul thanked Library Director Berry and library staff for all their work in keeping library services available during these COVID-19 times. She is excited about their upcoming work.

### **COMMENTS OF THE BOARD**

Boardmember Fair commented on his experience with checking out a book via the library's curbside service. He commended the smooth process.

Boardmember Finn commented on all the activities that happen in the library and shared her thanks to all library staff's work. She commented on the story walk: her impression and appreciation of it. She

spoke to a situation she saw where a mom and three kids approached the library wearing no masks, and wanted to clarify the mask policy. Library Director Berry explained the policy and that patrons are given a mask upon entry if they do not have one themselves.

Boardmember Peterson shared her experiences with using the library's curbside services and putting together the Friend of the Homer Library newsletters.

Boardmembers Springer and Vernon had no comments.

## **ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 6:40 p.m. A regular meeting is scheduled for Tuesday, September 1, 2020 at 5:30 p.m. All meetings scheduled to be held via Zoom webinar in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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RACHEL TUSSEY, DEPUTY CITY CLERK I

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