

**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER, 5:30 P.M.**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA** *(3 Minute Time Limit)*
- 4. RECONSIDERATION**
- 5. APPROVAL OF MINUTES**
  - A. Regular Meeting Minutes for November 6, 2018 **Page 3**
- 6. VISITORS** *(10 Minute Time Limit)*
- 7. REPORTS**
  - A. Library Director Report for December 2018 **Page 9**
    - i. 2018 Statistical Report – laydown
    - ii. 2017 Statistical Report **Page 11**
  - B. Friends of the Homer Library
  - C. Federal Legislation Update – Verbal Report from Boardmember Finn
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
  - A. Library Advisory Board Orientation Packet **Page 13**
    - i. Proposed Orientation Packet for LAB Members **Page 15**
- 10. NEW BUSINESS**
  - A. Discussion Guide for January Worksession **Page 17**
    - i. DRAFT Discussion Guide for January 2019 LAB Worksession **Page 19**
  - B. New Library Director Hire & Transition **Page 23**
  - C. LAB Bylaw Amendments **Page 25**
    - i. DRAFT 2019 Bylaws **Page 27**
- 11. INFORMATIONAL MATERIALS**
  - A. Boardmember Attendance at 2019 City Council Meetings **Page 33**
- 12. COMMENTS OF THE AUDIENCE** *(3 Minute Time Limit)*
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(if present)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, FEBRUARY 5, 2019 at 5:30 p.m. and a Worksession for Monday, January 7, 2019 at 5:30 p.m.** All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



Session 18-08, a Regular Meeting of the Library Advisory Board was called to order by Chair Jacque Peterson at 5:25 p.m. on November 6, 2018 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, MASSION, SPRINGER, FINN, FAIR, AND STUDENT REPRESENTATIVE BENEDETTI

ABSENT: BOARDMEMBER KUSZMAUL (excused)

STAFF: LIBRARY DIRECTOR DIXON  
DEPUTY CITY CLERK TUSSEY

### **APPROVAL OF THE AGENDA**

MASSION/FAIR MOVED TO APPROVE THE AGENDA FOR THE NOVEMBER 6, 2018 LIBRARY ADVISORY BOARD MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

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

### **RECONSIDERATION**

### **APPROVAL OF MINUTES**

A. October 1, 2018 Special Meeting Minutes

Library Director Dixon questioned the meaning of one statement, with Chair Peterson providing clarification.

FINN/MASSION MOVED TO APPROVE THE OCTOBER 1, 2018 SPECIAL MEETING MINUTES.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **VISITORS/PRESENTATIONS**

A. Mayor Castner – Commission Goals for the Upcoming Year

Chair Peterson introduced Mayor Ken Castner. Mayor Castner thanked the board for their service and shared his appreciation that they attend City Council meetings to give reports. He then posed the question: what is it that he can do [for the Library Advisory Board]? He further explained his stance on getting LAB items on the agenda, level of involvement as a policymaker, supporting budget items, and his goals of connecting with all advisory commissions/board.

He noted that he has the power of recognition, and invited the board to annually recommend a volunteer to be recognized in front of their peers at a LAB meeting.

Mayor Castner shared additional thoughts on being the new mayor, then asked the board if they had any questions for him. Boardmember Massion inquired into a possible surplus in budget; there is a request to add an additional \$10,000 to bring the book budget back up to 2015 numbers. Discussion ensued on library funding, history on how it's been funded, and history on the library building itself.

Mr. Massion noted that Ms. Dixon will be retiring soon, and asked the mayor if the LAB chair can sit in on the interview for the new Library Director. There was discussion on the decision being up to the City Manager, who can be included in the interviews, and the estimated replacement schedule.

## REPORTS

- A. Library Director Report for November 2018
  - i. 2018 Statistical Report – laydown
  - ii. 2017 Statistical Report
  - iii. Library's Budget Requests

Chair Peterson deferred to the Library Director. Ms. Dixon reported on statistics/budget, book circulation, how busy October was, and the hiring of a new part time employee.

Boardmember Finn requested a brief pause in Ms. Dixon's report to introduce public audience member Connor Schmidt, who is interested in possibly filling the LAB vacancy. The board welcomed him and unanimously agreed, without a motion, to allow Mr. Schmidt to participate in the meeting at the table.

Ms. Dixon continued her report, noting the large amount of participation in the Small Fry Storytime, and Debbie Waldorf's retirement. She announced the library is looking to expand a pilot project for "unverified student" cards: special cards for kids that have barriers (such as no parent permission) preventing them from getting a library card. This project initially began from a request by a teacher to help with visiting students (e.g. Razdolna) that don't have cards. It allows the student to check out at least two items and gain access to their database. Boardmember Springer voiced concern that there may be other reasons they're not applying, such as cultural barriers.

Ms. Dixon brought up how Anchorage schools have started providing parents an option on public school enrollment forms to sign their child up automatically for a public library card. She explained that one of the primary goals of this pilot project is to work with the Kenai Peninsula Borough School District to see if a similar option could be established here.

There was additional questions/discussion on:

- An article link from The Guardian in Ms. Dixon's report and its findings

- The new part-time person and his background with the library
- Approval of the Security Camera budget request
- Denial of the book budget request and the reasoning behind that decision

B. Friends of the Library  
i. FHL November Newsletter

Boardmember Finn reported on the Friends of the Homer Library October meeting, with brief discussion on the following topics:

- Presentation update on the new bookmobile design;
- 135 books being circulated among the three Russian villages, with FHL volunteers swapping boxes of books out each quarter since they do not have libraries in the schools;
- Upcoming events such as the Big Read;
- City Council support for a budget amendment to help with library projects.

## **PUBLIC HEARING**

## **PENDING BUSINESS**

A. Business Survey Results

Ms. Dixon and the board discussed the results from the Small Business survey, including:

- That not many businesses have talked to the local Alaska Small Business Development Center;
- The most requested item was classes/training opportunities;
- The purpose of the study was to determine what the library could offer to help these businesses;
- How Mike Haines from the Kenai Peninsula Economic Development Division would be interested in holding workshops;
- How the program/workshop planning is still in the preliminary stage and not ready for public knowledge yet;
- The age group that responded the most to the survey (55 and over), and how needs may change in the future when aging business owners retire.

B. Library Giving Tree Update

Chair Peterson provided the board with an update on the Giving Tree program, commenting on the tree donation, sharing samples of the reusable tags, and reiterating the process between the library and Homer Bookstore. There was discussion on the selected books and if there was anything else boardmembers could volunteer to help with.

## **NEW BUSINESS**

A. Proposed 2019 City Manager's Budget

Ms. Dixon fielded questions from boardmembers pertaining to the library budget. Their discussion primarily focused on the "Actual & Budgeted Expenditures" comparison from 2013 to 2016, with a significant drop in 2017. Ms. Dixon clarified that at that time, more funds were needed to replace the

old books after the library moved into the new building and getting the book circulation caught up; the higher budget helped, but now it's needed to maintain the collection. They discussed Rassmussen "collection enhancement grants", how they help with budgeting, and where library staff currently is with applying for grants.

B. Library Advisory Board Goals for 2019

Chair Peterson explained that the goals outlined in the packet are a work in progress and requested the board to provide input/additions. The board discussed the following topics:

- Formulate a formal policy to expand the student card pilot project, with possible expansion into communities across the bay;
- Library staff training for handling homeless adults, the costs to take the online training, and its accessibility to others such as boardmembers;
- Bylaw amendments, with a first reading of the draft at the December meeting.

C. Meeting Schedule for 2019

The board and Deputy City Clerk Tussey discussed what regular meetings are outlined in the bylaws, the verbiage for a motion to approve the schedule, and how they can add/change meeting dates. Chair Peterson confirmed with Ms. Tussey that the board still had a worksession scheduled for Monday, January 7, 2019.

FINN/MASSION MOVED TO APPROVE THE 2019 LIBRARY ADVISORY BOARD MEETING SCHEDULE.

There was no further discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

**INFORMATIONAL ITEMS**

- A. Newsguard Informational Handout
- B. Boardmember Attendance at 2018 City Council Meetings

Library Director Dixon shared her interest in the NewsGuard browser extension, which was described in the informational handout.

Chair Peterson referenced the upcoming City Council meeting attendance sheet. There was discussion on the upcoming meetings through January 2019 and who would be available to attend them. Boardmember Massion agreed to attend the November 26<sup>th</sup> meeting and Boardmember Finn the January 14<sup>th</sup> meeting.

**COMMENTS OF THE AUDIENCE**

Mr. Schmidt thanked the board for letting him participate in the meeting.

**COMMENTS OF THE CITY STAFF**

Library Director Dixon and Deputy City Clerk Tussey had no further comments.

**COMMENTS OF THE COUNCILMEMBER**

There was no Councilmember present.

**COMMENTS OF THE CHAIR**

Chair Peterson noted that she will not be here for the December meeting and that Vice Chair Kuszmaul will be chair.

**COMMENTS OF THE BOARD**

Boardmember Finn asked the board who can attend the next Friends of the Homer Library meeting. There was brief discussion between Boardmembers Springer and Massion to determine who could go.

Boardmember Massion, Springer, Fair, and Student Representative Benedetti had no further comments.

**ADJOURN**

There being no further business to come before the Board the meeting adjourned at 6:47 p.m. The next regular meeting is scheduled for Tuesday, December 4, 2018 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: \_\_\_\_\_





**Homer Public Library  
Director's Report  
November 28, 2018**

**Meetings in November**

Library Advisory Board -- 1  
Friends of Homer Library - 1  
Staff - 1  
City Council -- 1  
Small Business Grant - 2  
Department Heads - 1

**Issues of Interest**

The Maintenance crew installed our new art sculpture, the Homer Medicine Stick, donated by Argent Kvasnikoff. As well, two paintings by Deland Anderson and a quilt by Jane Regan are temporarily on display in the fireplace lounge. All three artists will speak at the library about their work on Thursday December 13, 6 PM.

The Giving Tree should be up within the week. Jacque Peterson prepared book hangers for the titles requested by staff. When Spenard Builders Supply has our tree ready, volunteers from Friends of the Homer Library will put up the tree and decorate the library. Then the giving may begin!

**Behind the Scenes**

November felt like a short month, with three days closed for holidays, as well as an unexpected trip Outside for a family medical situation. Much of my time was spent on personnel matters, with the retirement of Deb Waldorf, reconfiguration of tasks and scheduling, and training of a new Library Technician 1, as well as staff evaluations. I also worked on year-end ordering and budgeting.

Mike Haines and I met to discuss ideas for moving forward on ideas for reaching out to the business community to better meet their needs and interests for information, programs, and resources the library can provide.

**Staff**

We welcome the addition of Bill Noomah to our staff! He is working 3.5 days per week, Wednesdays through Saturdays. Bill is well-known in the community as a teacher/school librarian, now retired from many years at McNeil Canyon Elementary, and for his involvement in many community organizations and events.

Claudia Haines applied for and received a \$500 Google grant to fund supplies for youth programs during Computer Education Week, December 3-8.

**Facility**

I'll just note that the Homer Medicine Stick hardly moved during our first earthquake since its installation - though the windows definitely flexed.

A lighting audit is currently underway in six City buildings, including the library, to inventory all light fixtures and recommend changes to improve energy efficiency.

### November Events

Slime Lab -Ages 8-12.

Community Conversation: Tweens and Teens - Adults.

Tellebration - All ages.

Homer Youth String Orchestra Concert -All ages.

Screening of PBS Show *Let's Go Luna* - Ages 4-7.

Lunch with a Councilmember - Councilmember Lord.

### Upcoming in December

Homer High Swing Choir - Tues. 12/4, 6 PM. All ages.

<HPLCode> Unusual Discovery - Thur. 12/6, 3:30 PM. Ages 9-12, registration required.

<HPLCode> byte sized - Sat. 12/8, 10:30 AM. Ages 6-8 with adult, registration required.

Author Reading: Rebecca Snow - Sat. 12/15, 2:30 PM. Adults.

Parent Conversations: Tweens & Teens - Thur. 12/20, 6 PM.

### Ongoing

**\*\*\*Note: There will be NO storytimes the week of December 24-28\*\*\***

**Small Fry Storytime -NEW! Mondays, 11 AM and Thursdays, 11:30 AM. Ages 0-2.**

Family Storytimes -Tuesdays at 12:45 PM and Wednesdays at 10 AM. Ages 3-5.

SPARC Radio Club - first Tuesdays, 6:30-7:45 PM.

Lego Lab - first Wednesday, 3-4:30 PM. Ages 8-11.

Ham Radio Class - Saturday 9/8, 9/15, 9/22, 9/29, 10 AM - 2 PM.

Knitting - Mondays, 1:30-4:30 PM.

Book Club - Fourth Tuesday, 4:30-6:30.

LARP - Live-Action Role-Playing, ages 10-18. Fridays 3:00-5:45 PM.

Walk-in Tech Help - First and third Saturdays, 10 AM-noon.

Writer's Refuge - Third Tuesdays, 6-8 PM.

Homer Storytellers - Third Saturdays, 3-5 PM.

*The Library will close at 1 PM on Christmas Eve and New Year's Eve  
(Monday December 24 and Monday December 31).*

*The Library will be closed on Christmas Day and New Year's Day (Tuesday  
December 25 and Tuesday January 1).*

*Happy holidays and best wishes for the new year from the staff at Homer  
Public Library!*

Homer Public Library Statistical Summary for 2017

Date: 31-Oct-18

CIRCULATION	17-Jan	17-Feb	17-Mar	17-Apr	17-May	17-Jun	17-Jul	17-Aug	17-Sep	17-Oct	17-Nov	17-Dec	Y.T.D.
Total # of Items	15,865	14,332	15,627	15,294	13,009	14,791	15,278	15,918	14,074	13,023	13,202	12,656	173,069
<b>INTERLIBRARY LOANS</b>													
Incoming (Borrowed)	11	21	16	19	19	26	11	17	22	16	15	18	211
Outgoing (Lent)	32	31	36	16	41	46	25	20	30	28	35	31	371
<b>STUDY ROOM USE</b>													
# of groups	234	207	302	237	221	175	159	218	208	196	258	191	2606
# of people	514	517	645	564	413	356	308	374	390	353	485	409	5328
<b>MEETING ROOM USE</b>													
# of groups	36	40	28	38	33	29	27	21	17	22	24	22	337
<b>ATTENDANCE</b>													
TOTAL (*Included)	11,137	11,080	12,397	11,160	10,448	11,398	11,196	11,921	10,650	10,258	9,812	9,289	130,746
*Story Hour & Lapsit	327	384	412	355	291	312	293	342	367	254	271	216	3824
*School Classes	36	65	70	70	22	0	0	0	0	42	54	98	457
*Internet sessions	3,882	4,146	4,590	3,981	4,297	4,677	3,915	4,914	3,925	3,584	3,714	3,531	49,156
*Programs	397	371	279	257	498	760	637	355	255	447	399	287	4,942
<b>OUTREACH</b>													
# Visits	4	4	4	7	9	4	4	5	6	5	5	5	62
# People	24	24	24	168	146	26	26	30	205	47	25	28	773
<b>NEW CARDS ISSUED</b>													
City	32	24	32	26	46	47	40	49	40	26	30	21	413
Borough	22	33	25	9	29	25	36	24	19	34	25	17	298
Temporary	1	2	2	2	4	11	7	4	4	1	0	1	39
<b>VOLUNTEER HOURS</b>													
# of people	83	94	82	83	46	51	51	66	59	105	84	77	881
# of hours	193	249	253.75	296.25	175	159.75	136.25	125.5	153.75	270.25	228	171.75	2,412.25
<b>MATERIALS ADDED</b>													
Books	154	232	305	352	275	165	195	266	213	223	339	251	2,970
Audio	17	18	0	51	18	0	37	12	9	2	17	15	196
Video	20	38	22	57	51	79	0	97	84	23	89	68	628
Serials	6	0	0	0	0	6	0	0	0	0	0	0	12
Electronic Resources	0	0	0	1	0	0	0	0	0	0	0	0	1
<b>MATERIALS REMOVED</b>													
Books	167	134	246	222	385	477	236	322	181	59	141	279	2,849
Audio	5	1	28	5	2	1	3	7	2	0	2	0	56
Video	4	14	5	10	6	8	7	1	12	2	27	3	99
Serials	0	0	0	0	0	3	1	0	0	0	0	1	5
Electronic Resources	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>REVENUES DEPOSITED</b>													
Fines/Fees/Copies	2,735.45	2,074.06	2,695.54	2,633.67	2,480.13	2,375.89	2,501.51	2,564.33	3,103.42	2,358.51	2,445.83	2,156.82	30,125.16
Building Fund (151-)							100.00					100.00	0.00
Library Gifts (803-)			25.00										225.00
Grants			1250.00					7000.00			19581.00		27,831.00
<b>TOTALS</b>	<b>2,735.45</b>	<b>2,074.06</b>	<b>3,970.54</b>	<b>2,633.67</b>	<b>2,480.13</b>	<b>2,375.89</b>	<b>2,601.51</b>	<b>9,564.33</b>	<b>3,103.42</b>	<b>2,358.51</b>	<b>22,026.83</b>	<b>2,256.82</b>	<b>\$58,181.16</b>

CE for HB

PLAG

M2M





## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Homer Public Library

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## Memorandum

TO: LIBRARY ADVISORY BOARD  
FROM: ANN DIXON, LIBRARY DIRECTOR  
DATE: NOVEMBER 28, 2018  
SUBJECT: LIBRARY ADVISORY BOARD ORIENTATION PACKET

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Review and discuss progress on the Proposed Orientation Packet for Library Advisory Board Members from the last meeting.

### RECOMMENDATION

Assign who is to supply each item to the Clerk (Clerk, LAB member, Library Director). Set deadline of next LAB meeting, February 5, 2019, for packet to be available.



Proposed Orientation for  
Homer Public Library Advisory Board Members

Objective: To lay the foundation of a productive, effective and collegial working relationship among library staff, LAB and Friends

**Orientation Packet**

Content:

1. Homer Public Library Advisory Board Bylaws
2. LAB Strategic Plan and/or Annual Priorities
3. Role Chart
4. Public Meeting Guidelines
5. Library Policies
6. Library Budget
7. Staff Chart
8. List of LAB members with contact information and 2-3 sentence bios
9. List of Friends Board/leadership with contact information
10. LAB Meeting Schedule

Uses:

- Provided to new LAB members prior to first meeting
- Updated as needed for all members (as changes in LAB membership, staff, policies, budget etc.)
- Printed for new members and original distribution to members then maintained as collection of online PDFs for board members to access

**Tour of the library with an existing LAB member**

**Office Visit with Library Director 1:1**

**Attendance of one Friends meeting within first 12 months**

DRAFT 2/5/2018







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## Memorandum

TO: LIBRARY ADVISORY BOARD  
THROUGH: ANN DIXON, LIBRARY DIRECTOR  
FROM: VICE-CHAIR KUSZMAUL  
DATE: NOVEMBER28, 2018  
SUBJECT: DISCUSSION GUIDE FOR JANUARY WORKSESSION

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Review the draft Discussion Guide for the Monday, January 7, 2019 worksession and discuss any additions or changes.

### RECOMMENDATION

Approve final Discussion Guide for January 7, 2019 worksession.



## Discussion Guide for January 2019 LAB Worksession

Discussion of findings in *From Awareness to Funding – Voter Perceptions & Support of Public Libraries in 2018* (<https://www.oclc.org/research/publications/2018/oclcresearch-awareness-to-funding.html>) – also included in August 2018 LAB packet ([https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/library\\_advisory\\_board/meeting/packets/27941/lab\\_packet\\_080718.pdf](https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/library_advisory_board/meeting/packets/27941/lab_packet_080718.pdf))

- TRENDS

↑ Library as a community hub  
Resource for job training and language building  
Technology services (but idea of library being technology hub is down)

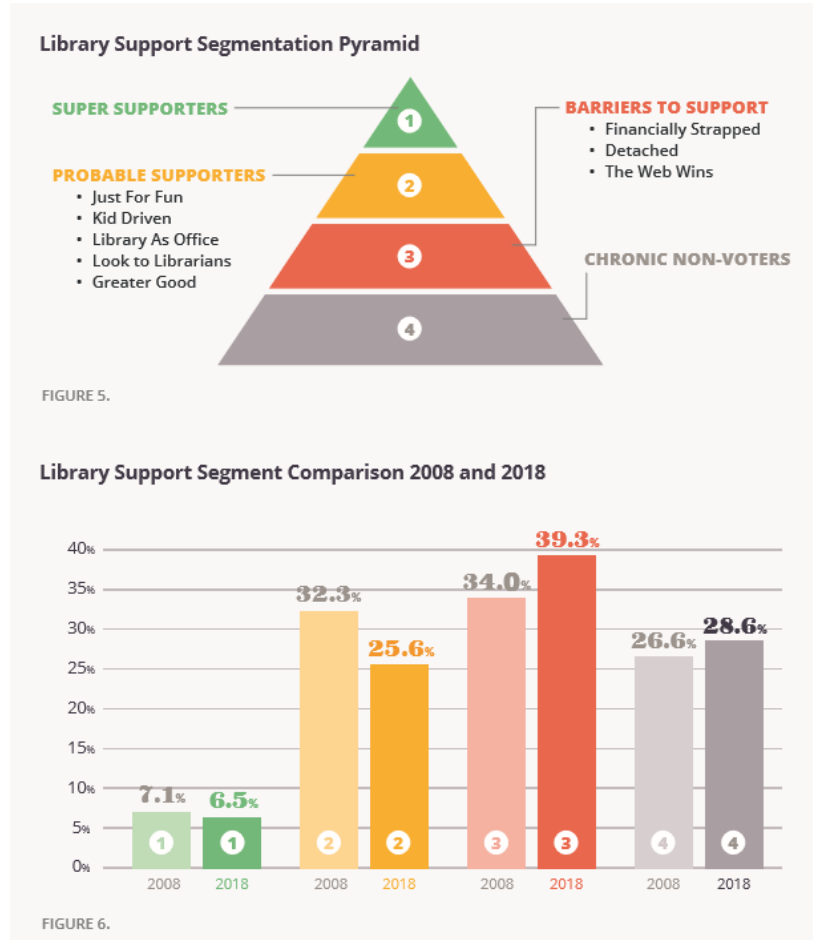
↓ In-person visits  
Traditional services – adult books, DVDs, print reference, computer searches, photocopying, ESL  
Free access to resources some people may not be able to afford  
Free access to computers and Internet for everyone  
Quiet areas  
Right staff to meet community needs  
Resource for children  
Enthusiasm for library staff  
Perceived value & relevance  
↓ Likelihood to vote in support of library funding

- *Do we see these trends for HPL? Evidence?*

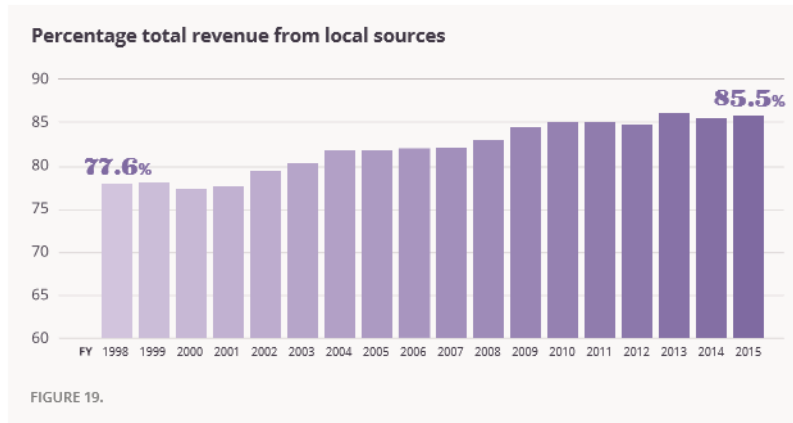
- LIBRARY SUPPORT SEGMENTS

- ↓
1. Super Supporters -- most value the library, most firmly committed to supporting library funding. (6.5%)
  2. Greater Good -- strongly believe the library is essential to overall wellbeing of a community. (6.7%)
  3. Look to Librarians -- value a librarian's knowledge and research expertise, believe librarians are advocates for learning in the community. (5.9%)
  4. Library as Office -- use the library for work and study purposes, an important, practical resource. (3.4%)
  5. Kid Driven -- focused on the role the library plays in educating and inspiring children. (5.2%)
  6. Just for Fun -- library as a place to relax, hang out, and socialize with others, and recognize the library's role as a community gathering place. (4.5%)

- 7. The Web Wins -- rely on the Internet as an information source, believe the library has little value add. (12.1%)
- 8. Detached -- not involved with their local library or community as a whole. (17.7%)
- 9. Financially Strapped -- financial strains are the chief barrier to library support. (9.5%)
- 10. Chronic Non-Voters -- do not vote, considered outside the influence of libraries. (28.6%)



- *Is this what HPL community looks like? Similarities, differences? Evidence?*



In the last few election cycles, many libraries were rewarded for their local advocacy efforts with successful ballot initiatives, affirming voter investment in bond measures and increased millages for the library. For example, voters across 22 states passed more than 81% of 150 library funding measures in 2016; and in 2017, 95% of all 133 library ballots tracked passed.<sup>10,11</sup> While these outcomes are heartening, this research study confirms trend data about public library use from the Public Libraries Survey<sup>12</sup> and finds that, overall, public library support has softened. Demographic shifts (Baby Boomer supporters are aging, and the percentage is shrinking as a proportion of the population, while the percentage of skeptics is increasing in size) and cultural trends suggest these losses could accelerate and undermine library funding in the future, if concerted action is not taken.

- New national voter data indicates a softening in committed support for libraries over the past decade. Libraries and library advocates should take action to address this downward trend.
  - *Do we see a downward trend for HPL? Evidence?*
  - *What actions might LAB take to counter? (For example . . .)*
    - *Public awareness efforts*
    - *Leverage areas of positive perception*
    - *Amplify library resources and impacts for school-age children*
    - *Cultivate and empower Super Supporters*
    - *Engage the Library as Office segment*
    - *Recognize local libraries as community hubs*
    - *Address those in the Barriers to Support tier*
    - *Clarify misconceptions about funding sources*
    - *Build advocacy within local government leadership*
    - *Other*

**Discussion of findings in State of America's Libraries 2018** (<http://www.ala.org/news/state-americas-libraries-report-2018>) -- also included in August 2018 LAB packet ([https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/library\\_advisory\\_board/meeting/packets/27941/lab\\_packet\\_080718.pdf](https://www.cityofhomer-ak.gov/sites/default/files/fileattachments/library_advisory_board/meeting/packets/27941/lab_packet_080718.pdf))

- ISSUES AND TRENDS

Societal issues for teens

Digital media for children

Library as community centers

Aging workforce and population

Income inequality, empowering upward mobility

Connected learning, access, integration

Health literacy

- *What are the issues and trends that will impact HPL in the near- or long-term future?*



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## Memorandum

TO: LIBRARY ADVISORY BOARD  
FROM: ANN DIXON, LIBRARY DIRECTOR  
DATE: NOVEMBER 28, 2018  
SUBJECT: NEW LIBRARY DIRECTOR HIRE AND TRANSITION

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The City Manager, in her 11/26/2018 report to City Council, mentioned that the hiring process will include input from the Library Advisory Board and Friends of the Homer Library, specifically suggesting that a representative from each group meet with prospective finalists and the current library director for lunch.

City Manager Koester is planning to attend the Board's January 7<sup>th</sup> worksession as a visitor so the Board will have an opportunity to offer feedback on priorities and qualities they feel are important to consider in the review process.

### RECOMMENDATION

Determine LAB priorities in the search process for a new library director to communicate to the City Manager at the January 7, 2019 worksession.







## Memorandum

TO: LIBRARY ADVISORY BOARD  
FROM: RACHEL TUSSEY, DEPUTY CITY CLERK  
DATE: NOVEMBER 28, 2018  
SUBJECT: BYLAW AMENDMENTS

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The City Clerk's Office is in the process of standardizing the layout/general contents of bylaws for each City advisory commission/board. All the commissions and board shall review the amendments for approval and make any additional changes. Second review of the proposed amendments will occur at the board's next regular meeting before being submitted to City Council for final approval.

The main proposed amendments from the City Clerk's Office include:

- Stating the date/ordinance of establishment, City code, and adoption date of current bylaws.
- Stating the number of members, needed resident eligibility to make up the board, and term length/expiration.
- Including verbiage on consecutive unexcused absences and the conduct for addressing them.
- Setting the meeting agenda deadline.
- Clarifying the verbiage on which rules of law the board abides by.

Because the LAB recently updated their bylaws, there may not be any additional changes. Regardless, I encourage all boardmembers to review the draft bylaws and consider any changes you may like to see. Please keep in mind that the purpose of the bylaws is to outline the board's internal operations that govern the proper and orderly discharge of its responsibilities. Some areas that are common to change include:

- Which months to hold regular meetings
- Meeting start times
- Persons appointed as non-voting, ex-officio members of the board
- Any term specifications for student representatives
- Designating certain months to review a specific topic, such as budget, goals, policies, etc.

More significant changes, such as changing the appointment renewal month or designating a councilmember to the board, may require amendments to City Code and/or City Attorney review.

### RECOMMENDATION

Review the draft bylaws; make any recommended amendments by way of motion.



**HOMER PUBLIC LIBRARY ADVISORY BOARD  
BYLAWS**

**ARTICLE I - NAME AND AUTHORIZATION**

This organization shall be called the Library Advisory Board, **established via Ordinance 80-2**, existing by virtue of the provisions of Chapter ~~12~~.48 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. **The following bylaws were adopted on March 27, 2018 and shall be in effect and govern the procedures of the Library Advisory Board.**

**ARTICLE II – PURPOSE**

Section 1. Establish operational policies for the library program, and submit same to the City Council for approval.

Section 2. Assist the Library Director in preparation and presentation of the annual budget request to the City Council.

Section 3. Make recommendation through the City Manager to the Mayor and City Council concerning the Library and its programs.

Section 4. Solicit donations of money and/or property for the benefit of the Library.

Section 5. Represent the Library to the community.

**ARTICLE III - OFFICERS AND BOARD MEMBERS**

Section 1. **The Board shall consist of seven members comprised of at least five (5) members that reside inside city limits. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on April 1 of designated years.**

Section ~~12~~. A Chairperson, Vice-Chairperson shall be elected from among the appointed board members at the regular April meeting of the Board.

Section ~~23~~. Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section ~~34~~. The Chairperson shall preside at all meetings of the Board; authorize calls for any special meetings; appoint all committees; execute all documents authorized by the Board; serve as ex officio, voting member of all committees, and generally perform all duties associated with that office.

Section ~~45~~. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

**Section 56. If any Library Board member is absent for three consecutive meetings (unless a majority of the other members have previously granted a leave of absence, not to exceed six months), the seat of that member shall be declared vacant and a new member appointed by the Mayor subject to confirmation by the City Council.**

**Section 7.** One member shall attend the monthly meeting of the Friends of the Homer Public Library on an open volunteer basis.

**Section 8.** Honorary members of the Board may ~~from time to time~~ be appointed by the Mayor, subject to confirmation by the City Council. ~~One Homer area high school student may be appointed as an Honorary Student Representative for a school year term running September through May.~~ Honorary members may participate in the deliberations of the Board, but may not vote nor shall they be counted in determining the quorum of Board members.

**Section 9. One Homer area high school student may be appointed as an Honorary Student Representative for a school year term running September through May.**

**ARTICLE IV – MEETINGS & AGENDA**

~~Section 21.~~ Regular meetings shall be held on the first Tuesday of the following months: February, March, April, May, August, September, October, November, and December at 5:30 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

~~Section 32.~~ All regular meetings shall be open to the public.

~~Section 13.~~ The annual meeting for review of policies, rules and regulation shall be held at a regular meeting each year.

Section 4. The regular meetings in August and September of each year shall be known as budget meetings **to assist the Library Director in preparation and presentation of budget requests to City Council.** ~~Budget proposals shall be reviewed at these meetings.~~

Section 5. **Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.**

Section 56. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

NAME OF BODY	DATE OF MEETING
PHYSICAL LOCATION OF MEETING	DAY OF WEEK AND TIME OF MEETING
HOMER, ALASKA	MEETING ROOM

NOTICE OF MEETING  
REGULAR MEETING AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)

4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or COMMISSION BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS
12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
17. COMMENTS OF THE COMMISSION
18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR \_\_\_\_\_ note any worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (Sometimes the meeting is scheduled for the Conference Room)

Contact info for the department constructing the agenda. Example: City Clerk's Office, [clerk@ci.homer.ak.us](mailto:clerk@ci.homer.ak.us), 235-3130.

Section ~~67~~. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chair's discretion or by a majority vote of the board members in attendance.

Section ~~78~~. Special meetings may be called by the Library Director at the direction of the Chairperson, or at the request of three members, for the transaction of business as stated in the call for the meeting. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section ~~89~~. A quorum for the transaction of business at any meeting shall consist of four members of the Board present. For purposes of determining the existence of a quorum, Honorary Board members shall not be counted.

Section ~~910~~. Recorded minutes shall be made available by the City Clerk's Office to the Board prior to the next meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section ~~1011~~. ~~Robert's Rules of Order, latest edition shall govern the parliamentary procedures of meetings.~~ **The Board shall abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer City Code, as well as Robert's Rules of Order, current edition, in so far as this treatise is consistent with Homer City Code.**

## ARTICLE V - COMMITTEES

Section 1. Committees of one or more members for such specific purposes as the business of the Board will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Board.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

Section 3. No committee shall have other than advisory powers unless, by suitable action to the Board, it is granted specific powers to act.

#### **ARTICLE VI - VOTING AND BYLAW AMENDMENTS**

Section 1. An affirmative vote of the majority of all members of the Board present at one time shall be necessary to approve any action before the Board. The Chairperson may vote upon, and may move or second a proposal before the Board.

Section 2. A record of all voting must be included in the minutes of each meeting.

Section 3. The By-laws may be amended by a simple majority of all members of the Board present at one time, provided written notice of the proposed amendment shall have been sent to all members at least five (5) days prior to the meeting at which such action is proposed to be taken.

Section 4. Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Board shall be present, and two thirds of those present shall so approve.

#### **ARTICLE VII – ATTENDANCE**

##### **Section 1.** Teleconference meetings:

- a.** The preferred procedure for a Board meeting is that all members be physically present at the designated time and location for the meeting. However, physical presence may be waived and a member may participate in a meeting by Teleconference. This **allowance** is limited to two (2) meetings per year.
- b.** There must be an initial quorum present.
- c.** A Board member participating by teleconference shall be deemed to be present at the meeting for all purposes. In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.

##### **Section 2.** Teleconference procedures:

- a.** A Board member who cannot be physically present for a regularly scheduled meeting shall notify the Clerk at least five days prior to the scheduled time for the meeting of his/her intent to appear by telephonic means of communication.
- b.** The Clerk shall notify the Board members three days prior to the scheduled time for the Board meeting of Board members intending to appear by teleconference.

- c.** The means used to facilitate a teleconference meeting the Board must enable each Board member appearing telephonically to clearly hear all other Board members and members of the public attending the meeting as well as be clearly heard by all other Board members and members of the public.
- d.** The Clerk shall note in the attendance record all Board members appearing telephonically.





**2019 HOMER CITY COUNCIL MEETINGS  
ADVISORY COMMISSION/ BOARD ATTENDANCE**

Commissions are invited to report to the City Council at the Council’s regular meetings under Item 8 – Announcements/Presentations/Borough Report/Commission Reports. This is the Commission’s opportunity to give Council a brief update on their work. Generally the Commissioner who will be reporting will attend one of the two meetings for the month they are scheduled to attend.

The 2019 meeting dates for City Council is as follows:

January 14, 28	_____
February 11, 25	_____
March 11, 26*	_____
April 8, 22	_____
May 13, 28*	_____
June 10, 24	_____
July 22**	_____
August 12, 26	_____
September 9, 23	_____
October 14, 28	_____
November 25**	_____
December 9, 16****	_____

City Council’s Regular Committee of the Whole Meeting at 5:00 pm to no later than 5:50 pm prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 pm.

\*Tuesday meeting due to Memorial Day/Seward’s Day.

\*\* There will be no first regular meeting in July or November.

\*\*\*Council traditionally reschedules regular meetings that fall on holidays or high school graduation days, for the following Tuesday.

\*\*\*\*Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two special meetings as needed. Generally the second special meeting the third week of December will not be held.