

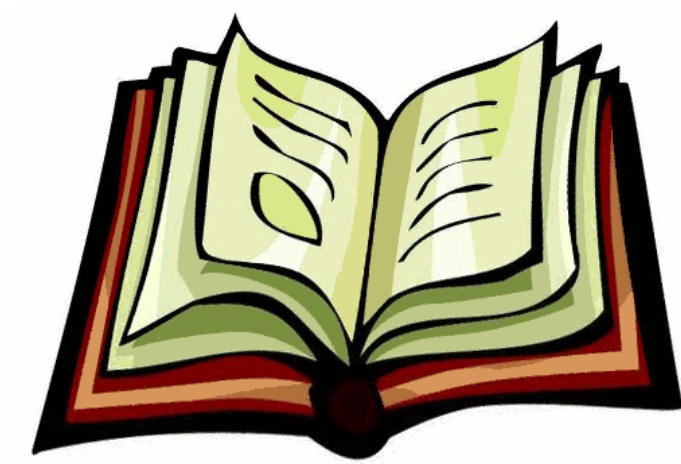
# Library Advisory Board

Regular Meeting

March 6, 2018,

Tuesday

5:30 p.m.



**City Hall Cowles Council Chambers**

**491 E. Pioneer Avenue**

**Homer, Alaska 99603**





**REGULAR  
MEETING AGENDA**

- 1. CALL TO ORDER, 5:30 P.M.**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA** *(Three Minute Time Limit)*
- 4. RECONSIDERATION**
- 5. VISITORS**
- 6. APPROVAL OF THE MINUTES**
  - A. February 6, 2018 Regular Meeting Minutes **PAGE 5**
- 6. REPORTS**
  - A. Library Director Report –February **PAGE 13**
    1. Statistics for 2017 **PAGE 15**
    3. Statistics for 2018 (Laydown)
  - B. Friends of the Library – Last Meeting Report
    1. Next Meeting is March 14, 2018 @ 6:00 p.m. in the Library
- 7. PUBLIC HEARINGS**
- 8. PENDING BUSINESS**
  - A. Bylaw Amendments Re: The Addition of Guidelines for the Student Representative Seat and Amending the Library Advisory Board Regular Meeting Schedule **PAGE 17**
- 9. NEW BUSINESS**
  - A. Summer Giving Tree
  - B. Library’s Position on the Proposed Bed Tax
  - C. National Library Week
  - D. Kenai Peninsula Library Boards- Proposed Meeting
- 10. INFORMATIONAL MATERIALS**
  - A. Stella’s Starliner Cover Art Approval **PAGE 23**
  - B. Approval of Updating the Library’s Privacy Policy **PAGE 25**
  - D. 2018 Board member Attendance at City Council Meetings **PAGE 29**
- 11. COMMENTS OF THE AUDIENCE**
- 12. COMMENTS OF THE BOARD**

**13. ADJOURNMENT**

Next Regular Meeting is **Tuesday, April 3, 2018 at 5:30 p.m. in the City Hall Cowles Council Chambers** located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska

Session 18-01, a Regular Meeting of the Library Advisory Board was called to order by Chair Peterson at 5:30 p.m. on February 6, 2018 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBER KUSZMAUL, PETERSON, MASSION, FAIR, SPRINGER, FINN  
STUDENT REPRESENTATIVE VANCE

ABSENT: BOARDMEMBER SANSOM (EXCUSED)

STAFF: LIBRARY DIRECTOR DIXON  
DEPUTY CITY CLERK SMITH  
CITY CLERK JACOBSEN

### **APPROVAL OF THE AGENDA**

MASSION/ FAIR-MOVED TO APPROVE THE AGENDA

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

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

### **RECONSIDERATION**

### **VISITORS/PRESENTATIONS**

### **APPROVAL OF MINUTES**

A. December 5, 2017 Regular Meeting Minutes

The Board discussed the following changes to the minutes:

- *Board Member Kuszmaul stated that she would like to add \*\* “New Board Member Training” to the February Agenda. She states that she would like to outline some sort of training or informational item that can be given to New Board Members when they first start on the Board.*

*\*\* Clerks Note- At the February 6, 2018 Meeting, Board Member Kuszmaul stated she would like the “New Board Member Training” be referred to as “New Board Member Orientation”.*

- *Board Member Fair stated that he had a ~~coup~~ couple questions that he would like to address. His questions are as follows:*

FINN/MASSION-MOVED TO APPROVE THE MINUTES AS AMENDED

There was no discussion

VOTE: NON OBJECTION: UNANIMOUS CONSENT

Motion carried.

## **REPORTS**

### **A. Library Director Report – December and January**

1. Statistics for 2017
2. Statistics of Children's Programs for 2017
3. Statistics for 2018 (Laydown)

Library Director Dixon commented on the following topics:

- Circulation in 2017 has gone up by 4.5%.
- E-books have gone up significantly in 2017 and this may be a reason why the attendance has gone down.
- Staff rearranged the children's library and the nonfiction section.
- The lit lineup was a success.
- The Library inherited a large collection of topographic maps from Ulmer's but staff has not been able to go through them yet.
- Staffing was a challenge for December and January due to sickness.
- Camelle Bickish will be leaving the Library to move to Eagle River.
- Security Cameras are not working due to out of date technology.

### **B. Friends of the Library – Last Meeting Report**

1. Next Meeting is February 14, 2018 @ 6:00 p.m. in the Library

Library Director Dixon stated the next Friends of the Library Meeting has been cancelled.

### **C. Giving Tree Report**

Chair Peterson stated that 46 new books were donated to the Library through the Giving Tree.

Library Director Dixon recommends that the Board continues to do the Giving Tree in the future and that they start planning for it earlier in the year. She stated that it worked better for the Library to go through the bookstore, instead of having a tree in the Library.

Chair Peterson heard that members of the public wished that there were more children's books on the tree. She hopes that is something the Board can take into consideration in the future.

Board Member Kuszmaul stated that the Board should make a promotion during the next Giving Tree that says "when donating a book to the Library, you are donating a book to the community."

## **PUBLIC HEARINGS**

### **PENDING BUSINESS**

#### **A. Monthly Article in Local Newspaper**

Board Member Finn has written two articles in the local paper so far. Board Member Finn stated that if the Board would like to continue to put an article in the paper, she suggests that they take turns on writing the article. She explains that she would like everyone to take part and she does not want this to become solely her job.

The Board discussed topics to write articles on.

Board Member Kuszmaul volunteered to write an article for the month of April, which is when National Library Week is.

Board Member Springer stated that writing an article is something she could easily do. It only takes her about an hour to produce 1,000 words. She explained that Astoria Fisher Poets Event in Astoria, Oregon, may be a good event to write about if she can somehow tie it into the Library.

#### **B. Building Relationships with other Library Entities**

Chair Peterson together with Board Member Finn compiled information from other Library entities around the Peninsula but there was one group that did not have a video conferencing system, which may hinder their ability to do a video conference meeting with the other libraries.

Board Member Kuszmaul suggested meeting during National Library Week to discuss and celebrate Libraries. She thought that National Library Week would be a good ice breaker to talk about common goals and issues.

Board Member Finn explained that when she spoke to the other library entities she got the impression that they were all very happy and excited about getting together.

The Board discussed specific meeting details such as place, date, etc. and discussed the next steps in securing a meeting between the entities.

## **NEW BUSINESS**

A. Bylaw Amendments Re: The Addition of Guidelines for the Student Representative Seat and the Addition of a September Regular Meeting.

The Board made the following amendments to the Bylaws and will take action at the March 6, 2018 Meeting:

*Section 6 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 that runs September-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.*

## **ARTICLE IV – MEETINGS**

*Section 1 The annual meeting for review of policies, rules and regulation shall be held at a regular meeting each year.*

*Section 2 Regular meetings shall be held on the first Tuesday of the following months: February, March, **April**, May, ~~June, July, 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 3 All regular meetings shall be open to the public.*

*Section 4 The regular meetings in ~~July~~, **August** and September of each year shall be known as budget meetings. Budget proposals, position classification and compensation schedules, shall be reviewed at these meetings.*



## B. Art Loan for Library

Library Director Dixon reviewed the art application and explained that Rosemary Wells, a well-known children's author and artist, offered to temporarily display her original Stella's Starliner cover art through a project coordinated by the Alaska Center for the Book. If approved, Stella's Starliner will be hung in the children's library.

Board Member Kuszmaul suggested that this could be a topic that someone could write about for the article in the local paper.

KUSZMAUL/MASSION- MOVED TO APPROVE THE COVER ART, STELLA'S STARLINER BY ROSEMARY WELLS, AND TO BRING IT BEFORE PARCAC FOR APPROVAL.

There was no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

## C. Updated Privacy Policy

Library Director Dixon reviewed the Privacy Policy and discussed the difference in liability between school libraries and public libraries as well as the liability the library could face if they release or don't release information to guardians of minors due to financial responsibility. They also discussed the age limit of a minor and whether or not they can change it in the privacy policy.

The Board unanimously consented to move forward with the updated privacy policy.

## D. Heritage/ Historical/ Rare Books Collection

Library Director Dixon proposed offering a small collection of historical Alaskan books locked in a display case for the public. She explained that she has accumulated a small collection of interesting Alaskan books that should not be put on the shelf for general circulation due to them being too fragile or historical. In the future, she would like to be able to offer these books to the public, but in a more secure setting to guarantee the books will be well taken care of. However, she states that in the Library's Collection Development Policy

that the Library cannot collect historical or rare materials. This will need to be changed in the future if the Board wishes to proceed with this collection.

The Board unanimously agreed with Library Director Dixon and believes the collection should be offered to the public through a display or controlled setting.

#### E. New Board Member Orientation

Board Member Springer left the meeting at 6:41pm.

Board Member Kuszmaul provided and reviewed a sample packet of what she thinks an orientation packet should look like. She explained that the important documents of the Library Advisory Board such as the Bylaws, Strategic Plan, Annual Priorities, Role Chart, Public Meeting Guideline, and etc. should be included in this packet and should be updated on a regular basis.

Board Member Fair explained that he would have loved to have had something like this when he joined the Library Advisory Board but he wanted to caution the Board of adding too much information to the packet. He explained that a new board member could easily get overwhelmed if given a large packet of materials at their first meeting.

Chair Peterson agreed with Board Member Fair and stated that maybe the packet could have a list of links to the City Website to find some of the larger documents such as the presentation they gave to City Council last year.

City Clerk Jacobsen explained that the City Clerk's Office has many of these items online, but would be happy to assist the Library Advisory Board in compiling a packet of information to easily find these documents in one area.

Board Member Kuszmaul volunteered to work with City Staff to produce an orientation packet.

#### F. Objectives for Working with Council 2018

The Board briefly discussed making sure the Library is properly funded.

### **INFORMATIONAL MATERIALS**

A. New Board Member Appointment

B. Ready to Code Article

C. Advocacy for Collection Development Presentation

The Board reviewed the presentation and discussed the possibility of adding onto the presentation in the future.

D. 2018 Board member Attendance at City Council Meetings

Board Member Massion volunteered to speak at the next City Council Meeting.

### **COMMENTS OF THE AUDIENCE**

Sarah Vance, city resident, commented in support of the Student Representative guideline additions. She believes that the Board should have further discussion about their expectations for the Student Representative and suggests that a good opportunity to have the Student Representative get involved would be to speak at the City Council Meetings. Ms. Vance also suggested reaching out to the homeschooling programs in Homer when the position is open.

Ms. Vance enjoyed the Advocacy for Collection Development Presentation, specifically when the old library equipment is compared to old tattered nets. She thinks it is very beneficial to see what the other peninsula libraries are doing, but she urged the Board to add in another section of Staff Salaries to the presentation in the future.

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

### **COMMENTS OF THE BOARD**

### **ADJOURN**

There being no further business to come before the Board the meeting adjourned at 7:20 p.m. The next regular meeting is scheduled for Tuesday, March 6, 2018 at 5:30 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

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Hayley Smith, DEPUTY CITY CLERK

LIBRARY ADVISORY BOARD  
REGULAR MEETING  
FEBRUARY 6, 2018

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

Homer Public Library  
Director's Report  
February 28, 2018

Meetings in February

- Library Advisory Board -- 1
- City Council - 2
- Friends of Homer Library - 4
- Department heads - 2
- Staff Meeting -- 1
- Alaska Books for Alaska's Kids - phone meeting
- Business Grant - phone meeting

Issues of Interest

IT Manager Nick Poolos and I submitted the second round of paperwork for e-rate funding.

Short-staffing and scheduling changes continued to be a challenge in February.

Behind the Scenes

Besides e-rate, I wrote and submitted the annual Public Library Assistance Grant application, as well as a letter of support for an award the Friends of Homer Library (FHL) are applying for to purchase books for their bookmobile. I participated in several FHL work parties to weed, sort and organize the existing books. I worked with other librarians around the state to choose the first winner of the new Youth Alaskana award, to be announced at the Alaska Library Association (AKLA) conference in Anchorage March 8-11, which I will be attending.

I continued to work with members of Alaska Books for Alaska's Kids to organize two sessions for the conference, which I'll be involved with as a presenter. Not much progress was made on my updating project in the 300s and 600s but I'll get back to that as soon as I can. I also selected, ordered and received new books. Like everyone else on staff, I worked extra shifts at the front desk to cover absences.

Staff

Claudia Haines returned from the American Library Association Mid-Winter Conference full of excitement and stories about serving on the Caldecott Award committee.

Both Claudia and Jackie McDonough will be attending the Alaska Library Association conference - more affordable this year since it's in Anchorage. Additionally, Jackie obtained a Continuing Education Grant from the State Library that will cover her expenses. Claudia will present at two sessions, as well as attend other programs. This will be Jackie's first library conference. She'll be attending a half-day workshop on mending and conservation of books, among other sessions.

Holly Brennan and I worked on the annual renewal of periodical subscriptions.

We are sad to say goodbye to staff member Camelle Bickish on Thursday March 15. We are currently interviewing for her replacement.

### Facility

All front door buttons *are* working - at least for now!

### Special Events in February

<HPL Code>App Lab - Feb. 1 for ages 11-14.

Girls Who Code - Feb. 3 for girls 8-12 and their moms, grandmas, aunts, or big sisters.

Lunch with a Councilmember - Feb. 12, Councilmember Heath Smith.

Travelogue: Photos from a Five-Women Trek in Nepal - Feb. 15.

Preschool Fair - Feb. 17.

Hometown Launch for *Son of a Midnight Land* by Atz Kilcher - Feb. 20.

Chess for Parents - Feb. 24

Book Club Skype Session with Nicole Stellan O'Donnell, author of "Alaska Reads" title, *Steam Laundry* - Feb. 27.

### March

Chess for Parents - with Andy Haas. Sat. March 3, 1 PM.

Alaska Reads with visiting author Nicole Stellan O'Donnell - Poetry workshop. Sunday March 11, 12:30-3:30 PM.

Lunch with a Councilmember - Donna Aderhold. Monday March 12, Noon-1 PM.

Poetry Reading -- Nicole Stellan O'Donnell reads from her book *Steam Laundry*. Monday, March 12, 6 PM.

Two Bikes, One Joy: Alternatives to Winter Biking - Bicycling in New Zealand and Patagonia. Thursday March 22, 6 PM.

### Ongoing

Preschool Storytime - Tuesdays and Wednesdays, 10 AM.

Small Fry Storytime -Thursdays, 11:30 AM.

SPARC Radio Club - First Tuesday, 4:30 PM

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

Lego Club - First Wednesday, 3 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 be closed Monday March 26  
for Seward's Day.*

## Homer Public Library Statistical Summary for 2017

Date: 28-Feb-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
INTERLIBRARY LOANS													
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
STUDY ROOM USE													
# 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
MEETING ROOM USE													
# of groups	36	40	28	38	33	29	27	21	17	22	24	22	337
ATTENDANCE													
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	130746
*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	49156
*Programs	397	371	279	257	498	760	637	355	255	447	399	287	4942
OUTREACH													
# 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
NEW CARDS ISSUED													
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
VOLUNTEER HOURS													
# 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	2412.25
MATERIALS ADDED													
Books	154	232	305	352	275	165	195	266	213	223	339	251	2970
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
MATERIALS REMOVED													
Books	167	134	246	222	385	477	236	322	181	59	141	279	2849
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
REVENUES DEPOSITED													
Fines/Fees/Copies	2735.45	2074.06	2695.54	2633.67	2480.13	2375.89	2501.51	2564.33	3103.42	2358.51	2445.83	2156.82	30,125.16
Building Fund (151-)													0.00
Library Gifts (803-)			25.00				100.00					100.00	225.00
Grants			1250.00					7000.00			19581.00		27,831.00
TOTALS	2,735.45	2,074.06	3,970.54	2,633.67	2,480.13	2,375.89	2,601.51	9,564.33	3,103.42	2,358.51	22,026.83	2,256.82	\$58,181.16

CE for HB

PLAG

M2M







## City of Homer

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

## Office of the City Clerk

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Homer, Alaska 99603

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(p) 907-235-3130

(f) 907-235-3143

## MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: HAYLEY SMITH, DEPUTY CITY CLERK

DATE: 2/28/18

SUBJECT: RECOMMENDATION TO AMEND THE LIBRARY ADVISORY BOARD BYLAWS TO ADD STUDENT REPRESENTATIVE GUIDELINES AND TO UPDATE THE REGULAR MEETING SCHEDULE

In the Library Advisory Board's December 5, 2017 meeting it was asked that a bylaw amendment be made to update the Regular Meeting Schedule and to add guidelines for a Student Representative Seat.

At the February 6, 2018 meeting the Board reviewed the proposed Bylaw amendments and made suggestions for the next meeting. The Board is requested to review the newly proposed Bylaw amendments for the Students Representative Seat and the Regular Meeting Schedule. The bylaws change will be forwarded to City Council as a Resolution for final approval. It is recommended that a Board Member is present at the meeting to show support and answer any questions that City Council may have.

### Recommendation:

Make a motion to approve the Library Advisory Board bylaws as amended and forward to City Council for approval.



## **HOMER PUBLIC LIBRARY ADVISORY BOARD BYLAWS**

### **ARTICLE I - NAME AND AUTHORIZATION**

This organization shall be called the Library Advisory Board, existing by virtue of the provisions of Chapter 1.48 of the Homer Municipal Code, and exercising the powers and authority, and assuming the responsibilities delegated under said Code.

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

Section 2 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 3 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 4 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 5 One member shall attend the monthly meeting of the Friends of the Homer Public Library on an open volunteer basis.

Section 6 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.

## ARTICLE IV – MEETINGS

Section 1 The annual meeting for review of policies, rules and regulation shall be held at a –regular meeting each year.

Section 2 Regular meetings shall be held on the first Tuesday of the following months: February, March, **April**, May, ~~June, July~~, **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 3 All regular meetings shall be open to the public.

Section 4 The regular meetings in ~~July~~ **August** and September of each year shall be known as budget meetings. Budget proposals, position classification and compensation schedules, shall be reviewed at these meetings.

Section 5 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 OLD 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 6 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 7 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 8 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 9 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 10 Robert's Rules of Order, latest edition shall govern the parliamentary procedures of meetings.

#### **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**

Teleconference meetings.

1. 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 is limited to two (2) meetings per year.

2. There must be an initial quorum present.

3. 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.

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.

**CITY OF HOMER  
HOMER, ALASKA**

City Clerk/Library Director

**RESOLUTION 18-024**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
APPROVING AND ACCEPTING THE LOAN OF STELLA'S STARLINER  
COVER ART BY ROSEMARY WELLS TO BE PLACED IN THE  
CHILDRENS SECTION AT THE HOMER PUBLIC LIBRARY.

WHEREAS, Alaska Center for the Book coordinated a project to temporarily display  
Rosemary Wells' original cover art throughout select libraries in Alaska; and

WHEREAS, Homer Public Library was invited to participate in the Alaska Center for the  
Book project; and

WHEREAS, Rosemary Wells is a well-known children's book author and artist  
throughout the United States; and

WHEREAS, Stella's Starliner is the cover art from Rosemary Wells' 32 page children's  
book where a young fox named Stella and her family live and travel in a silver trailer called the  
Starliner; and

WHEREAS, Stella's Starliner is a loan for an undetermined amount of time and must be  
returned within 30 days upon artists request; and

WHEREAS, Homer Public Library would like to display the cover art in the children's  
library and completed the required application for the loan; and

WHEREAS, The Library Advisory Board (LAB) and the Parks, Art, Recreation, and Culture  
Commission (PARCAC) have reviewed the request to loan Stella's Starliner to the City of Homer  
and recommended that City Council approve and accept the loan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby  
approves and accepts the loan of Stella's Starlight cover art by Rosemary Wells to be placed in  
the children's section at the Homer Public Library.

PASSED AND ADOPTED by the Homer City Council this 26<sup>th</sup> day of February, 2018.

CITY OF HOMER

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BRYAN ZAK, MAYOR

44 ATTEST:

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MELISSA JACOBSEN, MMC, CITY CLERK

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49 Fiscal note: N/A



**CITY OF HOMER  
HOMER, ALASKA**

City Clerk/Library Director

**RESOLUTION 18-023**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,  
AMENDING THE HOMER PUBLIC LIBRARY PRIVACY POLICY.

WHEREAS, The Homer Public Library Privacy Policy has not been updated since 2002;  
and

WHEREAS, The Library Advisory Board reviewed and approved the amendments to the  
Privacy Policy as follows:

**HOMER PUBLIC LIBRARY PRIVACY POLICY**

The Homer Public Library recognizes the need to protect each individual's right to privacy  
regarding the questions that are asked of the library staff, and the materials that are borrowed  
from the library.

**Confidentiality of Library Records**

Reaffirming the individual's right to read, listen, and view, the Homer Public Library declares  
that circulation and registration records of the library are confidential in nature, protected by  
the individual's right to privacy, and that they are not to be disclosed to any person or agency,  
government, or other organization, under any circumstance, except upon order from a court  
of competent jurisdiction. Any costs incurred by the library in any search shall be charged to  
the agency demanding such search.

~~AN ACT~~

Authority for this policy is set in Alaska Statutes, Inspection and Copying of Public Records:  
Sec. 40.25.140. Confidentiality of library records.

(a) Except as provided in (b) of this section, the names, addresses, or other personal identifying  
information of people who have used materials made available to the public by a library shall  
be kept confidential, except upon court order, and are not subject to inspection under AS  
40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality,  
or a public school, including the University of Alaska.

(b) Records of a public elementary or secondary school library identifying a minor child shall  
be made available on request to a parent or guardian of that child. (sec. 1 ch 35 SLA 1985)

To conform with to the law:

Names, addresses, telephone numbers, or information concerning what items are on a patron's record **account** or what a patron is reading will NOT be given out to anyone, including spouses and law enforcement officers, with the following exceptions:

- ~~A person requests information about his or her own card and can produce his or her library card.~~ **Patrons request information in person about their own accounts and can produce their own library cards.**
- ~~A parent or legal guardian wants to know what materials are checked out on his or her minor child's card and can produce proof of his or her identity.~~
- ~~A person requests~~ **Patrons request** information over the telephone about items on his or her own record, **their own accounts and can provide the account number and PIN.** or the minor child's record and he or she can provide the patron bar code number.
- **Patrons email requesting information about their own accounts from the email address listed for the account and can provide the account number.**
- **A parent or legal guardian requests titles of overdue, lost, or damaged items borrowed by their minor child, and the identity of the person can be verified as a guardian listed on the minor's account.**

Under no circumstances should a minor's address or telephone number be given to anyone, including a parent or guardian. A minor is anyone under the age of 18. All notices sent to patrons will be in envelopes or otherwise suitably masked to maintain confidentiality. All patron circulation records are cleared immediately after materials are returned and fines are paid. If at any time there is a question about giving out information from library patron files and records **accounts**, the staff member will check with the library director.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby amends the Homer Public Library Privacy Policy.

PASSED AND ADOPTED by the Homer City Council this 26<sup>th</sup> day of February, 2018.

CITY OF HOMER

\_\_\_\_\_  
BRYAN ZAK, MAYOR

ATTEST:

\_\_\_\_\_  
MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal note: N/A



## City of Homer

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

## Homer Public Library

500 Hazel Avenue  
Homer, AK 99603

[library@cityofhomer-ak.gov](mailto:library@cityofhomer-ak.gov)

(p) (907)-235-3180

(f) (907)-235-3136

### Memorandum 18-025

TO: MAYOR ZAK AND HOMER CITY COUNCIL

THROUGH: KATIE KOESTER, CITY MANAGER

FROM: ANN DIXON, LIBRARY DIRECTOR

DATE: FEBRUARY 20, 2018

SUBJECT: UPDATED LIBRARY PRIVACY POLICY

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The Library's Privacy Policy has not been updated since 2002. After much consideration by staff, the proposed changes are submitted to better align Homer Public Library policy with Alaska State statute and prevailing public library practice around the state. The updated policy was approved by the Library Advisory Board on February 6, 2018.

#### RECOMMENDATION:

Adopt the revised Library Policy attached to Resolution 18-023.



**2018 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 following Meeting Dates for City Council for 2018 is as follows:

January 8, 22	_____
February 12, 26	_____
March 12, 27	_____
April 9, 23	_____
May 14, 29	_____
June 11, 25	_____
July 23	_____
August 13, 27	_____
September 10, 24	_____
October 8, 22	_____
November 26	_____
December 10	_____