

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 February 5, 2019 **Page 3**
- 6. VISITORS** *(10 Minute Time Limit)*
- 7. REPORTS**
 - A. Library Director Report for February 2019 **Page 7**
 - i. 2019 Statistical Report – laydown
 - ii. 2018 Statistical Report **Page 9**
 - B. Friends of the Homer Library
 - C. Community Survey Update – Verbal Report from Chair Jacque Peterson
 - D. Library Director Hiring Committee Report
 - E. Survey of School Librarian Staff – Verbal Report from Boardmember Kate Finn
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. LAB Bylaw Amendments **Page 11**
 - i. DRAFT 2019 Library Advisory Board Bylaws **Page 13**
 - B. LAB Orientation Packet **Page 19**
 - i. Draft Orientation Packet Sections **Page 21**
- 10. NEW BUSINESS**
- 11. INFORMATIONAL MATERIALS**
 - A. Alaska Library Association Advocacy Resources **Page 37**
 - i. Alaska Library Association – Legislative Priorities **Page 39**
 - B. American Library Association’s Library Bill of Rights **Page 41**
 - C. Boardmember Attendance at 2019 City Council Meetings **Page 43**
- 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, APRIL 2, 2019 at 5:30 p.m.** in the City Hall Cowles Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

Session 19-01, a Regular Meeting of the Library Advisory Board was called to order by Chair Jacque Peterson at 5:30 p.m. on February 5, 2019 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS PETERSON, SPRINGER, KUSZMAUL (telephonically), SCHMIDT, FINN, AND FAIR

ABSENT: BOARDMEMBER MASSION (excused) AND STUDENT REPRESENTATIVE BENEDETTI

STAFF: LIBRARY DIRECTOR DIXON AND DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Peterson introduced new Boardmember Connor Schmidt. The board took turns introducing themselves to Mr. Schmidt with brief descriptions of their backgrounds.

Chair Peterson requested a motion to approve the agenda.

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. Regular Meeting Minutes for December 4, 2018

Library Director Dixon noted one spelling error in the minutes on page four, first paragraph.

FAIR/SPRINGER MOVED TO APPROVE THE DECEMBER 4, 2018 REGULAR MEETING MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

REPORTS

- A. Library Director Report for January 2019
- i. 2019 Statistical Report – laydown
 - ii. 2018 Statistical Report

Chair Peterson deferred to Library Director Dixon to provide the staff report. There was discussion between the board and Ms. Dixon on the following topics:

- Alaska Books for Alaska Kids – creation of a database of recommended books for youth on Alaska and the north
- Hiring for the Library Technology Specialist and the Library Director positions
- Friends of the Homer Library strategic plan retreat and working with FHL on a mutual Endowment Fund Project
- Rasmuson grant – completed and turned in
- Big Read events – high attendance and upcoming activities
- Number of applicants for library temp position
- 86 attendees to the End of Life Estate planning – was widely attended/popular
- Library Association Conference – end of February in Juneau

- B. Friends of the Homer Library
- i. FHL Newsletter January 2019

Boardmember Kuszmaul shared that she had attended the FHL’s December meeting and provided a brief report on the FHL’s treasurer report, specifically noting how they spend the funds on the library. Ms. Dixon commented on FHL’s budget, what it mainly covers, and its limited uses. Chair Peterson said she would attend FHL’s February 6th meeting.

- C. Boardmember Kuszmaul Report from Mayor’s Meeting
- i. Memo from Boardmember Kuszmaul Re: Mayor’s Meeting With Advisory Body Chair Persons, December 10, 2018

Boardmember Kuszmaul referenced her memo in the packet to report on what she had learned from the meeting. The board discussed how to streamline how commissions/board bring action items to the Council and present their proposals; idea of a “champion”; forming relationships with one or more councilmembers to be more involved with the LAB and who’d be willing to take up library challenges when they arise; and the notion of seed money, suggesting it be used to do community surveying for strategic community planning once a new library director is hired.

Chair Peterson noted that this subject could be on the March meeting agenda.

PUBLIC HEARING

PENDING BUSINESS

- A. LAB Bylaw Amendments
- i. Memo from City Clerk Re: LAB Bylaw Amendment Postponement

Chair Peterson explained that the City Clerk is currently working on resolving some discrepancies between the bylaws and City Code, and asked for a motion to postpone the bylaw amendments until the next meeting.

SPRINGER/FAIR MOVED TO POSTPONE ACTION ON THE LIBRARY ADVISORY BOARD BYLAWS TO THE MARCH 5, 2019 REGULAR MEETING AGENDA.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

INFORMATIONAL ITEMS

- A. Notes from LAB Worksession January 7, 2019
- B. Connor Schmidt Appointment to LAB
- C. Boardmember Attendance at 2019 City Council Meetings

Chair Peterson briefly reviewed the informational items in the packet and facilitated discussion on who would be able to attend the upcoming City Council meetings.

COMMENTS OF THE AUDIENCE

Councilmember Smith thanked Ms. Dixon on getting the Rasmuson grant completed. He opined on how the LAB should allow the new library director to first get established in the new job before they guide them into anything. He also offered further clarification on what Mayor Castner meant by the \$18,000 seed money and its intended uses, what a “champion” councilmember can be for the LAB, and the process of good findings for proposing items to City Council.

COMMENTS OF THE CITY STAFF

Deputy City Clerk Tussey had no comments.

Library Director Dixon commented on the Big Read Q&A event, limited space for tool rentals in the Homer Library, and further details on the Rasmuson grant. For one part of the grant, her request was for a large, sliding, lockable glass case to display old Alaskana books that are currently in storage. She noted that it would require an update to the collection policy since current policy states the library does not collect rare books, and some of the Alaskana books could be considered rare.

COMMENTS OF THE COUNCILMEMBER

Councilmember Smith had no further comments.

COMMENTS OF THE CHAIR

Chair Peterson had no comments.

COMMENTS OF THE BOARD

Boardmember Finn provided an update on pending federal bills that pertain to national library funding. She shared information she had found on out-of-the-box services other libraries are offering, such as lending smart clothes for interviews and renting out tools, and about featured films through the Mango Languages program.

Boardmember Fair promoted additional Big Read events, including a pub chat on the book on February 12th and the main events with the author Roz Chast on February 22-23, 2019.

There were no comments from Boardmembers Springer, Kuszmaul, or Schmidt.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 6:26 p.m. The next regular meeting is scheduled for Tuesday, March 5, 2019 at 5:30 P.M. at the Council Chambers located at City Hall, 491 E. Pioneer Avenue, Homer, Alaska.

RACHEL TUSSEY, DEPUTY CITY CLERK I

Approved: _____

**Homer Public Library
Director's Report
February 25, 2019**

Meetings in February

Library Advisory Board (LAB) -- 1
Friends of the Homer Library (FHL) - 2
Staff - 1
City Council - 2
Department Heads - 1
Alaska Library Association planning -- 1

February was a short month with a lot going on: numerous events during the final weeks of the Big Read, interviewing and hiring our new Library Technology Specialist, the Alaska Library Association conference, and more.

Issues of Interest

Big Read events were very well attended. We received tons of positive feedback about both the programs and the book. Culminating events last weekend included a Q&A session with author/illustrator Roz Chast and her keynote presentation, which over 100 people attended. We were additionally honored with a visit from Joshua Feist, Program Director for the NEA Big Read, which has sponsored our numerous Big Reads over the years. Everyone who helped out, but especially Friends coordinator Mercedes Harness, deserve a resounding round of applause for putting on such a successful program!

After interviewing several worthy candidates, Kevin Co was chosen to replace Holly Brennan as our Library Technology Specialist. Kevin and Holly will work together for training during her last week.

Advertising for the Director position closed February 15. The hiring committee (City manager, personnel director, library director, chair of the LAB, and president of FHL) meets February 27 to screen applicants and formulate interview questions.

Behind the Scenes

The month began with a half-day, weekend strategic planning retreat with the FHL board. We reevaluated programs and priorities, and established subcommittees to work on specific projects.

I was finally able to finish and submit a Rasmuson grant proposal. I also worked on a presentation for the Alaska Library Association conference; conducted four hiring interviews and completed my portion of the hiring process; monitored applications for the Director position; and worked with the Friends to implement Big Read events.

Staff

Claudia Haines conducted six class visits this month, including FLEX and Headstart.

Claudia and I will be attending the Alaska Library Association conference in Juneau February 28-March 3. I'm presenting on "Community Conversations: Creating a Safe Space for Civil Discourse" with Juneau librarian Andi Hirsch. Claudia is presenting one session titled "Ready to Code" with Marijke Visser, leader of ALA's Libraries Ready to Code initiative, and a second session about her experience providing coding and computational thinking programs for youth at HPL.

March 1 is Holly's last day at the library. She has been instrumental in improving the quality of our technical and web services and it's hard to imagine library life without her. At the same time, we know that Kevin is highly skilled and enthusiastic about the position and we all look forward to working with him.

Facility

The Maintenance Department is replacing interior and exterior lights with LEDs.

February Events

Big Read Brown Bag Discussion - With Brian Partridge at Kachemak Bay Campus.

Social Security 101 OWL Videoconference.

Big Read Pub Chat - But is it literature? With Tom Kizzia and Jennifer Norton. At Alice's Champagne Palace, upstairs.

Big Read When Does Forgetting Become a Worry? -With Janice Downing from Alzheimer's Resource of Alaska.

Big Read Discussion on End of Life Care - Co-hosted with South Peninsula Hospital.

Big Read Virtual Dementia Tour -With Janice Downing from Alzheimer's Resource of Alaska.

Big Read Conversation Q&A with Roz Chast.

Big Read Keynote Address with Roz Chast - At Islands & Ocean Visitor Center.

Adult Chess Club - Thur. Feb. 28, 5 PM.

Upcoming in March

Makers2Mentors Lunch & Code - Mon. Mar. 4, noon-1 PM. For kids 8-10. Registration required.

Adult Chess Club - Thurs. Mar. 7, 5 PM.

Lunch with a Councilmember - Mon. Mar. 11, Noon-1. Councilmember Smith.

Adult Chess Club - Thurs. Mar. 28, 5 PM.

Ongoing

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.

Genealogy Peer Support Group - second Tuesdays, 6 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.

Homer Public Library Statistical Summary for 2018

Date: 30-Jan-19

| CIRCULATION | 18-Jan | 18-Feb | 18-Mar | 18-Apr | 18-May | 18-Jun | 18-Jul | 18-Aug | 18-Sep | 18-Oct | 18-Nov | 18-Dec | Y.T.D. |
|---------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|
| Total # of Items | 15,688 | 13,176 | 15,383 | 13,445 | 13,991 | 15,067 | 14,438 | 14,946 | 12,985 | 13,746 | 12,826 | 13,145 | 168,836 |
| INTERLIBRARY LOANS | | | | | | | | | | | | | |
| Incoming (Borrowed) | 19 | 23 | 15 | 15 | 16 | 8 | 12 | 20 | 22 | 21 | 20 | 16 | 207 |
| Outgoing (Lent) | 49 | 50 | 44 | 35 | 8 | 50 | 47 | 49 | 41 | 43 | 36 | 15 | 467 |
| STUDY ROOM USE | | | | | | | | | | | | | |
| # of groups | 196 | 254 | 204 | 195 | 211 | 209 | 200 | 241 | 214 | 234 | 204 | 174 | 2536 |
| # of people | 353 | 437 | 411 | 340 | 394 | 404 | 392 | 427 | 367 | 461 | 256 | 324 | 4566 |
| MEETING ROOM USE | | | | | | | | | | | | | |
| # of groups | 29 | 24 | 30 | 19 | 17 | 30 | 37 | 27 | 31 | 22 | 21 | 20 | 307 |
| ATTENDANCE | | | | | | | | | | | | | |
| TOTAL (*Included) | 10,946 | 9,884 | 10,482 | 10,516 | 10,656 | 11,823 | 12,670 | 12,335 | 9,780 | 10,859 | 9,013 | 7839 | 126803 |
| *Story Hour & Lapsit | 401 | 246 | 298 | 296 | 276 | 293 | 192 | 272 | 323 | 396 | 352 | 264 | 3609 |
| *School Classes | 0 | 0 | 21 | 0 | 78 | 0 | 0 | 0 | 26 | 84 | 21 | 45 | 275 |
| *Internet sessions | 4,117 | 3,614 | 3,771 | 3,333 | 4,098 | 5,249 | 5,538 | 5,244 | 4,023 | 3,869 | 3,315 | 2,565 | 48736 |
| *Programs | 290 | 405 | 234 | 613 | 587 | 864 | 1057 | 207 | 245 | 362 | 319 | 189 | 5372 |
| OUTREACH | | | | | | | | | | | | | |
| # Visits | 5 | 6 | 4 | 5 | 15 | 8 | 5 | 5 | 4 | 5 | 4 | 4 | 70 |
| # People | 25 | 25 | 58 | 116 | 442 | 182 | 121 | 25 | 15 | 17 | 12 | 202 | 1240 |
| NEW CARDS ISSUED | | | | | | | | | | | | | |
| City | 24 | 26 | 25 | 21 | 37 | 36 | 36 | 32 | 22 | 28 | 31 | 29 | 347 |
| Borough | 42 | 24 | 30 | 24 | 28 | 50 | 26 | 24 | 18 | 30 | 6 | 17 | 319 |
| Temporary | 0 | 0 | 1 | 3 | 9 | 9 | 2 | 5 | 0 | 1 | 0 | 1 | 31 |
| Reciprocal | | | | | | 6 | 2 | 2 | 1 | 1 | 2 | 2 | 16 |
| VOLUNTEER HOURS | | | | | | | | | | | | | |
| # of people | 48 | 84 | 60 | 75 | 82 | 99 | 88 | 69 | 50 | 73 | 61 | 71 | 860 |
| # of hours | 113 | 239.5 | 150 | 258 | 226.75 | 263.25 | 336 | 154 | 154.5 | 270.75 | 155 | 189.5 | 2510.25 |
| MATERIALS ADDED | | | | | | | | | | | | | |
| Books | 259 | 145 | 299 | 246 | 425 | 479 | 228 | 313 | 272 | 205 | 187 | 276 | 3334 |
| Audio | 14 | 0 | 11 | 11 | 11 | 11 | 9 | 24 | 3 | 8 | 12 | 22 | 136 |
| Video | 89 | 26 | 57 | 89 | 109 | 101 | 60 | 46 | 42 | 52 | 78 | 44 | 793 |
| Serials | 2 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 6 |
| Electronic Resources | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| MATERIALS REMOVED | | | | | | | | | | | | | |
| Books | 335 | 149 | 154 | 179 | 167 | 56 | 31 | 332 | 242 | 148 | 86 | 132 | 2011 |
| Audio | 5 | 0 | 2 | 38 | 4 | 4 | 0 | 2 | 1 | 1 | 0 | 2 | 59 |
| Video | 9 | 4 | 16 | 34 | 214 | 73 | 59 | 5 | 10 | 1 | 2 | 11 | 438 |
| Serials | 3 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 6 |
| Electronic Resources | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| REVENUES DEPOSITED | | | | | | | | | | | | | |
| Fines/Fees/Copies | 2233.25 | 2288.13 | 2759.11 | 2106.47 | 1867.95 | 2504.00 | 3392.38 | 3082.43 | 2709.02 | 2735.63 | 1554.52 | 2989.55 | 30,222.44 |
| Building Fund (151-) | | | | | | | | | | | | | 0.00 |
| Library Gifts (803-) | | | | | | | 18.00 | | | | | | 18.00 |
| Grants | | | 866.00 | | | 1250.00 | 7000.00 | 1442.31 | | | 500.00 | | 11,058.31 |
| TOTALS | 2,233.25 | 2,288.13 | 3,625.11 | 2,106.47 | 1,867.95 | 3,754.00 | 10,410.38 | 4,524.74 | 2,709.02 | 2,735.63 | 2,054.52 | 2,989.55 | \$41,298.75 |

CE for JM

CE for HB

PLAG

OWL Tech



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

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Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RACHEL TUSSEY, DEPUTY CITY CLERK
DATE: FEBRUARY 27, 2019
SUBJECT: BYLAW AMENDMENTS

At the December 4, 2018 regular meeting, the Library Advisory Board reviewed bylaw amendments as well as made additional changes. The board passed a motion to hold a second reading/review of the proposed amendments at their next meeting. During the drafting process though, the City Clerk's Office identified some inconsistencies between city code and the bylaws; it was requested that the amendments be postponed until resolved.

The City Clerk's Office has completed those revisions. Provided is a more refined draft of the bylaw amendments for the board to review and either approve/submit them to City Council for final approval, or make further changes. I will go over all the changes line-by-line with the board at the meeting and answer any questions you may have.

RECOMMENDATION

Review the second draft of the Library Advisory Board Bylaws, bring any questions you may have to the meeting, and make any additional amendments by way of motion.

If the revised draft is acceptable to the board, make a motion to approve the amended Library Advisory Board Bylaws, and recommend to City Council to approve the amended bylaws by way of Resolution.

CITY OF HOMER 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 February 5, 2019 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 1st of designated years.**

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

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~~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.~~

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

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~~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 52. 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 5.2. One Homer area high school Student Representative may be appointed by the Mayor, subject to confirmation by the City Council, as a consulting, non-voting member for a school year term running September through May.

Section 6.3. The Mayor, City Manager, and Library Director may serve as non-voting, consulting members of the Board.

Section 3.4. One member shall attend the monthly meeting of the Friends of the Homer Public Library on an open volunteer basis.

Section 5. A commission appointment is vacated under the following conditions and upon the declaration of vacancy by the Commission. The Commission shall declare a vacancy when the person appointed:

- **Fails to qualify to take office within 30 days after their appointment;**
- **Resigns and the resignation is accepted;**
- **Is physically or mentally unable to perform the duties of their office;**
- **Misses two (2) consecutive regular meetings unless excused'**
- **Is convicted of a felony.**

~~**Section 4.6.**~~ 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 & AGENDA OFFICERS

Section 1. A Chairperson and 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 Commission, authorize calls for any special meetings, execute all documents authorized by the Commission, 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.

ARTICLE V - MEETINGS

Section ~~21~~. Regular meetings shall be **open to the public and** 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 ~~12~~. The annual meeting for review of policies, rules and regulation shall be held at a regular meeting each year.

Section 4 ~~3~~. 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 4. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

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 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, 235-3130.

Section ~~6~~**7**. 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~~**8**. Special meetings **and Worksessions** may be called by the Library Director, **Chair, or a majority of the Board. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.** ~~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~~**9**. 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 members shall not be counted.

Section ~~9~~**10**. **Four affirmative votes are required to approve any action before the Board and shall constitute the meaning of "majority vote".** ~~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 ~~10~~**11**. A record of all voting must be included in the minutes of each meeting.

Section ~~9~~**12**. 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~~**13**. ~~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 VI - 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 VII – VOTING AND BYLAW AMENDMENTS

Section 1. ~~Four affirmative votes are required to approve any action before the Board and shall constitute the meaning of “majority vote”.~~ 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 1. The Bylaws may be amended at any meeting of the Board by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Board meeting. 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 2. Any rule or resolution of the Board, whether contained in these Bylaws 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 VIII – ATTENDANCE TELECONFERENCING

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 a quorum of members physically present in addition to the telephonic member.**
- c.** A Boardmember participating by teleconference shall be deemed to be present at the meeting for all purposes.
- d.** In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.

Section 2. Teleconference procedures:

- a.** A Boardmember who cannot be physically present for a regularly scheduled meeting shall notify the Clerk at least five days prior to the scheduled **meeting time of their** ~~time for the meeting of his/her intent to appear telephonically by telephonic means of communication.~~
- b.** The Clerk shall notify the **other** Boardmembers **of the Boardmember’s intent to appear by teleconference** three days prior to the scheduled **meeting time.** ~~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 Boardmember appearing telephonically to clearly hear, **and be heard by,** all other

Boardmembers 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 Boardmembers appearing telephonically.



Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, DEPUTY CITY CLERK

DATE: FEBRUARY 27, 2019

SUBJECT: LAB ORIENTATION PACKET

At the December 4, 2018 regular meeting, the Library Advisory Board reviewed and made suggested changes to a proposed orientation packet.

Listed below are all the proposed packet contents with updates on current status, who will be responsible for maintaining/providing the information, and clarification questions to the board. Additionally, the items have been organized in a way that provides LAB info first then moves into backup information. Please offer feedback and any suggestions on the item order.

1. **Orientation Introduction/Narrative** – To be written/provided by boardmembers/Library Staff; will include the purpose of the packet and list additional items such as:
New Member Activities:
 - Tour of the library with an existing LAB member
 - Office Visit with Library Director
 - Attendance at one FHL meeting within first 12 months
2. **Library Advisory Board Bylaws** – Currently in amendment process; provided by Clerk's Office
3. **LAB Strategic Plan (goals)** – Updated Strategic Plan/Goals decided on by board annually (last updated 11/6/18); maintained and provided by Clerk's Office
4. **Basics of Robert's Rules of Order** – City Officials guide to an effective meeting; maintained and provided by Clerk's Office
5. **Roles & Responsibilities Guidelines** – Provided and maintained by boardmembers/Library Staff
6. **Staff Chart** – **CLARIFICATION NEEDED:** is the LAB looking for a staff chart of Library Staff with a description of their jobs, or of City employees that boardmembers would need to interact with (such as Clerks, City Managers, Library staff, etc)? Or would the board prefer to have the City Directory (maintained by the Clerk's Office) that includes the contact info of all departments, Councilmembers/Mayor, and of the board/commissions?
7. **LAB Member Contact Info & Biographies** – Contact info is maintained by the Clerk's Office, bios were collected by the Vice Chair; Clerk's Office will collaborate with Chair and/or Vice Chair to collect new member bios and will update/maintain info page
8. **Library Policies** – There are currently 14 different policies on the HPL's website that are updated regularly; Library Staff will provide and maintain a list of the current policies and links to their online pdf

9. **Library Budget** – The City budget is annually prepared by Finance and submitted to each department; Library Staff will provide their respective budget information as it becomes available
10. **Friends of the Homer Library Board Member Contact & Leadership Info** - Contact info is maintained by the FHL coordinator; Library Staff will collaborate with FHL coordinator to update/maintain info page
11. **LAB Meeting Schedule**– **CLARIFICATION NEEDED:** the day, months, and time that the LAB is required to meet are outlined in the bylaws. Additionally, every fall the City Council adopts a resolution approving the upcoming year's meetings for council and the commissions/board. Would the board like the Clerk's Office include a copy of that adopted resolution, or is the meeting information in the bylaws adequate

RECOMMENDATION

Review the orientation packet items and discuss. If the packet contents are acceptable to the board and all suggested changes have been made, make a motion to either:

- a) Direct staff to prepare a draft packet, and then bring it back to the LAB for final approval at a later meeting, or
- b) Approve the content of the packet and direct staff to complete the packet, and then share it with the LAB as an informational item at a later meeting.

Attached: LAB Strategic Plan (goals)
Roles & Responsibilities Guidelines
LAB Member Contact Info & Biographies
Library Budget
Basics of Robert's Rules of Order

**Library Advisory Board
Strategic Plan/Goals – 2019**

1. Advocating for Library Budget

- a. Ensure the library has sufficient collection development budget to build and maintain a current and robust collection of materials relevant to the community." And note that the collection development budget has not been sufficient for a number of years resulting in aging and fraying and fewer new acquisitions/subscriptions.
- b. Review needs for library physical plant upkeep and efficiencies
- c. Promote future funding of library technology needs
 - i. Scheduled replacement of public use computers (4 year cycle?)
 - ii. Requests for new or updated technologies (printers, scanners, security etc.)

2. New Library Director Hire and Transition

- a. Request LAB representation/involvement in hiring process

3. Continue to Develop Relationships With Other Kenai Peninsula Library Boards

- a. Investigate and promote board training opportunities

4. Input on Implementation and Improvements of Giving Tree Program

5. Complete Development and Finalize a LAB Orientation Packet

6. Review National Trends and Community Expectations

- a. In preparation for January 2019 work session – study national, state and local trends in library service and public perceptions and needs to ensure library is well-aligned and in best position to continue to serve community with excellence and appropriate funding.

7. Student Card Pilot Project

- a. Formulate a formal policy to expand the student card pilot project, with possible expansion into communities across the bay

8. Training for Handling Homeless Adults

- a. Library staff training for handling homeless adults, the costs to take the online training, and its accessibility to others such as boardmembers

Working Together: Roles and Responsibilities Guidelines for Homer Public Library

| Responsibilities of | | Library Director | Library Advisory Board (LAB) | Friends |
|-------------------------------|-------------------------------|--|--|---|
| General Administrative | General Administrative | Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the LAB and provide support to the Friends and community groups. | Advise the Library Director and the City Council to ensure quality library service. Advise city government to recruit, employ and retain a qualified library director. | Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library. |
| | Policy | Identify need for new written policies, as well as policy revisions. Work with the LAB to establish written policies to govern the operation of the library for approval by the City Council. | Work with the Library Director to establish written policies to govern the operation and program of the library for approval by the City Council. | Support the policies of the library. |
| Planning | Planning | Coordinate and implement a strategic plan with LAB, Friends, staff, community, and city government. | Ensure that the library has a strategic plan with implementation and evaluation components. | Provide input into the library's strategic plan and support its implementation. |
| | Fiscal | Prepare an annual budget for the library in accordance with city charter. Pursue grant opportunities. | Solicit donations of money and/or property for the benefit of the library. Assist in the preparation and presentation of the annual budget in accordance with city charter. | Conduct fund raising to support the library's mission and plans. |
| Advocacy | Advocacy | Promote the mission of the library within the community. Educate the LAB, Friends, community and city government regarding local, state and federal issues that impact the library. | Promote the mission of the library within the community. Advocate for the library to legislators. | Promote the mission of the library within the community. Advocate for the library to legislators. |
| | Meetings | Participate in LAB and Friends meetings. Ensure there is a liaison from the LAB to the Friends and vice versa. | Participate in all advisory board meetings. Appoint a liaison to the Friends Board and become a member of the Friends. Report on LAB and library activities to City Council at Council meetings. | Maintain a liaison to the LAB. |
| Networking | Networking | Encourage LAB and Friends to join state and national professional organizations and make them aware of educational opportunities. | Join United for Libraries national organization and/or Alaska Library Association as a resource for policies, operations and advocacy for libraries. | Join United for Libraries national organization as a resource to better support the library. |

LAB Member Contact Info & Biographies

JACQUELINE (JACQUE) PETERSON, Chair

884 Larkspur Court
Homer, AK 99603
Phone: (907) 235-0112

Term expires April 2021

Before retirement in 2014, Jacque Peterson's career as a professional librarian in Alaska spanned nearly 30 years in various library fields. She has worked at the university level, as a school librarian, and as a reference librarian at the public library before finishing her career as a consultant for the Alaska State Library. Jacque is a lifelong Alaskan, growing up in Anchorage, Kodiak and the Mat-Su valley.

MARCIA KUSZMAUL, Vice Chair

P.O. Box 1679
Homer, AK 99603
Phone: (907) 299-1566

Term expires April 2019

Marcia Kuszmaul enjoyed a career in marketing and communications with international businesses in both the private and public sectors. She became an avid advocate for libraries while with the American Library Association. She first lived in Homer in the mid-1980s, working at the Homer Public Library on Pioneer Avenue, and returned in 2015 to operate a bed and breakfast off East End Road.

CLARK FAIR

P.O. Box 2773
Homer, AK 99603
Phone: (907) 398-9364

Term expires April 2019

Clark Fair is a lifelong Alaskan who has lived more than 50 years on the Kenai Peninsula. A retired high school English teacher, Fair grew up on a Soldotna-area homestead and helped raise his two children there. He currently works part time for Kenai Peninsula College and does freelance writing and photography work for various publications.

KATE FINN

P.O. Box 3364
Homer, AK 99603
Phone: (907) 235-5329

Term expires April 2019

Nursing has been Kate Finn's life-long career with an emphasis on Community and Women's health care. Both have a heavy emphasis on education and access to reliable, varied and high-quality information, which drives Finn's passion for public libraries. Now partially retired, she revels in many genres: mysteries, adventure, historical novels, biographies, and more.

EMILIE SPRINGER

P.O. Box 2882
Homer, AK 99603
Phone: (907) 399-1175

Term expires April 2019

(bio)

MARK MASSION

328 Lee Drive
Homer, AK 99603
Phone: (907) 226-2344

Term expires April 2020

(bio)

CONNOR SCHMIDT

P.O. Box 1394
Homer, AK 99603
Phone: (303) 803-8874

Term expires April 2020

(bio)

ETHAN BENEDETTI, Student Representative

(bio)

Term expires May 2019

City of Homer
2019 Operating Budget

| 0145 LIBRARY | | | | Adopted | Amended | Adopted | Δ % | |
|-----------------------------------|---------------------------------------|-----------------|------------------|-----------------|-----------------|-----------------|----------------------|-------------|
| A/C Num. | Expenditure Categories & Descriptions | 12/31/16 Actual | 12/31/17 Actual | 12/31/18 Budget | 12/31/18 Budget | 12/31/19 Budget | vs. Prior Yr Amended | |
| | | | | | | | \$ | % |
| Salaries and Benefits | | | | | | | | |
| 5101 | Salary and Wages | 304,097 | 325,963 | 327,942 | 327,942 | 344,162 | 16,220 | 4.9% |
| 5102 | Fringe Benefits | 178,995 | 187,963 | 193,844 | 193,844 | 205,815 | 11,971 | 6.2% |
| 5103 | Part-time Wages | 78,717 | 81,930 | 102,030 | 102,030 | 102,129 | 100 | 0.1% |
| 5104 | Part-time Benefits | 48,185 | 49,507 | 55,705 | 55,705 | 59,241 | 3,536 | 6.3% |
| 5105 | Overtime | 456 | 253 | 1,000 | 1,000 | 1,000 | 0 | 0.0% |
| 5107 | Part-time Overtime | 0 | 57 | 0 | 0 | - | 0 | 0.0% |
| 5108 | Unemployment Benefits | 0 | 0 | 0 | 0 | - | 0 | 0.0% |
| 5112 | PERS Relief | 16,010 | 12,299 | 0 | 0 | - | 0 | 0.0% |
| | Total Salaries and Benefits | 626,460 | 657,971 | 680,520 | 680,520 | 712,346 | 31,827 | 4.7% |
| Maintenance and Operations | | | | | | | | |
| 5201 | Office Supplies | 7,711 | 7,584 | 9,000 | 9,000 | 9,000 | 0 | 0.0% |
| 5202 | Operating Supplies | 909 | 1,252 | 1,270 | 1,270 | 1,270 | 0 | 0.0% |
| 5203 | Fuel and Lube | 11,399 | 15,441 | 16,000 | 16,000 | 18,000 | 2,000 | 12.5% |
| 5208 | Equipment Maintenance | 2,099 | 35 | 2,550 | 2,550 | 2,550 | 0 | 0.0% |
| 5209 | Building & Grounds Maintenance | 46 | 307 | 250 | 250 | 250 | 0 | 0.0% |
| 5210 | Professional Services | 7,829 | 8,599 | 8,365 | 8,365 | 8,365 | 0 | 0.0% |
| 5214 | Rents & Leases | 3,552 | 3,848 | 5,400 | 5,400 | 5,400 | 0 | 0.0% |
| 5215 | Communications | 3,473 | 13,855 | 8,000 | 8,000 | 8,000 | 0 | 0.0% |
| 5216 | Freight and Postage | 2,043 | 3,014 | 3,000 | 3,000 | 2,500 | (500) | -16.7% |
| 5217 | Electricity | 35,482 | 35,718 | 36,000 | 36,000 | 38,819 | 2,819 | 7.8% |
| 5218 | Water | 1,341 | 1,294 | 1,320 | 1,320 | 1,486 | 166 | 12.6% |
| 5219 | Sewer | 1,603 | 1,535 | 1,440 | 1,440 | 1,405 | (35) | -2.4% |
| 5221 | Property Insurance | 4,701 | 3,661 | 4,320 | 4,320 | 4,439 | 119 | 2.8% |
| 5223 | Liability Insurance | 3,217 | 1,603 | 2,500 | 2,500 | 1,476 | (1,024) | -41.0% |
| 5227 | Advertising | 20 | 0 | 400 | 400 | 400 | 0 | 0.0% |
| 5228 | Books | 26,697 | 27,672 | 37,000 | 37,000 | 47,000 | 10,000 | 27.0% |
| 5229 | Periodicals | 7,132 | 7,087 | 8,500 | 8,500 | 8,500 | 0 | 0.0% |
| 5230 | Audio Visual | 15,014 | 14,682 | 16,000 | 16,000 | 16,000 | 0 | 0.0% |
| 5231 | Tools and Equipment | 3,111 | 2,418 | 3,000 | 3,000 | 3,000 | 0 | 0.0% |
| 5233 | Computer Related Items | 9,310 | 2,979 | 2,500 | 2,500 | 2,500 | 0 | 0.0% |
| 5235 | Membership Dues | 1,150 | 1,276 | 1,250 | 1,250 | 1,545 | 295 | 23.6% |
| 5236 | Transportation | 4,734 | 5,710 | 4,000 | 4,000 | 4,000 | 0 | 0.0% |
| 5237 | Subsistence | 605 | 1,081 | 1,500 | 1,500 | 1,500 | 0 | 0.0% |
| 5238 | Printing and Binding | 235 | 487 | 500 | 500 | 500 | 0 | 0.0% |
| 5242 | Janitorial | 0 | 0 | 75 | 75 | 0 | (75) | -100.0% |
| 5244 | Snow Removal | 7,625 | 11,885 | 15,000 | 15,000 | 14,000 | (1,000) | -6.7% |
| 5252 | Credit Card Expenses | 174 | 480 | 600 | 600 | 600 | 0 | 0.0% |
| 5603 | Employee Training | 1,226 | 1,383 | 3,000 | 3,000 | 3,000 | 0 | 0.0% |
| 5635 | Software | 0 | 6,755 | 7,550 | 7,550 | 7,650 | 100 | 1.3% |
| | Total Maint. and Operations | 162,438 | 181,641 | 200,290 | 200,290 | 213,156 | 12,866 | 6.4% |
| Debt Services | | | | | | | | |
| 5607 | Debt Repayment - Principal | 48,951 | 1,184,339 | 0 | 0 | 0 | 0 | 0.0% |
| 5608 | Debt Repayment - Interest | 50,873 | 42,564 | 0 | 0 | 0 | 0 | 0.0% |
| | Total Debt Services | 99,824 | 1,226,903 | - | - | - | 0 | 0.0% |
| 5990 | Transfers To | 0 | (1,226,903) | 0 | 0 | 0 | 0 | 0.0% |
| | Total | 888,722 | 839,612 | 880,810 | 880,810 | 925,502 | 44,692 | 5.1% |

2019 Budget Notes:

5203: based on expenditures through 6/2018.

5210: Microfilm, Guardian Security, Taylor Fire, OCLC.

5214: Xerox coin box and Xerox copier leases.

5235: AK Library Network + memberships for select staff to professional organizations (ALA, AKLA) needed for their jobs.

5635: MARC Report (cataloging), Cassie (public computer management), Equinox (library catalog support), Syndetics + Library Thing (library catalog enhancements), MARC (cataloging). Additional anticipated increases offset by dropping CLIO software (no longer needed).

City of Homer
2019 Operating Budget

| 0146 LIBRARY GRANT | | | | Adopted | Amended | Adopted | Δ % | |
|--------------------|---|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|--------------------|
| A/C Num. | Expenditure Categories & Descriptions | 12/31/16 Actual | 12/31/17 Actual | 12/31/18 Budget | 12/31/18 Budget | 12/31/19 Budget | vs. Prior Yr Amended | |
| | | | | | | | \$ | % |
| | <u>Salaries and Benefits</u> | | | | | | | |
| 5103 | Part-time Wages | 34 | 0 | 0 | 0 | - | 0 | 0.0% |
| 5104 | Part-time Benefits | 4 | 0 | 0 | 0 | - | 0 | 0.0% |
| | <u>Total Salaries and Benefits</u> | <u>39</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0.0%</u> |
| | <u>Maintenance and Operations</u> | | | | | | | |
| 5228 | Books | 6,822 | 2,037 | 6,900 | 6,900 | 6,900 | 0 | 0.0% |
| | <u>Total Maint. and Operations</u> | <u>6,822</u> | <u>2,037</u> | <u>6,900</u> | <u>6,900</u> | <u>6,900</u> | <u>0</u> | <u>0.0%</u> |
| | <u>Total</u> | <u>6,860</u> | <u>2,037</u> | <u>6,900</u> | <u>6,900</u> | <u>6,900</u> | <u>0</u> | <u>0.0%</u> |

Budget Notes:

City of Homer
2019 Operating Budget

| 0147 LIBRARY - OTHER GRANTS | | | | Adopted | Amended | Adopted | Δ % | |
|--|---|---------------------|-----------------------|-----------------|-----------------|-----------------|----------------------|--------------------|
| A/C Num. | Expenditure Categories & Descriptions | 12/31/16 Actual | 12/31/17 Actual | 12/31/18 Budget | 12/31/18 Budget | 12/31/19 Budget | vs. Prior Yr Amended | |
| | | | | | | | \$ | % |
| <u>Salaries and Benefits</u> | | | | | | | | |
| 5101 | Salary and Wages | 0 | 0 | 0 | 0 | - | 0 | 0.0% |
| 5102 | Fringe Benefits | 0 | 0 | 0 | 0 | - | 0 | 0.0% |
| 5103 | Part-time Wages | 0 | 0 | 0 | 0 | - | 0 | 0.0% |
| 5104 | Part-time Benefits | 0 | 0 | 0 | 0 | - | 0 | 0.0% |
| 5105 | Overtime | 0 | 0 | 0 | 0 | - | 0 | 0.0% |
| 5107 | Part-time Overtime | 0 | 0 | 0 | 0 | - | 0 | 0.0% |
| 5108 | Unemployment Benefits | 0 | 0 | 0 | 0 | - | 0 | 0.0% |
| 5112 | PERS Relief | 0 | 0 | 0 | 0 | - | 0 | 0.0% |
| | <u>Total Salaries and Benefits</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0.0%</u> |
| <u>Maintenance and Operations</u> | | | | | | | | |
| 5215 | Communications | 1,328 | (13,114) | 0 | 0 | 0 | 0 | 0.0% |
| 5634 | Networking | 0 | 5,046 | 0 | 0 | 0 | 0 | 0.0% |
| | <u>Total Maint. and Operations</u> | <u>1,328</u> | <u>(8,068)</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>0</u> | <u>0.0%</u> |
| | <u>Total</u> | <u>1,328</u> | <u>(8,068)</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>0</u> | <u>0.0%</u> |

Budget Notes:

THE BASICS OF ROBERT'S RULES OF ORDER



City Officials Guide to an
Effective Meeting

City Officials Guide to an Effective Meeting

Basics of Robert's Rules

General Order of Meetings

1. Call to Order
2. Approval of Minutes
3. Officers, Boards and Standing Committee Reports
4. Unfinished (Old) Business
5. New Business
6. Adjournment

Procedure to Make a Motion

1. Member raises hand and waits for recognition from the presiding officer.
2. The member states the motion. e.g. "I move that we paint city hall."
3. Another member must second the motion to continue.
4. The presiding officer states the motion. (This puts the motion on the floor.)
5. Presiding officer calls for discussion on this motion.

The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking, enabling everyone to share their opinions.
6. Presiding officer calls for a vote on the motion.
7. Presiding officer states results of vote and resulting action.

Procedure to Amend a Motion

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and is recognized from the presiding officer.
2. Member states the amendment. e.g. I move that we paint city hall with funding received from grants."
3. Amendment must be seconded.
4. Presiding officer states the amendment.
4. Presiding officer calls for discussion on the amendment.
5. Presiding officer calls for a vote on the amendment, and announces result.

If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

A "friendly amendment" is often used to describe an amendment offered by a member who agreed with the main motion, but believes that the amendment will improve the statement or effect of the main motion, or will increase the chances of the main motion's adoption.

1. Member raises hand and is recognized from the presiding officer.
2. Member states they would like to "offer a friendly amendment to the motion; I move to amend the motion, that we paint city hall red with funding from grants."
3. Amendment is seconded.
4. Presiding officer states the friendly amendment.

5. Presiding officer call for discussion on the friendly amendment.
6. Presiding officer calls for a vote on the amendment and announces result.

Motion to Postpone

A member may move to delay action (voting) on a motion to a certain time, usually the next meeting. A postponed motion is considered unfinished business and automatically comes up for further consideration at the next meeting (or designated date).

1. A member makes a motion to postpone the motion to another date (usually the next meeting).
2. Motion must be seconded.
3. Presiding officer states motion.
4. Presiding officer calls for discussion.
5. Motion is amendable and debatable.
6. Presiding officer calls for a vote, and states result of the vote and action taken.

Motion to Suspend the Rules

Used if the Commission/Committee wishes to do something during a meeting that it cannot do without violating one or more of its regular rules. Commonly used to address agenda items out of order after the agenda has been approved or allowing an unscheduled visitor to address the assembly.

1. Can be made any time that no question is pending.
2. A member makes a motion; "I move to suspend the rules to hear New Business, Item C. before New Business, Item A."
3. Is out of order when another has the floor.
4. Motion must be seconded.
5. Motion is not debatable or amendable.
6. Motion must have two-thirds majority approval.
7. Presiding officer calls for a vote, and states the result of the vote and the action taken.

Motion for Point of Order

Used when a member thinks the rules are being violated or more commonly when discussion does not pertain to the topic of the motion on the floor.

1. Does not have to be recognized by the presiding officer.
2. Does not need to be seconded.
3. Is not debatable. The presiding officer may allow explanation.
4. Is not amendable.
5. Is ruled on by the presiding officer. The presiding officer may seek the advice of the Clerk or more senior members present.
6. Cannot be reconsidered.

Motion for Reconsideration

Used to bring a motion back before the Commission/Committee for further consideration.

1. Can be made by a member who voted with the prevailing side (aye if the motion was adopted/no if the motion was lost.)
2. Motion must be seconded.
3. Motion cannot be amended.
4. Only the merits of the reconsideration are debatable.
5. Requires a two-thirds vote to adopt a motion to reconsider.
6. Presiding officer states the result of the vote and the action taken.

Call for the Question

Used to immediately close discussion and the making of subsidiary motions except the motion to "Lay on the Table." Commonly used to bring an immediate vote on one or more pending questions.

1. Takes precedence over all debatable or amendable motions to which it is applied.
2. Yields only to the subsidiary motion to lay on the Table, privileged motions and all applicable incidental motions.
3. Must be seconded.
4. Is out of order when another has the floor.
5. Is not debatable or amendable.
6. Requires a two-thirds vote to adopt a call for the question.
7. Cannot be reconsidered.

Lay on the Table

Used to enable the Commission/Committee to lay the pending question aside temporarily when something else of immediate urgency has arisen. Commonly misused to stop discussion on a motion, with the intent to "kill" or avoid dealing with a measure.

1. Takes precedence over all subsidiary motions and pending incidental motions when made.
2. Cannot be applied to main motions.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is not debatable or amendable. The presiding officer can ask the maker his/her reasons.
6. Requires a majority vote.
7. Cannot be reconsidered.

Meeting Minutes

1. Minutes are a record of what was done at the meeting, not what was said.
2. Meeting minutes are not verbatim transcripts.
3. Amendments that will change the substance of the minutes should be addressed on the record.
4. Approval of the minutes is not a time to correct typographical errors. If necessary, those may be provided directly to the recording clerk prior to or at the meeting.

Types of Meetings

A Regular Meeting refers to the regularly scheduled meetings as established by the bylaws for the particular commission/committee/board. These are scheduled for the upcoming calendar year by resolution every December. During a regular meeting the procedures as outlined under the General Order of Meetings is followed.

Special Meetings are held when a single business item or two are to be addressed; the day or meeting time is changed from the regular schedule established in the bylaws; or the commission/committee feels that additional meetings are required to address items on the agenda responsibly. Special meetings follow the same procedures as outlined under the General Order of Meetings with the exception that minutes are not approved.

Executive Session is a portion of a meeting at which the proceedings are withheld from the public. This type of meeting is normally used to handle matters relating to discipline or finances. The members adjourn to another location within City Hall (usually the conference room adjacent to the Mayor's office.) After dealing with the business at hand the members will return to the main meeting place and resume the public portion of the regular or special meeting.

Types of Motions

Original or Incidental main motions are used to introduce business.

Original Main motion is a main motion that introduces a substantive question as a new subject. This is the most commonly used motion. (e.g. I move that the Club contribute \$50 to the centennial celebration")

Incidental Main motion is a main motion (Point of Order, Suspend the Rules) that relates to the business of the Commission/Committee, or its past or future action. (e.g. I move to take a recess.)

1. Takes precedence of nothing. Cannot be made when a question is pending.
2. Can be applied to no other motion.
3. Is out of order when another has the floor.
4. Must be seconded.
5. Is debatable and amendable.
6. Requires a majority vote.
7. Can be reconsidered.

Subsidiary motions (Amend, Postpone) can be applied to the main motion to modify, delay action or dispose of the main motion. These motions are commonly made while the main motion is open for debate. Once made these motions must be voted on before the main motion.

Privileged motions (Recess, Adjourn) do not relate to pending business but deal with special matters of immediate and overriding importance. These motions are allowed to interrupt the consideration of anything else.

Role of the Officers

Chairperson

The member chosen for this position is selected principally for the ability to preside. They should be familiar with the bylaws of the commission/committee. As Chairperson the member selected has to use diplomacy, tact and common sense during a meeting. The duties of the chairperson are as follows:

1. To open the meeting at the appointed time.
2. Ascertain a quorum is present.
3. Announce in proper sequence the business before the commission/committee.
4. Recognize members who are entitled to the floor.
5. To state and put to vote all questions that legitimately come before the commission/committee and announces the results.
6. To protect the commission/committee from frivolous motions by refusing to recognize them.
7. To expedite business in every way compatible with the rights of members.
8. To enforce the rules relating to debate and to order and decorum within the commission/committee.
9. To respond to inquiries relating to parliamentary procedures.
10. To decide all questions of order subject to appeal.
11. To declare the meeting adjourned.

The Chairperson should have a copy of the bylaws in case they are needed for reference.

Vice Chairperson

The Vice Chairperson is chosen to preside over a meeting when the Chairperson is not present, or it is necessary for them to vacate the chair. The duties of the Vice Chairperson are the same as shown above for the Chairperson when assuming that role.

In most commissions/committees if the Chairperson and Vice Chairperson are not present or have disqualified themselves in some manner and there is still a quorum the most senior member of the commission/committee/board fills in as Acting Chairperson.

It is recommended to familiarize yourself with parliamentary procedures and terminology. When each member has understanding of these procedures the result is productive meetings.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: ANN DIXON, LIBRARY DIRECTOR
DATE: FEBRUARY 12, 2019
SUBJECT: ALASKA LIBRARY ASSOCIATION ADVOCACY RESOURCES

The Alaska Library Association Advocacy committee has set up a page to provide information about issues impacting Alaska's libraries and resources for advocating for libraries. It includes legislative priorities for 2019 (see document in this packet), as well as other information. The website address is <https://cqrcengage.com/alaak/?3>.

RECOMMENDATION:

Read the information presented at <https://cqrcengage.com/alaak/?3> and sign up for advocacy alerts if interested.

2019 Legislative Priorities

Alaska Library Association

AkLA supports adoption of the National School Library Standards for Learners, School Librarians, & School Libraries (AASL, 2018) by the Alaska Department of Education & Early Development. In order to effectively implement the AASL standards:

AkLA requests the collection and reporting of data by the Alaska Department of Education and Early Development of school library statistics at the school level including, but not limited to: collection size, hours of operation, FTE of classified school library staff, FTE of certified school librarians, and presence of district library coordinator.

AkLA supports full funding of the Alaska State Library. We support funding for statewide resources including the OWL Broadband Program, School BAG Program, the Alaska Library Catalog, the SLED databases, and Live Homework Help.

The Alaska State Library coordinates cooperative projects among Alaska's libraries to provide educational, informational and training programs and services which benefit libraries and their constituents statewide. The funding of statewide electronic resources and reliable connectivity enables access to information and services for residents in communities large and small, urban and rural, near and remote, across all of Alaska. For many individuals of all ages, these statewide resources are their only opportunity for access to the tools they need for daily tasks, learning, training, and economic development.

AkLA supports restoring the budget of the University of Alaska libraries.

Over the past 5 years, the budgets of the UA libraries have been cut significantly by millions of dollars. During this time, the inflationary costs for journals and databases averaged ~ 6% per year. The budget cuts combined with inflationary increases have affected the libraries' ability to support faculty, staff and students in the areas of teaching and learning, research and scholarship and have reduced the libraries' capacity to share resources across the state of Alaska.

AkLA supports the role of libraries in a democracy to provide open and unrestricted access to information for all Alaskans and the principle of net neutrality.

Libraries serve as a primary source of information in communities throughout Alaska regardless of age, background, cultural identity, economic status, education, interests, occupation, race or social status. Alaska's libraries must be able to provide equal and unfettered access to content from which individuals may select information reflecting all viewpoints they find appropriate for themselves and their families.

Upholding the role of libraries as an unfettered point of access to information for all Alaskans requires that libraries must be able to provide this access in a setting that protects the privacy of the users as guaranteed in the Alaska Constitution, and, the confidentiality, as mandated by state statute, of the library resources which they select; because without privacy true freedom of inquiry no longer exists.

Net neutrality helps insure equitable access and intellectual freedom by insuring that broadband companies do not promote access to some content and service providers (i.e. internet fast lanes) at the expense of others. Libraries serve both as gateways to the internet for people in our communities and as providers of online content and services such as ebooks, newspapers, and academic journals. Broadband companies should not be in the position of making decisions about what content to promote or hinder access to, that decision should be left to the individual users.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

"Library Bill of Rights", American Library Association, June 30, 2006.
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed February 25, 2019)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

**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 | <u>Finn (for the 14th & if needed the 28th)</u> |
| February 11, 25 | <u>Kuszmaul 11th & Massion 25th</u> |
| March 11, 26* | <u>Massion (unless another volunteers)</u> |
| April 8, 22 | <u>Massion (unless another volunteers)</u> |
| May 13, 28* | <u>Massion (unless another volunteers)</u> |
| June 10, 24 | <u>Massion (unless another volunteers)</u> |
| July 22** | <u>Massion (unless another volunteers)</u> |
| August 12, 26 | <u>Massion (unless another volunteers)</u> |
| September 9, 23 | <u>Massion (unless another volunteers)</u> |
| October 14, 28 | <u>Massion (unless another volunteers)</u> |
| November 25** | <u>Massion (unless another volunteers)</u> |
| December 9, 16**** | <u>Massion (unless another volunteers)</u> |

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.