



MEMORANDUM

Resolution 24-041, A Resolution of the City Council of Homer Alaska Amending the Library Advisory Board Bylaws under Article IV – Officers, Article VI – Meetings and Regular Meeting Agenda Format.

Item Type: Action Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: April 8, 2024
Thru: Melissa Jacobsen, Acting City Manager
From: Renee Krause, MMC, Deputy City Clerk II

Advisory bodies are recommended to review Bylaws on an annual basis. The Library Advisory Board last reviewed and updated their Bylaws in December of 2021. This item was brought forward at the regular meeting on February 20, 2024 and adopted at the regular meeting on March 19, 2024. The following amendments were made:

Line 57, correct verbiage from commissioners to boardmembers

Line 96, to address quorum requirements during worksessions by striking the word “not”

Line 128, Add the word “Mayor” prior to Councilmember, strike the verbiage (if one is assigned) and add (If Present)

Line 132-133, add the verbiage, “and via Zoom Webinar” after the word, “Alaska” and strike “or virtually” within the parenthesis.

Recommendation:

Approve Resolution 24-041

Attachment:

Library Advisory Board Minutes excerpt February 20, 2024

Library Advisory Board Minutes excerpt March 19, 2024

Library Advisory Board Bylaws

Memorandum
City Council
May 18, 2023

CC-23-xxx

Chair Finn stated that the goal of 3.b. to participate in the Comp Plan process was generic enough and confirmed there was no opposition from the Board. She then inquired if there was any opposition to 3.c. as written and there was none expressed.

Chair Finn opened the floor for any additional amendments to the sections, Duties of the Board & Staff.

There were none offered by the Boardmembers.

FAIR/BAILY MOVED TO ADOPT THE DRAFT STRATEGIC PLAN AND GOALS AS AMENDED.

There was no further discussion or amendments offered.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

A. Memorandum LAB-24-004 from Deputy City Clerk re: Annual Review of Board Bylaws

Chair Finn introduced the item by reading of the title and deferred to Deputy City Clerk Krause.

Deputy City Clerk Krause reviewed Memorandum LAB-24-004 for the Board. She stated that she found one correction that was needed and there were no additional amendments or changes required.

Chair Finn opened the floor to questions or comments from the Board.

Chair Finn questioned if the agenda could have a line to welcome new Boardmembers, she opined that it was not appropriate in her mind to leave it all the way to the end of the meeting under Informational items. She felt that the new Boardmembers should be before the agenda approval even.

A brief discussion ensued with the Clerk providing clarification that the agenda follows the Council adopted format but that the Chair is always welcomed to recognize new members at the beginning of the meeting and new members can have a spot under New Business. She related that when she first started working as a Clerk she would provide a welcome memorandum for new members along with the documents but as time went on and different perspectives weighed in, processes changed. It was determined that newly appointed members will be recognized at the start of the meeting and then an item will be on the agenda under new business which will allow for formal recognition and the new member can provide some information about themselves to the Board.

FAIR/KUSZMAUL MOVE TO FORWARD TO THE MARCH MEETING FOR FINAL REVIEW AND APPROVAL THE LAB BYLAWS AS AMENDED.

There was no further discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

B. Memorandum LAB-24-002 from Library Director re: Review of Library Fees and Policies

Chair Finn introduced the item by reading of the title and deferred to Library Director Berry.

Library Director Berry reviewed Memorandum LAB-24-002 for the Board. He noted the actions of the Board last year with increasing the copy fees and that the interlibrary loan photocopying fees were overlooked and everything should be consistent. Staff is requesting only this corrective amendment.

Chair Finn requested a motion and second after hearing no comments or questions from the Board put forward.

KUSZMAUL/BAILY MOVED TO RECOMMEND INCREASING THE FEES FOR INTERLIBRARY LOAN PRINTING FROM \$0.15 PER PAGE TO \$0.25 PER PAGE TO MAKE COPY FEES CONSISTENT.

There was no discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

A. Library Legislative & News Articles from Around the Country

Chair Finn commented on the value that the Russians placed on libraries as well as the destruction that is being done by Russia on libraries in the Ukraine.

- B. City of Homer Monthly Newsletter
- February 2024 Newsletter

C. LAB Annual Calendar

Chair Finn commented on the term expirations and solicited intent from Boardmembers Asselin-Martin, McKinney and Baily to submit their applications for reappointment. She then stated that she will not be serving as Chair and that the Board will need to elect another Boardmember to serve when elections are conducted at the April meeting and noted that they will have a worksession for training in April as well.

Boardmember Asselin-Martin reported that the veto is devastating to Kenai Peninsula Borough schools regarding putting forth contracts for tenured teachers to retain the staff they do have and the availability of funding for after school programming which requires staffing.

D. Comp Plan Steering Committee Report - Boardmember Carsow
CPSC Minutes for March 4, 2024 Regular Meeting

Chair Finn introduced the item and deferred to Boardmember Carsow.

Boardmember Carsow provided the purpose and makeup of the Task Force and then provide a brief report on what actions and items the Task Force has addressed so far in the process. She encouraged the Board members to attend any and all of the public events that will be coming up.

Chair Finn appreciated the inclusion of the city's youth in the process and mentioned the Student Council.

Boardmember Carsow reported that Avram Salzman has been a part of Guiding Growth and he has been attending through Zoom as he finishes his degree. She noted that he and quite a few others have done some wonderful work getting prepared for this effort and providing input on the process.

Library Director Berry reported that the staff is scheduled to meet with Agnew::Beck on March 20, 2024 via Zoom. He provided responses to questions from Boardmember Kuszmaul regarding input in the development of questions for the survey issued by Agnew::Beck specific to the Library.

Boardmember Kuszmaul requested clarification on the participation of the advisory bodies in the development process.

Boardmember Carsow noted that the Public Participation Plan did not include presenting to each and every advisory body just the Planning Commission, Port & Harbor Advisory Commission and City Council. The Board may be able to comment on the draft later in the year when it is presented for review. She then noted that they do list her as chair and a member of the Board but technically her role is as a member of the public not representing the Board on the Steering Committee.

Student Boardmember McDonough reported that she was on the Student Council and would be happy to bring any requests or messages to the Student Council.

PUBLIC HEARING(S)

PENDING BUSINESS

- A. Amending the Board Bylaws to Provide Minor Corrections
Memorandum LAB-24-008 from Deputy City Clerk II as backup

Chair Finn introduced the item by reading of the title and deferred to Deputy City Clerk Krause.

Deputy City Clerk Krause reviewed the memorandum in the packet noting the actions of the Board at the last meeting and requested the Board to make a final review and motion to accept the amendments and forward to Council for approval.

Chair Finn read each amendment into the record, asked if there was any discussion from the Board, there was a very brief clarification on the requirement of a quorum for a worksession, then requested a motion.

CARSSOW/MCKINNEY MOVED TO ADOPT THE AMENDMENTS AND FORWARD TO CITY COUNCIL FOR APPROVAL AT THE NEXT MEETING.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

- A. Library Needs Draft Survey
Memorandum LAB-24-009 from Library Director as backup.

Chair Finn introduced the item and deferred to Library Director Berry.

Library Director Berry reviewed Memorandum LAB-24-009 Library Needs Survey and the requested action of the Board.

Boardmembers offered corrections as follows:

- #3 – Add accessing Wi-Fi in the parking lot
- #7 - Add “for you” at the end of the question
- #6 – Change it it plural “ways” or state pick one at the end of the question

Library Director Berry recommended removing the selections since #5 and #6 were similar and amend it to free text.

Additional discussion continued on the questions:

- Delete #6 altogether and replace with question #6 from 2007 Survey on page 35 of the packet
- Amend #9 to reflect Age brackets 50-65 and 66 and over
- Question # 8 debate ensued on adding Question #2 from 2007 Survey on page 34 of the packet
- #3 – Add the term reference versus research

1 **CITY OF HOMER LIBRARY ADVISORY BOARD**
2 **BYLAWS**

3
4 **ARTICLE I – NAME AND AUTHORIZATION**
5

6 This organization shall be called the Library Advisory Board, established via Ordinance 80-2, existing by
7 virtue of the provisions of Chapter 2.48 of the Homer Municipal Code, and exercising the powers and
8 authority and assuming the responsibilities delegated under said Code. The following bylaws were
9 adopted on ~~December 13, 2021~~ **March 19, 2024** and shall be in effect and govern the procedures of the
10 Library Advisory Board.
11

12 **ARTICLE II – PURPOSE**
13

14 Section 1. Establish operational policies for the library program, and submit same to the City Council
15 for approval.
16

17 Section 2. Assist the Library Director in preparation and presentation of the annual budget request to
18 the City Council.
19

20 Section 3. Make recommendation through the City Manager to the Mayor and City Council concerning
21 the Library and its programs.
22

23 Section 4. Solicit donations of money and/or property for the benefit of the Library.
24

25 Section 5. Represent the Library to the community.
26

27 **ARTICLE III – MEMBERS**
28

29 Section 1. The Board shall consist of seven members comprised of at least five (5) members that reside
30 inside city limits. Members shall be nominated by the Mayor and confirmed by City Council to serve for
31 three-year terms to expire on April 1st of designated years.
32

33 Section 2. Notice of term expirations will be delivered to members by the City Clerk’s Office. Members
34 wishing to continue services upon the completion of a three-year term must submit a reappointment
35 application to the City Clerk’s Office, which is subject to review by the Mayor and confirmed by City
36 Council. There are no limits on the number of terms a member may serve.
37

38 Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for
39 the unexpired term by an appointee selected by the Mayor and confirmed by City Council.
40

41 Section 4. A member’s appointment is vacated under the following conditions:

- 42 • A member fails to qualify to take office within 30 days after their appointment;
- 43 • A member resigns;
- 44 • A member is physically or mentally unable to perform the duties of the office;
- 45 • A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- 46 • A member has three consecutive unexcused absences, or misses half of all meetings within an
47 appointment year, whether excused or unexcused.
48

49 Section 5. The Mayor may appoint, subject to confirmation by the City Council, one City Council
50 member and one Homer area high school Student Representative to serve as consulting, non-voting
51 members. The Mayor, City Manager, and Library Director may serve as non-voting, consulting
52 members.

53

54 **ARTICLE IV – OFFICERS**

55

56 Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed
57 ~~commissioners~~ **boardmembers** at the regular April meeting of the Board.

58

59 Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and
60 until their successors are duly elected. Officers may be re-elected in subsequent years.

61

62 Section 3. The Chairperson shall preside at all meetings of the Board, authorize calls for any special
63 meetings, execute all documents authorized by the Board, serve as ex officio/voting member of all
64 committees, and generally perform all duties associated with that office.

65

66 Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall
67 assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent,
68 and a quorum of four members are present, the senior member shall assume and perform the duties
69 and functions of the Chair.

70

71 **ARTICLE V – CITY STAFF ROLES**

72

73 Section 1. The Library Director shall serve as a staff liaison to the Board. The staff liaison shall assist
74 the Chairperson in setting meetings, preparing agendas, and other documentary material, and
75 coordinating the acquisition of needed materials and training. The staff liaison shall submit reports
76 and recommendations for those agenda items requiring decisions or recommendations by the Board.
77 Other staff having experience, education, and professional training in the subject matter may provide
78 input into the reports and recommendations, or may provide supplemental information. The
79 information submitted may be oral, written or graphic, or some combination of all.

80

81 Section 2. The City Clerk shall designate a recording clerk to take minutes for the Board and serve as
82 the Board's parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the
83 Chairperson with the conduct of the meeting.

84

85 **ARTICLE VI – MEETINGS**

86

87 Section 1. Regular meetings shall be open to the public and held on the third Tuesday of each month,
88 excluding June and July, at 5:30 p.m. in the designated location and shall be posted for public
89 information as required by Homer City Code and Alaska State Statutes.

90

91 Section 2. Special meetings and Worksessions may be called by the Library Director, Chair, or a majority
92 of the Board. Notice of such meetings shall be posted in the same manner as that for regular meetings.

93

94 Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For
95 purposes of determining the existence of a quorum, consulting members shall not be counted.

96 Worksessions do ~~not~~ require a quorum, however, no action may be taken at a worksession; items on
 97 the agenda are for discussion only.

98
 99 Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the
 100 Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

101
 102 Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances
 103 will be made for holidays.

104
 105 Section 6. The order of business for the regular meetings shall include, but not be limited to, the
 106 following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda
 107 shall be posted for public information as required by Homer City Code and Alaska State Statutes.

108
 109 CITY LOGO NOTICE OF MEETING DEPT. CONTACT INFO
 110 REGULAR MEETING AGENDA (City Clerk's Office)
 111 NAME OF BODY
 112 DAY OF WEEK, DATE, AND TIME OF MEETING
 113 PHYSICAL LOCATION OF MEETING & MEETING ROOM

- 114 1. CALL TO ORDER
 115 2. AGENDA APPROVAL
 116 3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
 117 4. RECONSIDERATION
 118 5. APPROVAL OF MINUTES
 119 6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment
 120 on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)
 121 7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS
 122 8. PUBLIC HEARING (3 minute time limit)
 123 9. PENDING BUSINESS
 124 10. NEW BUSINESS
 125 11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
 126 12. COMMENTS OF THE AUDIENCE (3 minute time limit)
 127 13. COMMENTS OF THE CITY STAFF
 128 14. COMMENTS OF THE **MAYOR/COUNCILMEMBER** (~~if one is assigned~~ **If Present**)
 129 15. COMMENTS OF THE BOARD (includes Comments of the Chair since they are part of the board.)
 130 16. ADJOURNMENT Next regular meeting is scheduled for _____. (Note any other worksessions,
 131 special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City
 132 Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska **and via Zoom**
 133 **Webinar**. (The meeting may be scheduled for the Conference Room ~~or virtually~~.)

134
 135 Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally
 136 be limited to three minutes per person. Exceptions may be provided for at the Chairperson's discretion
 137 or by a majority vote of the members in attendance.

138
 139 Section 8. Recorded minutes shall be made available by the City Clerk's Office to the Board prior to the
 140 next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall
 141 be available to the public as required by Homer City Code and Alaska State Statutes.

142

143 Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City
144 Code 2.58.060.

145
146 **ARTICLE VII – GENERAL OPERATING PROCEDURES**

147
148 Section 1. The Board shall abide by the current edition of Robert’s Rules of Order insofar as it is
149 consistent with the Board’s bylaws, other provisions of Homer City Code, or standing rules. In all other
150 cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18
151 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.48 Public
152 Library; and the Open Meetings Act – AS 44.62.310-312.

153
154 Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting,
155 unless such member claims a conflict of interest, or has an excused absence, in which event the
156 member shall be excused from voting. The member shall then state for the record the basis for the
157 abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the
158 order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee
159 is prohibited.

160
161 Section 3. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be
162 suspended temporarily in connection with business at hand; and such suspension to be valid; may be
163 taken only at a meeting at which at least four of the members of the Board shall be present, and two
164 thirds of those present shall so approve.

165
166 Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager
167 shall be mandatory unless a member’s absence is excused by the Chairperson. The City Manager
168 and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop
169 model procedures to be used as a guide for the Board.

170
171 **ARTICLE VIII – COMMITTEES**

172
173 Section 1. Committees of one or more members for such specific purposes as the business of the Board
174 will only become active upon approval of Council. A memorandum and resolution will go before
175 Council outlining the reason, tasks assigned and termination date. Committees shall be considered to
176 be discharged upon completion of the purpose for which it was appointed, and after its final report is
177 made to and approved by the Board.

178
179 Section 2. All committees shall make a progress report to the Board at each of its meetings.

180
181 **ARTICLE IX – BYLAW AMENDMENTS**

182
183 The Bylaws may be amended at any meeting of the Board by a majority plus one of the members,
184 provided that notice of said proposed amendment is given to each member in writing. The proposed
185 amendment shall be introduced at one meeting and action shall be taken at the next Board meeting.
186 Amendments to bylaws shall be effective upon approval of the amendments by City Council via
187 resolution.