

Session 21-04, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:32 p.m. on May 4, 2021 at the City Hall Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska via Zoom Webinar. Boardmember Michael McKinney was appointed to fill the seat vacated by Boardmember Jacque Peterson. One seat remains vacant.

PRESENT: BOARDMEMBERS KUSZMAUL, FINN, FAIR, MCKINNEY, AND STUDENT REPRESENTATIVE
RENNER

ABSENT: BOARDMEMBERS SPRINGER AND DOLMA (both excused)

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Kuszmaul asked for a motion to approve the agenda.

FINN/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

APPROVAL OF MINUTES

A. April 6, 2021 Regular Meeting Minutes

Chair Kuszmaul asked for a motion to approve the minutes.

FAIR/FINN MOVED TO APPROVE THE MINUTES FROM THE APRIL MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Reports dated April 29, 2021
- i. 2020 Statistical Report
 - ii. 2021 Statistical Report (laydown)

Library Director Berry spoke to his written staff report, noting the following:

- As of April 26th the library is open without reservation 10 a.m. to 6 p.m. Monday thru Friday and 2 to 6 p.m. on Saturdays.
- Library signed up for the Sustainable Shelves program, offered through one of their major vendors; this program buys back library discards and offers a credit for future materials purchases.
- Claudia Haines' last day was Friday; a card is available at the Library if any boardmembers want to stop by to sign it.
- Safe and Healthy Kids Fair on May 15th; the bookmobile will be out and signing kids up for the summer reading program.
- New security cameras throughout the whole building; big improvement all around.
- Celebration of Lifelong Learning was a success; it aired live over KBBI.
- Friends of the Homer Library was awarded a National Park Service - Rivers,
- Trails and Conservation Assistance Program (NPS-RTCA) grant to assist with planning trail upgrades on the western lot.
- Lots of volunteers have come by to insert radio tags into books; about 40% of the collection has been complete.
- Updates on recent hires for seasonal part time positions.
- Formatting of the Summer Reading program; it is paired down this year, not as many in-person events.
- Library statistics; book circulation has been directly related to when the library was open for in-person attendance; radio story time will be going away.

- B. Legislative Update

Boardmember Finn provided a verbal update on library funding at the state and federal legislative levels. The State budget bills are still with the Finance Committee. There's not anyone to lobby to at this time, but once it goes out of the committees and to the Governor's Office that would be the time to call the Governor and request that he not veto or cut the library budget line items. There is a struggle between the legislation and Governor's office on who allocates the funds. Federal funds were already approved and directed to the State; it's still up in the air on what will be determined.

PUBLIC HEARING

PENDING BUSINESS

- A. Planned Giving Program – Developing a Donor Recognition Policy
- i. Draft Donor Recognition Policy & Form
 - ii. Report from Planned Giving Liaison Kuszmaul

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

Mr. Berry spoke to how the LAB had previously discussed creating a formal Donor Recognition Policy. He suggested that if the board gave him guidance on what the policy should include, he and Chair Kuszmaul could come back to the August meeting with a draft policy for LAB's consideration.

Boardmember Fair commented on Mr. Berry's suggestions; the thank you cards should be an absolute must. While reading through the other materials, he liked the idea of the fish wall with a set donation amount that is more than \$200. Chair Kuszmaul agreed that they can speak more to the fish wall details during her report. Discussion ensued on what donation amount would qualify for the fish wall.

Student Representative Renner voiced her support for a post-COVID event, such as a potluck annual event. Boardmembers agreed and continued discussion on what an annual event could look like.

FAIR/MCKINNEY MOVED TO DIRECT STAFF TO DEVELOP A DONOR RECOGNITION POLICY FOR CONSIDERATION AT THE AUGUST MEETING, AND PROVIDE RECOMMENDATIONS ON THE CONTENT OF SUCH A POLICY.

Discussion ensued on what ideas the policy could include, with the following recommended:

- Thank-you cards for all donors to the Library Endowment Fund.
- Adding fish to the Fish Wall for larger donors; Moose Run Metalsmiths requested that the fish be created/installed once or twice a year which could be a part of the annual event, possibly outside during the spring time.
- An acknowledgement of the role the Friends of the Homer Library plays in fundraising, such as a joint LAB/FHL annual event.
- Bookplates: they are possible but library staff hates the idea of them since they require a lot of work for staff. Consider that as a "maybe".
- Recognizing donors in the \$750 range: Chair Kuszmaul was going to suggest small fish for around \$500, and big fish for very large donors.
- Large donors could get a "day" at the library, with their name and it being advertised in local media.
- Acknowledging those donors who give less than \$500: if we're going to have different donation amounts, that info should be made public; they should plan what that structure will look like.
- Have a big book on a stand in the entryway that lists the names of all those who have donated.
- How many donate each year, even a small amount? Homer Foundation will provide a quarterly report of the number of donors.

Chair Kuszmaul reiterated what she and Mr. Berry will work on over the summer. Any additional ideas boardmembers have can be directed to Mr. Berry directly.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Kuszmaul asked if there were any boardmembers who were interested in writing thank-you cards. There was discussion on the number of cards expected to be written, that postage and cards are covered by the library, and once Mr. Berry gets the list of donors from the Homer Foundation (THF) he would share the names/info for who should receive one. Boardmember Finn agreed to write thank you cards.

Chair Kuszmaul spoke to her written Planned Giving report and the fish wall information she received from Moose Run Metalsmiths. In response to Chair Kuszmaul's questions posed to the board, boardmembers discussed:

- How to cover the cost of fish
- What gifts count for recognition: including both donations to the library endowment and FHL
- Considering FHL's place/involvement in donation acknowledgement
- Have the donator be involved in deciding whether they have a fish; some may donate every year
- Minimum donation for a fish: Ms. Renner suggested they wait until they have THF report to know how many donators there are. Board agreed to hold off on that decision until the August meeting.

B. Election of LAB Officers

Chair Kuszmaul introduced the item by reading the title. She spoke to how they had agreed to defer election of officers until the May meeting in anticipation of having more boardmembers present. Because they do not have a full board present at this meeting either, she opened the floor for discussion on what the board would like to do.

The board discussed their hesitancy on going forward with elections without a full board present. Boardmember Finn acknowledged the fact that it would then impose the bulk of the chair duties onto Ms. Kuszmaul. Chair Kuszmaul voiced her willingness to continue working with Library Director Berry over the summer to bring agenda item materials to their August meeting. Deputy City Clerk Tussey answered parliamentary questions concerning another postponement of elections, and what would happen if they ran into this issue again in August.

FAIR/MCKINNEY MOVED TO POSTPONE ELECTION OF CHAIR AND VICE CHAIR TO THE AUGUST 3, 2021 LAB REGULAR MEETING.

Boardmember Finn commented on how difficult it has been to find a person interested in serving who lives inside City limits, to fill the current vacant seat. Chair Kuszmaul voiced being in favor of postponing and her concerns of this happening again in August. Boardmember Fair opined that they would just have to hold elections regardless. Deputy City Clerk Tussey was asked to explain what would happen in the scenario of no boardmembers agreeing to serve, and how the Vice Chair does not automatically assume the Chair position. There was brief discussion on the chair's role and duties.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

- A. LAB's Mid-Year Priorities
i. LAB Goals 2021 – Revised December 1, 2020

Chair Kuszmaul introduced the item by reading the title and deferred to the current LAB goals in the packet. She opened the floor for discussion on if these existing priorities are valid or if new ones should be adopted.

Library Director Berry spoke to each of the goals and how the LAB can be involved:

- Planned Giving program is moving along
- Library budget is being worked on and they are still advocating for additional funding
- Exploring opportunities to increase library cards registration and use by students stalled out a bit due to COVID
- Mr. Berry will be speaking to Friends of the Homer Library (FHL) on improving services to remote part of the library service area; Homer is the heavyweight library of the Kenai Peninsula so he is trying to be diplomatic and work through FHL and other libraries through programs.

Chair Kuszmaul asked if they should remove goal #3, Explore opportunities to increase library card registration and use by students, and if they should consider any new goals for the remainder of the year. Boardmember Fair inquired on Goal #1, Develop and initiate planned giving program for the library, and if it should be removed. Mr. Berry said that it will probably be an ongoing goal.

FAIR/FINN MOVED TO REVISE THE LAB GOALS FOR 2021 TO INCLUDE GOALS 1, 2 AND 4.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. Michael McKinney LAB Appointment Information
B. Memo from Deputy City Clerk Tussey Re: Info on Additional LAB Seats for Non-City Resident Members
C. Resolution 21-025 Adopting the Donation Acceptance & Management Policy
D. LAB 2021 Calendar

Chair Kuszmaul welcomed Boardmember McKinney and noted the informational materials in the packet. She spoke to and facilitated discussion on Deputy City Clerk Tussey's memo with information on additional LAB seats for non-city resident members. The board agreed to have it on the August agenda. Boardmember Finn inquired with Ms. Renner if she could recommend any students interested in possibly serving as a new LAB student representative.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Library Director Berry comment on the upcoming City Council meeting and who would be available to provide the LAB report. After brief discussion, Chair Kuszmaul agreed to give the report.

Deputy City Clerk Tussey welcomed Boardmember McKinney and thanked Student Representative Renner for serving.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Kuszmaul thanked Student Representative Renner and welcomed Boardmember McKinney. She asked for Ms. Renner's feedback from serving on the LAB.

COMMENTS OF THE BOARD

Student Representative Renner voiced her appreciation for working with the LAB members, getting to see what the library does, be in a decision-making position, and being part of a board, which she said was fun. She commented that she is just finishing her freshman year of high school.

Boardmember McKinney thanked Ms. Renner and was sorry that he was only able to share one meeting with her.

Boardmember Finn welcomed Boardmember McKinney and thanked Ms. Renner. She asked her to serve again as student representative in the future before she graduates.

Boardmember Fair had no comments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:14 p.m. The next regular meeting is Tuesday, August 3, 2021 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



RACHEL TUSSEY, CMC, DEPUTY CITY CLERK I

Approved: July 27, 2021