

Session 21-07, a Special Meeting of the Library Advisory Board was called to order by Chair Kate Finn at 5:31 p.m. on October 7, 2021 at the City Hall Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. One seat remains vacant.

**PRESENT:** BOARDMEMBERS KUSZMAUL, DOLMA, FINN, FAIR, MCKINNEY, AND STUDENT REPRESENTATIVE JOHNSON

**ABSENT:** BOARDMEMBER SPRINGER (excused)

**STAFF:** LIBRARY DIRECTOR BERRY  
DEPUTY CITY CLERK TUSSEY

### **APPROVAL OF THE AGENDA**

Chair Finn welcomed new student representative Bristol Johnson to the board and asked for a motion to approve the agenda.

FAIR/KUSZMAUL 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. September 7, 2021 Regular Meeting Minutes

Chair Finn asked for a motion to approve the minutes.

FAIR/DOLMA MOVED TO APPROVE THE MINUTES FROM THE SEPTEMBER 7<sup>TH</sup> REGULAR MEETING.

Boardmember Kuzmaul clarified with staff the wording of the first paragraph on page 6 of the minutes regarding funding coming from the Kenai Peninsula Borough and recommended they be clarified to read “some funding comes from non-resident donors.” She noted that where it shows her leaving the meeting there were still some comments made by her reflected in the minutes, which is confusing. Deputy City Clerk Tussey agreed to make those revisions for the approved minutes.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **VISITORS/PRESENTATIONS**

### **STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

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

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

- A new Youth Services Librarian was hired with a tentative start date of November 1<sup>st</sup>
- The memorial bench is progressing and to be installed near the end of October
- The passing and loss of a City employee
- Overview of the LAB's work and appointment of a new student representative
- The Book and Plant sale was a great success
- Art in the Library program has started up again and they're taking submissions through October
- Meetings with stakeholders and National Park Service on renovating the library's western lot

There was discussion on the new Youth Services Librarian, who the stakeholders are for the western lot renovations, and the library statistics.

- B. Legislative Update

Chair Finn gave a verbal report and provided a recap on what the legislative update is for the Student Representative. Ms. Finn explained how we are in the fourth legislative session and her point of contact with the Alaska SLED program is not hopeful that the library funds vetoed by the governor will be reinstated by legislators. State legislators are focusing on next year's budget so we can hold our own here and anticipate contacting our legislators later when it's appropriate.

## **PUBLIC HEARING**

### **PENDING BUSINESS**

- A. Planned Giving Program – Final Draft of Donor Recognition Policy
- i. Donor Recognition Policy – Final Draft
  - ii. Donor Recognition Chart – Final Draft

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

Mr. Berry referred to the draft documents and provided a review of the progress so far by the LAB and Friends of the Homer Library (FHL). He recommended the policy is ready for approval.

FAIR/MCKINNEY MOVED TO APPROVE THE DONOR RECOGNITION POLICY AS WRITTEN WITH A RECOMMENDATION TO CITY COUNCIL FOR ADOPTION.

Boardmember Kuszmaul questioned the timing of the annual report and whether it should be scheduled to go out later once the LAB has had time to vet it. Discussion ensued on the contents of the report and if there would be anything controversial, if it was within the Library Director's parameters to write and distribute, or whether the board needed to review it beforehand and be privy to the contents of the annual report before it went out to the public. The board's overall consensus was that the LAB does not need to see the report before it's issued and their acceptance with receiving it at the same time as the public.

KUSZMAUL MOVED TO HAVE THE LAB IN ITS CAPACITY AS AN ADVISORY BODY TO REVIEW THE ANNUAL REPORT PRIOR TO PUBLICATION.

The motion died due to lack of a second.

Library Director Berry recommended the verbiage under "Homer Public Library Annual Report: Scope" for recognizing donations to the FHL endowment fund be stricken since that info is not public and perhaps shouldn't be automatically included in the report. Boardmember Dolma commented that it may be a moot point since the Homer Foundation, who manages the funds for both the City and FHL, allows donors to remain anonymous at the time of making their donation. Mr. Berry explained his reasoning for the change is because the annual report is a City document, and there may be a possibility that people who donate to the FHL may not want to be recognized in a City document.

FAIR/MCKINNEY MOVED TO AMEND TO DELETE THE REFERENCE TO THE HOMER PUBLIC LIBRARY FUND FROM THE SCOPE SECTION OF THE HOMER PUBLIC LIBRARY ANNUAL REPORT SECTION OF THE DONOR RECOGNITION POLICY.

Boardmember Kuszmaul opined if this change needed to go before FHL before approval since it affects the donor recognition chart and the LAB had made the case to them that we would recognize their donors in the same way that we recognize the library endowment donors. She pointed out on the grid where it would be affected. Boardmember Dolma voiced her agreement with Boardmember Kuszmaul. The whole point of this was to find a way to share donations and acknowledge both funds, removing that verbiage eliminates that. She suggested the concern can be addressed by using a form with FHL to determine if they do not want to have public recognition.

Boardmember Kuszmaul clarified with Mr. Berry that the list of donor names they receive would be provided by FHL. She pointed out that they would have the opportunity to specify which names can be published and it would be their responsibility to determine who to not publish.

Boardmember Fair requested to withdraw his amendment in light of this new information as he was not certain the list of donors was coming from the FHL or the Homer Foundation. Boardmember McKinney stated he would retract his second of the amendment motion. The board did not object.<sup>1</sup>

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<sup>1</sup> Per Robert's Rules of Order, a motion that has been seconded is now a motion of the body as a whole and must be voted on; the original motion maker cannot retract it. While a formal vote was not taken, because the board voiced no objection to Boardmember Fair's request to retract the amendment motion and Boardmember McKinney was willing to retract his second, it was permissible and deemed a failed motion.

VOTE (amendment): OBJECTION: UNANIMOUS CONSENT.

Motion failed.

Boardmember Kuszmaul commended Mr. Berry for his caution and consideration for the matter.

Chair Finn verified that there were no other comments or discussion from the board or student representative.

VOTE (main motion): YES: FAIR, KUSZMAUL, DOLMA, MCKINNEY, FINN

Motion carried.

FAIR/MCKINNEY MOVED TO APPROVE THE DONOR RECOGNITION CHART AS WRITTEN AS AN INTERNAL DOCUMENT TO GUIDE FUTURE ACTION BY THE LAB.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

### **NEW BUSINESS**

- A. LAB Bylaw Amendments
- i. DRAFT LAB Bylaws
  - ii. Current LAB Bylaws – Adopted September 23, 2019

Chair Finn introduced the agenda item by reading the title and deferred to Deputy City Clerk Tussey.

Ms. Tussey facilitated discussion with the board, responding to questions and reviewing the bylaw changes section-by-section. She explained which sections were due to the new City Code amendment for boards and commissions, specifically the revisions to teleconferencing, attendance, and vacancies, what were general housekeeping updates, and what were larger amendments proposed by City staff. Specific topics discussed by the board included:

- The agenda included in Article VI – Meetings is a boilerplate and used by all the advisory bodies.
- The process for appointing a boardmember in the situation a vacancy comes up during an unfinished term, and the mayor's role in the process.
- Moving the regular meeting date to the third Thursday of the month, Library Director Berry's reasons for the change, and what that would look like for the 2022 meeting schedule if it were to take effect.
- The number of missed meetings before it constitutes a vacancy and the justifications to have it set at half the number of meetings in an appointment year; comparison to how the rule applies to other advisory bodies.
- Changing of the student representative term; the verbiage used in the draft bylaws do not specify a term but it does specify that it must be a student, so once they graduate they no longer

qualify to be a student rep; the previous reasoning for implementing a September thru May term limit and the pros/cons of keeping it; the process for addressing a student rep or boardmember that may not be fulfilling their duties; the process for reappointing a student rep and the level of staff time that involves

Ms. Tussey explained how bylaws require two readings, so a motion would be needed to introduce the amendments and then the board would hold a final reading and approve them at their next meeting.

MCKINNEY/DOLMA MOVED TO HOLD A SECOND READING ON THE PROPOSED LIBRARY ADVISORY BOARD BYLAW AMENDMENTS AT THE NOVEMBER 2<sup>ND</sup> REGULAR MEETING.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

B. LAB Representative to Address the REC Room

Chair Finn introduced the item by reading the title and began discussion. She explained what she learned from her conversations with the R.E.C. Room staff (which stands for Resource and Enrichment Co-op), and her invitation to them to come and speak to the board about what they do for teens in the community and share their insights about how the library interacts with teens and the student population. Before they come to speak, they requested a list of questions that they can come prepared to answer. Chair Finn asked if the board would be interested in such a presentation.

The board was in support of R.E.C. Room staff coming to present and for Chair Finn to speak to their group about the questions they may have. Timing would be no sooner than December. Boardmembers were asked to share their comments and questions with Library Director Berry to provide to Chair Finn.

**INFORMATIONAL MATERIALS**

- A. Student Representative Appointment Info for Bristol Johnson
- B. LAB 2021 Calendar

Chair Finn thanked Student Representative Johnson for joining the LAB.

There was discussion on the meeting schedule and if there were any potential changes if the new schedule took effect from the bylaw amendments. Boardmember McKinney agreed to give the October 11<sup>th</sup> report at City Council. Boardmember Kuszmaul suggested the October topics be moved to September.

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF THE CITY STAFF**

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

**COMMENTS OF THE BOARD**

Boardmember McKinney welcomed Student Representative Johnson and thanked her for volunteering.

Student Representative Johnson thanked the board and said she was grateful for the opportunity.

Boardmember Kuszmaul seconded the comments made by Boardmember McKinney, noting that she was glad Ms. Johnson is a part of this and really appreciates her interest in libraries and literature.

Boardmember Dolma thanked Deputy City Clerk Tussey for all her work aligning things, thanked Student Representative Johnson for her participation and furthering library work from a youthful perspective, and thanked the board for being there.

Chair Finn and Boardmember Fair had no further comments.

**ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 7:23 p.m. The next regular meeting is Tuesday, November 2, 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 and via Zoom Webinar.

  
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RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: November 2, 2021