

Session 21-06, a Regular Meeting of the Library Advisory Board was called to order by Chair Kate Finn at 5:31 p.m. on September 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, SPRINGER, DOLMA, FINN, FAIR, AND MCKINNEY

STAFF: LIBRARY DIRECTOR BERRY
CITY MANAGER DUMOUCHEL
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Finn asked for a motion to approve the agenda.

FAIR/SPRINGER MOVED TO APPROVE THE AGENDA AS PRESENTED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. July 27, 2021 Special Meeting Minutes

Chair Finn asked for a motion to approve the minutes.

KUSZMAUL/FAIR MOVED TO APPROVE THE JULY 27TH SPECIAL MEETING MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

A. City Manager Robert Dumouchel – LAB Introduction

Chair Finn welcomed City Manager Dumouchel.

City Manager Dumouchel introduced himself to the board and opened the floor for any questions or comments they may have, including on the budget memo provided in the informational materials. Mr. Dumouchel responded to questions regarding the new monthly City newsletter, the City budget process, and when would be the appropriate time for the LAB to be involved in that process.

Chair Finn thanked Mr. Dumouchel for attending. He encouraged boardmembers to contact him with any questions and he'd be happy to attend future meetings at their request.

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

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

Library Director Berry spoke to his written staff reports for July and August. He highlighted and facilitated discussion on the following items:

- Process of adding radio frequency ID tags to the book collection is complete
- Library is collaborating with the Pratt Museum on a grant-funded project called “Cartography in the Community”
- Efforts of the Friends of the Homer Library gardening volunteers
- Library staffing and occupancy rules in regards to COVID-19
- Outdoor COVID testing site that ran in the library parking lot August 15-20th
- Staffing updates and potential new hire for the Youth Services position
- Updates to the library facility
- The “Art in the Library” program is coming back this year with the first display to be up for October through December
- Upcoming events including the bi-annual book and plant sale

- B. Legislative Update

Chair Finn provided a legislative update on library funding, noting her written laydown report in the supplemental materials. She explained where the bills are currently at and reminded boardmembers to reach out to their elected officials.

PUBLIC HEARING

PENDING BUSINESS

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

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

Mr. Berry explained how the Friends of the Homer Library (FHL) had similar revisions and comments that the LAB had on the draft library donor recognition policy. The new draft incorporates those suggestions as well as his changes and clarifications. He opined that the draft feels like a complete policy and asked for the LAB to weigh in on it. He would then bring it to the FHL for a final review and then the LAB could approve it at their October meeting.

Boardmember Fair voiced his support for the draft.

Boardmember Kuszmaul asked for staff's opinion on if the policy could be approved at tonight's meeting rather than at the October meeting. Mr. Berry reiterated his suggestion to get any final comments from FHL before the board approves it since their board's decision-making structure is more flexible than the LAB's. Ms. Kuszmaul recommended that the policy be implemented retroactively to recognize the donors from this year. Boardmember Fair supported that idea. Chair Finn clarified with Mr. Berry the logistics of approving the final policy, what is to be communicated to the FHL, and acknowledging donations retroactively can be addressed later.

Mr. Berry clarified with Deputy City Clerk Tussey the LAB's next meeting. There was brief discussion on rescheduling the October 5th regular meeting due to Election Day to an October 7th special meeting and how that coincided with the FHL's next meeting.

FAIR/KUSZMAUL MOVED TO FORWARD THE DRAFT DONOR RECOGNITION POLICY TO THE FRIENDS OF THE HOMER LIBRARY FOR THEIR CONSIDERATION AND WITH THE RECOMMENDATION TO ADOPT THE POLICY AS-IS.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

- A. Residency Requirement for LAB Members
 - i. Ordinances Amending HCC Regarding LAB Membership

Chair Finn introduced the agenda item by reading the title. She gave a recap on the materials provided in the packet and opened the floor for discussion.

Boardmember Dolma asked the board to consider the percentage of library users that are located outside of city limits. Boardmember Kuszmaul noted that the reason this subject came up was because they kept finding interested persons who wanted to serve but were outside of city limits.

Discussion ensued on the residency limitation issue in regards to recruitment, which has morphed into a representation issue. Library Director Berry noted that the number of library users that live inside and outside city limits is about even. Boardmember McKinney asked if anyone outside the City helps fund

the library. Mr. Berry said yes, that some of their funding comes from non-resident donors, so support from the entire lower Kenai Peninsula. There was further discussion on why we aren't able to find interested members that are city residents. Mr. McKinney opined that we are making this decision from a place of weakness and not from a place of long-term planning; he would rather be making this decision with a full seven-member board and not because they're having problems finding another person.

Boardmember Kuzmaul provided a historical recap of the residency requirement, explaining in detail the LAB and City Council's efforts over the past 30 years regarding analyzing the resident/non-resident issue. She opined that the board needed to be very careful and aware of the ramifications of taking a request like that to City Council again, and unless there's a real issue other than recruitment, they should leave the topic alone and focus on trying to find a city resident member.

Discussion ensued on the pros and cons of treating the library like a service area, the steps and process required to create a library service area, and the sources of financial support primarily coming from the City, and ultimately City Council, rather than outside city limits.

Chair Finn confirmed with the board that the discussion of improving recruitment efforts will be the route to go.

- B. Amending HCC 2.58 Regarding Teleconferencing, Attendance, & Vacancies
 - i. Draft Ordinance 21-xx(S) Amending HCC 2.58
 - ii. Current HCC 2.58

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

Ms. Tussey referenced City Clerk Jacobsen's memo in the packet and explained how the Clerk's Office is gathering feedback from the advisory bodies on the proposed code amendments, what changes are being recommended by staff, and the reasons behind them.

Boardmember Fair commended Deputy Clerks Krause and Tussey on a job well done. He opined that the changes made code clean and simple, and that it was in need of restructuring. He supported the amendments.

Boardmember Kuzmaul commented that the revised section on attendance states a member shall contact the clerk within two hours of a meeting, but it is not clear on what the consequences are if you don't. Ms. Tussey noted that code can provide the basis, and any details it does not address can be found in the Clerk's standard operating procedures, the LAB's orientation packet, or in their annual training materials. Ms. Tussey agreed that it was a good suggestion of clarification that Council may want to make.

Boardmember McKinney commented on using the word "temporarily" in proposed HCC 2.58.060(d). The word conflicted with the first part of the section regarding good cause. He inquired on the issue of a member using teleconferencing for every meeting, and at what point does it no longer become "good

cause”. Discussion ensued on what constitutes good cause, if there should be a limit clarified in code, and what constitutes temporary.

Chair Finn and Boardmember Kuszmaul asked about the LAB’s involvement at any point in the process of determining a member’s attendance or vacancy. Ms. Tussey explained that it’s not necessarily the clerk’s decision; if the rules are outlined in City Code, the LAB’s policies, and the Clerk’s standard operating procedures, then the Clerk’s Office is simply following the processes. If good cause or the reason for a vacancy is clear in any one of those areas then we are following protocol, not making some ultimate decision.

Boardmember Kuszmaul left the meeting at 6:50 p.m.

In response to Boardmember McKinney, Ms. Tussey suggested that the word “temporarily” could be removed as the sentence still read appropriately without it. The board agreed to the revision.

Chair Finn clarified with Ms. Tussey next steps of the ordinance process and where their revisions will go from here.

FAIR/MCKINNEY MOVED TO SUPPORT AMENDMENTS TO HOMER CITY CODE 2.58 REGARDING TELECONFERENCING, ATTENDANCE, AND VACANCIES AND RECOMMEND ADOPTION TO CITY COUNCIL.

Chair Finn confirmed with Deputy City Clerk Tussey that the word “temporarily” would be removed and that the motion made incorporated that amendment.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

C. Process for Finding a Student Representative

Chair Finn introduced the agenda item by reading the title and spoke to the memo provided in the packet, which outlined some questions regarding the student representative position for the board to consider.

Deputy City Clerk Tussey shared information she had received from the Homer High School staff person that oversees the senior project program. She explained how in the past the Kenai Peninsula Borough School District had not recognized community service hours from volunteering on a local advisory body, such as the LAB, for the senior project. It was only earlier this year that the new program manager advocated it be included. Ms. Tussey commented that with the change she expects there to be more students willing to serve as a representative on all of the advisory bodies.

Discussion ensued on the following:

- What the senior project was and how students in the past could still use the volunteer services on a resume or college application.

- Many of the boardmembers were under the impression that serving on the LAB or other advisory body was being counted towards school.
- Staff's recommendation to remove the student representative term limit from the LAB's bylaws and the reason for having established in the first place.
- How there are other procedural avenues the LAB can take to resolve any concerns regarding a student rep not fulfilling the duties of their seat.

Chair Finn noted that since no decision is needed at this time, a new representative is going to be appointed soon, and the Clerk's Office received many applications, she proposed they let go of this item for now. The board agreed to move on from this subject until the need arises.

INFORMATIONAL MATERIALS

- A. Memo from Library Director Berry Re: City Budget Process
- B. Homer Foundation Fund Activity - April through June 2021
- C. LAB 2021 Calendar

Chair Finn reiterated her appreciation to Library Director Berry and City Manager Dumouchel for all the information on the City budget process.

There was brief discussion on the Homer Foundation fund activity report and when the library would expect a payout from the fund, the board's full support in rescheduling the October 5th regular meeting to October 7th at 5:30 p.m. due to Election Day, and who would be available to provide the LAB report at City Council. Boardmember McKinney volunteered to report at the October 11th meeting and Chair Finn agreed to report at the September 13th meeting.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Deputy City Clerk Tussey thanked the board

Library Director Berry clarified with Ms. Tussey the appointment process in the case more than one student representative application is received.

City Manager Dumouchel thanked the board for having him attend and it was good to meet them in person. He reiterated his offer that boardmembers could always contact him if they have questions or want to chat.

COMMENTS OF THE BOARD

Chair Finn thanked Mr. Dumouchel and for his efforts in getting a community newsletter set up. She thanked the board for coming and for being patient with her in the new role as chair.

Boardmember McKinney thanked Mr. Dumouchel, Deputy City Clerk Tussey, and Library Director Berry for their work. He noted that when he read the old memos on the LAB membership, one option provided stood out to him but it was the one that had been vetoed by Council.

Boardmembers Springer, Fair, and Dolma had no comments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:22 p.m. The next special meeting is Tuesday, October 5, 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.



RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: October 7, 2021