

Session 21-01, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:30 p.m. on February 2, 2021 at the City Hall Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska via Zoom Webinar.

PRESENT: BOARDMEMBERS KUSZMAUL, FINN, PETERSON, FAIR, DOLMA, VERNON (arrived at 5:35 p.m.) AND STUDENT REPRESENTATIVE RENNER

ABSENT: BOARDMEMBER SPRINGER

STAFF: LIBRARY DIRECTOR BERRY
CITY CLERK TUSSEY

A joint Worksession was held with Friends of the Homer Library on January 26, 2021 at 5:30 p.m. to discuss Planned Giving Action Items.

APPROVAL OF THE AGENDA

Chair Kuszmaul asked for a motion to approve the agenda with the addition of Item B. Budget Update under Staff & Council Report/Committee Reports.

FINN/FAIR MOVED TO APPROVE THE AGENDA AS AMENDED.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. LAB December 1, 2020 Regular Meeting Minutes

Chair Kuszmaul asked for a motion to approve the minutes.

FAIR/FINN MOVED TO APPROVE THE DECEMBER 1, 2020 REGULAR MEETING MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Reports dated December 31, 2020 and January 27, 2021
- i. 2020 Statistical Report
 - ii. 2021 Statistical Report (laydown)

Library Director Berry provided his two staff reports, highlighting the following topics:

- Success of the Matching Endowment Fund Challenge; the library received \$8,114 in donations and an anonymous match donation of \$10,000 by the end of the year.
- The City's Code Red status changing to Code Orange as of February 1st; library is now open to the public by reservation.
- Claudia Haines' collaboration with other librarians and MIT Media Lab to design new media resources, and her winning an admission to a competitive course in podcasting.
- Hiring of the new Friends of the Homer Library (FHL) coordinator Cheryl Illg, other upcoming FHL events, and the joint worksession with FHL covering joint fundraising.
- Overview of library statistics; there's a significant correlation between low circulation numbers and when the library is only available via curbside pick-up; it reflects a sizeable portion of Homer relies on the doors being open for library use.
- Library staff's interactions with a "semi-permanent" resident of the library and their attempts to find the person assistance.
- Success of the extended internet service and that it will remain even after the pandemic.
- Upcoming budget changes for FY 2021-2022 such as upgrading computers.

- B. Budget Updates

Boardmember Finn provided a legislative budget update and her outreach efforts to Alaska's elected officials. She also reported on Senate Bill 49 that talks about giving a large amount of money to libraries statewide. There are hold-ups in the State House preventing the Senate Finance Committee from continuing to do their work, but once that has been accomplished they can move forward on that bill. Ms. Finn highly recommended the boardmembers reach out to our local elected officials to ensure it goes through.

There was brief discussion on the OWL program after its budget was cut by Governor Dunleavy, partially brought back by State Legislators, and is now operating in a revised version through Zoom.

PUBLIC HEARING

PENDING BUSINESS

- A. Planned Giving Program – Planned Giving Joint Fundraising with FHL
- i. Advertising Materials Developed To-Date
 - ii. Resolution 06-06 Adoption of LAB & FHL Memo of Understanding

Chair Kuszmaul introduced the item by reading the title. She noted the board's combined work in the packet, how the LAB agreed to move forward with Friends of the Homer Library (FHL) on completing their respective Planned Giving plans, and opened the floor for discussion on the current draft and work done at the January 26th worksession.

In response to questions from Boardmembers Finn and Fair, Library Director Berry explained how the draft donor recognition policy was from the LAB's previous work in September 2019 that was tabled when they agreed to develop an endowment fund first. Since the donor recognition policy will have to be approved by City Council, he wanted to make sure language was included that reflected their collaboration with FHL. FHL is their own entity that does not require any Council approval, but according to Resolution 06-06, approving a memorandum of understanding between the two groups, it states that neither the FHL nor the LAB will develop a donor recognition policy without approval from Council. That is not a legally binding document, but it does represent the sense of FHL at that time. Mr. Fair clarified that the LAB then needs to get FHL's approval on the policy before sending it to Council for final approval.

Chair Kuszmaul suggested that donation acceptance and donor recognition be separated into two different policies so they can be dealt with individually. Discussion ensued on how the two are linked but where they vary, and where the two policies could be rewritten.

There was further discussion on the following:

- Additional feedback and recommended changes to verbiage in the draft policy and forms
- The mechanics of accepting donations even though the policy is not finished; what policy currently exists
- Whether the policy meets the library's mission statement
- City Council's role in accepting high-valued donations
- Various ways to recognize donors; interest in recognition through art concepts
- Suggested revisions to the case statement
- Adding questions and verbiage suggestions to the Planned Giving FAQ list
- Having a financial "Giving Goal"; the Homer Foundation quarterly reports show how much is in the endowment fund and what future payouts would look like with certain donation amounts
- Rolling over/reinvesting disbursements versus using the funds every year
- Mechanism/process for matching funds with the Homer Foundation

In addition to this meeting's discussion points, boardmembers agreed to submit additional materials, ideas, and feedback to Library Director Berry, who was then instructed to compile their revisions into another draft for the March 2, 2021 regular meeting. Mr. Berry requested that boardmembers have their items to him no later than Monday, February 22nd in time for packet deadline. The FHL will be working on their plan at their February 3rd meeting, with the overall goal that both groups will bring their final plans to the March 16th joint worksession for review.

Discussion ensued on selecting a volunteer to assist with various FHL/LAB capacities. Chair Kuszmaul accepted the role as she does not intend to continue as LAB chair. Boardmember Vernon agreed to assist with writing "thank you" notes.

NEW BUSINESS

- A. Library Fines & Fees Policy – Charges for Printing & Photocopying
i. Library Fines and Fees Schedule

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

Mr. Berry provided background on the last fee schedule update and how at that time the board considered increasing the copy fees. He explained how Boardmember Vernon has requested an increase to the printing and photocopying fees so as to avoid undercutting private industry. Deputy City Clerk Tussey commented on how much the copy fees are at City Hall and in other departments.

There was discussion on the justifications for keeping the fees low and not wishing to create a financial barrier, such as for students or low-income persons. The counter-argument was to not undercut local printing businesses that are in town. Boardmembers conferred with staff on the overall paper/printer costs, the history of fee increases and decreases, and the levels of use for printing services.

VERNON/DOLMA MOVED TO RAISE THE RATE TO \$0.20 FOR BLACK AND WHITE COPIES, AND \$0.60 FOR COLOR COPIES.

Boardmember Dolma commented that the increase seems reasonable but inquired to staff if there was something she was missing on the history of rate increases. Mr. Berry responded; library staff in general commonly oppose any fee increases but he understands not wanting to undercut local businesses. He noted that in his time as library director he has not heard of any opposition from the public or from the local printing business regarding the copy rates.

Boardmember Finn voiced her opposition for any increases, but she does not feel this increase is unobtainable for most people. Chair Kuszmaul posed the question if now is a good time to be increasing fees in terms of our current economic climate. Boardmember Fair commented that he thinks they should wait on this change. He felt it's a good idea but not sure if it's a good time.

Ms. Tussey commented that fee schedule changes do require City Council approval. She suggested the board consider that when deciding if they want to go through that for this specific change, or hold off and make any other adjustments they are considering at a later time. Chair Kuszmaul agreed that it may be best to hold off on any changes. At the request of Ms. Dolma, Student Representative Renner opined that it may be best to hold off on any changes for now, especially due to the pandemic, unless there was a significant push to have it done right now. There was general agreement.

VOTE: YES: VERNON

NO: FINN, DOLMA, KUSZMAUL, PETERSON, FAIR

Motion failed.

INFORMATIONAL MATERIALS

- A. Memo from City Clerk to City Advisory Bodies Re: Reports to Council
- B. LAB 2021 Calendar

Chair Kuszmaul noted the informational materials in the packet. Deputy City Clerk Tussey spoke to the Clerk's Office memo regarding City Council reports and the changes to the LAB calendar. Chair Kuszmaul agreed to provide the report at the February 8th meeting but encouraged others to do the next reports.

COMMENTS OF THE AUDIENCE

COMMENTS OF THE CITY STAFF

Library Director Berry pointed out a typo in the LAB calendar.

Deputy City Clerk Tussey reported that the Clerk's Office has started advertising for the upcoming vacant LAB seats. She also spoke to the training worksession they have planned for all boards and commissions, with the LAB's training scheduled a half hour before their April regular meeting.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Kuszmaul shared a few announcements. This year's Caldecott Medal was won by an Alaskan, Michaela Goade, who illustrated *We Are Water Protectors*. It is awarded annually by the American Library Association to the artist of the most distinguished American picture book for children. An upcoming exhibit called Familiar Faces: Portraits of Community will be showing at the Pratt Museum February 5 – May 29. Ms. Kuszmaul also recognized Boardmember Peterson's work over the years with the library, the LAB, and Friends of the Homer Library.

COMMENTS OF THE BOARD

Boardmember Finn thanked boardmember Peterson for all of her work and institutional knowledge. She noted the board should start reaching out to anyone that may be interested in serving. Ms. Finn suggested they advertise National Library Week in the newspaper, and thanked everyone for their time and work.

Boardmember Vernon commented that he will be writing thank you notes at the bungalow. He welcomed boardmembers to come join him there to assist with thank you notes or for free cookies.

Boardmember Peterson thanked everyone.

Boardmembers Dolma, Fair, and Student Representative Renner did not have any additional comments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:27 p.m. The next regular meeting is Tuesday, March 2, 2021 at 5:30 p.m. All meetings scheduled to be held via Zoom Webinar in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



RACHEL TUSSEY, CMC, DEPUTY CITY CLERK I

Approved: March 2, 2021