

Session 21-08, a Regular Meeting of the Library Advisory Board was called to order by Chair Kate Finn at 5:30 p.m. on November 2, 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, FINN, MCKINNEY, AND STUDENT REPRESENTATIVE JOHNSON

ABSENT: BOARDMEMBERS DOLMA AND FAIR (both excused)

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Finn asked for a motion to approve the agenda.

KUSZMAUL/SPRINGER 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. October 7, 2021 Special Meeting Minutes

Chair Finn asked for a motion to approve the minutes.

MCKINNEY/KUSZMAUL MOVED TO APPROVE THE OCTOBER 7TH SPECIAL 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 October 2021
- i. 2020 Statistical Report
 - ii. 2021 Statistical Report (laydown)

Library Director Berry spoke to his written staff report, facilitating discussion and highlighting the following topics:

- Launched new collection of vinyl LPs for checking out, along with a record player and headphones for public use
- Duffy Memorial bench delayed but still on track to be installed in the next few weeks, but won't do the formal dedication ceremony until the spring.
- Working with Pratt Museum to launch the Cartography of Community public events in November
- Illustrating Alaska, a 2-month exhibit, starts this month which features works of children's illustrations in a series of ten wall panels
- Artwork by Megan Frost is on display in the fireplace lounge as part of the Art in the Library program
- Update on library staffing, including the new Youth Services Librarian that started this week
- Upcoming projects and events in collaboration with the Friends of the Homer Library
- Comparison of last year's statistics to this years

- B. Legislative Update

Chair Finn provided a verbal report. There is likely going to be no changes at the legislative level for the upcoming budget so nothing for boardmembers to do. Once the new budget work begins in the spring there will be more action the board can take.

PUBLIC HEARING

PENDING BUSINESS

- A. Planned Giving Program – Donation & Planned Giving Liaison/Work Group

Chair Finn introduced the agenda item by reading the title and deferred to Boardmember Kuszmaul to begin discussion.

Boardmember Kuszmaul spoke to her proposal on organizing how the LAB will complete the donation and planned giving tasks since the LAB now has responsibilities with implementing these new endowment fund policies. She explained how her original idea was to complete this work through a committee, but based on Deputy City Clerk Tussey's recommendations she supported the idea of a working group instead. She opined they should have a more concrete mechanism in place for fulfilling their responsibilities through a task force group and liaison, and then determine how they would like to notify City Council of their intentions.

Chair Finn commented on the benefit of Boardmember Kuszmaul's memo providing the history and institutional knowledge up to this point, and on Ms. Tussey's recommendation that the LAB does not need to go to Council for approval and that updating them in the LAB report is adequate.

Deputy City Clerk Tussey facilitated discussion with the board regarding the following:

- Maintaining a liaison that oversees the donation and planned giving efforts in collaboration with the Library Director. When the board agreed to Vice Chair Kuszmaul being the liaison last February, that was enough to establish her "formally"; the Mayor or Council does not need to be involved for boardmembers to assign tasks or jobs to one another, especially when it's for fulfilling purposes/goals already established in City Code or bylaws. Whenever the time comes that Ms. Kuszmaul chooses to leave the LAB, the board can simply designate a new liaison. The new policies already specify the responsibilities of the LAB so assigning a boardmember to this task is covered within those parameters and wouldn't need to be defined further.
- Establishing an agenda item under "Reports" for the "Donation & Planned Giving Update". Clerk staff will include a new agenda item under "Reports" on the LAB's next meeting agenda and the liaison shall provide regular updates at that time.
- Holding worksessions for when a group of two or more boardmembers need to get together to discuss donations and planned giving in greater depth. The board, staff, and fundraising liaison discussed how often and when a worksession is needed, and how they would be organized when the time came to bring in other community members for joint worksessions.
- Providing an update to City Council. The board determined they'd like to communicate to City Council the LAB's plan to have a donation and planned giving liaison/work group as part of the verbal LAB report given at the next Council meeting.

B. 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. She explained that since we do not have the necessary five members present to vote on the bylaw amendments. She opened the floor for discussion and noted that a motion to postpone the second reading and approval to the December meeting would be needed.

Boardmember McKinney opined that they discussed out the changes pretty well at the last meeting. There were no other comments or additional changes.

MCKINNEY/SPRINGER MOVED TO POSTPONE THE SECOND READING OF THE PROPOSED LIBRARY ADVISORY BOARD BYLAW AMENDMENTS UNTIL THE DECEMBER 7TH REGULAR MEETING.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

C. LAB Representative to Address the REC Room

Chair Finn introduced the agenda item by reading the title and provided a verbal update on her discussion with REC Room staff. A group discussion at the REC Room was unlikely given the inconsistent flow of youth through the facility, but the Youth Coordinator Carolyn Norton suggested the LAB provide her with a list of questions that she could present to the REC Room members for them to comment on.

Discussion ensued on potentially having Ms. Norton give a presentation at the next meeting as the REC Room representative, what kind of information are they looking for and how it could be collected (e.g. an online survey emailed out to students), and the types of questions (open and broad) the board would like to ask her and the students that frequent the REC Room.

Boardmembers were asked to forward any additional questions they had to Library Director Berry, who would compile them to provide to Chair Finn.

NEW BUSINESS

A. LAB 2022 Meeting Schedule

i. Reso 21-1xx Approving the 2022 Regular Meeting Schedule

Chair Finn introduced the agenda item by reading the title and explained how the LAB's new meeting schedule is reflected in the draft resolution, moving their regular meeting date to the third Tuesday of the month, holding a January meeting again, and continuing to not meet in June or July. She opened the floor for discussion.

There was discussion on the resolution timeline and when it would be approved by City Council.

In response to Library Director Berry's question regarding the LAB's December meeting landing so close to Christmas, the board discussed whether the December meeting date needed to be changed. The board mutually agreed that they would leave it as-is for now and decide closer to the meeting date if it would need to be cancelled or rescheduled.

KUSZMAUL/MCKINNEY MOVED TO APPROVE THE 2022 MEETING SCHEDULE AS-IS AND RECOMMEND ADOPTION BY CITY COUNCIL.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. The Guardian Article Re: Prison Library Project dated October 8, 2021
- B. Resolution 21-074 Approving the Donor Recognition Policy
- C. LAB 2021 Calendar

Chair Finn noted and facilitated discussion on the informational materials provided in the packet. Boardmember Kuszmaul agreed to give the report for the November 8th City Council meeting and Chair Finn will do the December 13th meeting report.

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 Kuszmaul commented on the recent events regarding the Kenai City Council not approving grant funding that was to be used for the purchase of books until a book list was provided and approved. There was discussion on the situation that occurred, if that is a concern Homer should be aware of, and the Homer Public Library's established process for handling requests to remove books from the circulation.

Chair Finn thanked the board for coming to the meeting and asked them to please come to the December meeting to ensure we'd have a voting quorum present.

Boardmembers Springer, McKinney, and Student Representative Johnson did not have further comments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 6:58 p.m. The next regular meeting is Tuesday, December 7, 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: December 7, 2021