

Session 21-03, a Regular Meeting of the Library Advisory Board was called to order by Chair Marcia Kuszmaul at 5:32 p.m. on April 6, 2021 at the City Hall Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska via Zoom Webinar. Boardmembers Jacque Peterson and Gordy Vernon did not seek reappointment. Two seats remain vacant.

PRESENT: BOARDMEMBERS KUSZMAUL, FINN, DOLMA, AND SPRINGER

ABSENT: BOARDMEMBER FAIR (excused) AND STUDENT REPRESENTATIVE RENNER

STAFF: LIBRARY DIRECTOR BERRY AND DEPUTY CITY CLERK TUSSEY

A LAB Worksession was held on March 16, 2021 from 5:30 p.m. to 6:14 p.m. to discuss the Planned Giving Plan and reconcile the drafts for donation acceptance and planned giving framework. Prior to the April 6, 2021 Regular Meeting, a LAB Worksession was held from 5:00 p.m. to 5:35 p.m. This worksession was facilitated by City Clerk Jacobsen regarding advisory body training.

APPROVAL OF THE AGENDA

Chair Kuszmaul asked for a motion to approve the agenda.

FINN/DOLMA 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. March 2, 2021 Regular Meeting Minutes

Chair Kuszmaul asked for a motion to approve the minutes.

FINN/SPRINGER MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

- A. Library Director Reports dated March 31, 2021
- i. 2020 Statistical Report
 - ii. 2021 Statistical Report (laydown)

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

- City of Homer is at Code Yellow which means the library is open, no appointments necessary, at limited hours.
- Attendance at the Alaska Library Association’s annual meeting.
- Staffing changes including the departure of Callista Faucher and retirement of Claudia Haines, who submitted her resignation effective the end of April. There was discussion on Ms. Haines’ departure, all the work she has accomplished with the children’s programs, and the large shoes needed to be filled in her absence.
- Notable events around the library.
- Friends of the Homer Library have a grant application in with the National Park Service - Rivers, Trails and Conservation Assistance Program (NPS-RTCA) for formally expanding the library trail into the adjacent lot.
- Increase in circulation statistics and upcoming library programs.

- B. Legislative Update

Boardmember Finn provided her verbal staff report. She commented on the staffing assistance she was able to get from the Alaska State Library and the Alaska Library Network staff’s assistance on the legislative process. She learned that the State is in a “stable operating platform for libraries” and if something is up for consideration at the legislative level that often means something is going to get cut; nothing is up for budget review. The Institute of Library Services, which decides allocations every 5 years, has paid out \$1.1 million to the State library. The American Rescue Plan Act (ARPA) gave the State \$2.2 million. The State is now working with over \$3 million in funding, which is spread out among programs such as SLED. CARES funding that went to libraries is reflective of the population, so the State received \$66,102.

Ms. Finn also gave an update on legislative support at the federal level. What’s coming from the White House is sub-optimal for libraries. She recommended boardmembers get in touch with our elected officials, Senator Reed (who is the head of the committee that’s reviewing that House Bill), and the President. Submitting feedback is easy from the bill webpage, and she provided contact info for who to reach out to.

PUBLIC HEARING

PENDING BUSINESS

- A. Planned Giving Program – Framework for Significant Gifts & Donation Acceptance Policy
- i. DRAFT Common Messaging Framework for Significant Gifts to Benefit HPL
 - ii. DRAFT Donation Acceptance Policy
 - iii. 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 the LAB's work so far and what action is required. The LAB has previously reviewed the Framework for Significant Gifts and the Donation Acceptance Policy and both documents have been reviewed by the Friends of Homer Library. Their suggestions, as well as the LAB's from their worksession, have been incorporated into the draft. Mr. Berry recommended they adopt the Framework for Significant Gifts as an internal guiding document for fundraising and approve the Donation Acceptance Policy and send it to City Council for approval.

Chair Kuszmaul suggested they consider each document separately, and asked for a motion.

DOLMA/FINN MOVED TO APPROVE THE COMMON MESSAGING FRAMEWORK FOR SIGNIFICANT GIFTS AS AN INTERNAL GUIDING DOCUMENT FOR FUNDRAISING.

There was discussion on clarifying the motion verbiage to not require Council approval since the messaging framework is an internal document.

KUSZMAUL/DOLMA MOVED TO RECOMMEND ADOPTION TO THE FRIENDS OF THE HOMER LIBRARY.

There was no discussion.

VOTE (amendment): NON OBJECTION: UNANIMOUS CONSENT.

VOTE (main motion as amended): NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Kuszmaul directed discussion to the donation acceptance policy and asked for a motion.

DOLMA/KUSZMAUL MOVED TO APPROVE THE DONATION ACCEPTANCE AND MANAGEMENT POLICY AND RECOMMEND ADOPTION TO CITY COUNCIL.

Boardmember Finn expressed her gratitude for all the work put into these documents.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Kuszmaul confirmed with staff that this policy would be going before City Council in the form of a resolution at their April 26th regular meeting.

Chair Kuszmaul provided her planned giving liaison report. She spoke to the feasibility of using the fish wall to recognize major gifts and her meetings with Mayor Ken Castner and Moose Run Metalsmiths.

It was clarified by Boardmembers Dolma and Finn that the people involved with the creation of the fish wall were in support of its continuation, with the consideration of costs. Moose Run Metalsmiths was going to research expenses further to determine the cost of each fish, see if they have additional fish on hand, and then the LAB can do an analysis of recent gifts to help set donation levels for small and big fish. Ms. Dolma opined that fish should be reserved for very large donors.

NEW BUSINESS

A. Election of LAB Officers

Chair Kuszmaul introduced the item by reading the title.

Deputy City Clerk Tussey informed the board that Boardmember Fair was not going to be able to attend the meeting, and that if they preferred to hold elections with more members present that they could postpone until their May meeting.

DOLMA/FINN MOVED TO POSTPONE ELECTION OF OFFICERS UNTIL THE MAY MEETING.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

INFORMATIONAL MATERIALS

- A. Emilie Springer LAB Reappointment Letter & Certificate
- B. Historical Library Book Wheel – Provided by Boardmember Finn
- C. LAB 2021 Calendar

Chair Kuszmaul voiced her appreciation to Boardmember Springer for being reappointed to the LAB, noted the materials provided by Boardmember Finn, and requested a volunteer to report at the April City Council meeting. Boardmember Dolma requested that Chair Kuszmaul give that report given her knowledge on the Planned Giving Program work they intend to speak to. Boardmember Finn suggested that we keep an eye out for a new student representative since the term for that seat expires in May.

COMMENTS OF THE AUDIENCE

Michael McKinney, city resident, thanked Deputy City Clerk Tussey for notifying him of the meeting, and if his appointment is confirmed by Council that he won't be as far behind with LAB business. In response to boardmembers' requests, he commented that he will not be singing at each meeting.

COMMENTS OF THE CITY STAFF

Library Director Berry announced that the Celebration of Lifelong Learning event will be on KBBI tomorrow morning. He, Claudia Haines, other Friends of the Homer Library members, and the awarded individuals will be on the program to speak.

Deputy City Clerk Tussey had no comments.

COMMENTS OF THE COUNCILMEMBER

COMMENTS OF THE CHAIR

Chair Kuszmaul commented on Claudia Haines' departure and wondering how the LAB could show their appreciation for her. She requested that Library Director Berry notify them of any plans. Ms. Kuszmaul thanked Boardmember Finn for her letter to the editor.

COMMENTS OF THE BOARD

Boardmember Dolma commented on the limitation of non-resident members serving on the LAB, and if it was possible to have a discussion on it. Deputy City Clerk Tussey noted that staff will look into it further and provide information to the board at their next meeting.

Boardmember Finn shared her positive experience with patrons using the newly reopened library and it being back in action.

Boardmember Springer commented on concerns she has heard from the public on the time available for young kids to go in the library; it conflicts with when kids get out of school. Library Director Berry explained staff's issue of finding the best window of time during the day for cleaning/disinfecting; there isn't a good option. They are expanding their hours though eventually and he really looks forward to getting back to full normal hours.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 6:33 p.m. The next regular meeting is Tuesday, May 4, 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: May 4, 2021