



**Homer City Hall**  
491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## City of Homer Agenda

**Library Advisory Board Special Meeting  
Thursday, October 7, 2021 at 5:30 PM**

**City Hall Cowles Council Chambers In-Person & via Zoom Webinar**

**Webinar ID: 991 8847 0047 Password: 125016**

**Dial: 346-248-7799 or 669-900-6833; (Toll Free) 888-788-0099 or 877-853-5247**

**CALL TO ORDER, 5:30 P.M.**

**AGENDA APPROVAL**

**PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA** (3 minute time limit)

**RECONSIDERATION**

**APPROVAL OF MINUTES**

**A.** September 7, 2021 Regular Meeting Minutes **Page 3**

**VISITORS/PRESENTATIONS**

**STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

**A.** Library Director Reports for September 2021 **Page 10**  
i. 2020 Statistical Report **Page 14**  
ii. 2021 Statistical Report (*laydown*)

**B.** Legislative Update

**PUBLIC HEARING**

**PENDING BUSINESS**

**A.** Planned Giving Program – Final Draft of Donor Recognition Policy **Page 15**  
i. Donor Recognition Policy – Final Draft **Page 16**  
ii. Donor Recognition Chart – Final Draft **Page 18**

**NEW BUSINESS**

**A.** LAB Bylaw Amendments **Page 19**  
i. DRAFT LAB Bylaws **Page 21**  
ii. Current LAB Bylaws – Adopted September 23, 2019 **Page 25**

[B.](#) LAB Representative to Address the REC Room

**Page 30**

**INFORMATIONAL MATERIALS**

[A.](#) Student Representative Appointment Info for Bristol Johnson

**Page 31**

[B.](#) LAB 2021 Calendar

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**COMMENTS OF THE AUDIENCE** (3 minute time limit)

**COMMENTS OF THE CITY STAFF**

**COMMENTS OF THE BOARD**

**ADJOURNMENT**

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.

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 27<sup>TH</sup> 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 15-20<sup>th</sup>
- 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 5<sup>th</sup> regular meeting due to Election Day to an October 7<sup>th</sup> 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 the Kenai Peninsula Borough and 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 Kuszmaul 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.

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

- 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 Kuszmaul 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.

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 5<sup>th</sup> regular meeting to October 7<sup>th</sup> 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 11<sup>th</sup> meeting and Chair Finn agreed to report at the September 13<sup>th</sup> 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.

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RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: \_\_\_\_\_

**Director's Report, Homer Public Library**  
**September 28, 2021**

**General Notes**

Testing continues on the new print management system. A conference call with the developers resolved significant problems on Sept. 15, and we have moved to phase II of the tests, which involves trying out the printer drivers. Phase III will test the integration with the Jamex coinbox. If all goes well, after phase III the system will be ready for launch.

Director's Meetings in September 2021					
Library Advisory Board (LAB)	Friends of Homer Library (FHL)	Staff	City Council	Department Heads	Other
1	6	2	2	4	IT projects, memorial bench meetings, various City activities

**Staff Notes**

After several months of searching, we have hired a new Youth Services Librarian! Cinda Nofziger has worked in libraries for many years, most recently in Michigan, and has family ties to Homer. Her tentative start date is Nov. 1.

Susan Jeffres has assumed some duties in children's programming, including running the Leap into Science program over the next six months. I expect her to work closely with Cinda in the youth services area, especially once we can resume full-scale programs.

Kevin completed security training and a background check, which permits him to take on more sophisticated technology work at the City level.

We bid farewell to Savanna Bradley, whose last day of work is Oct. 1. Savanna has gone far beyond the expectations for a summer temporary worker and left an enduring mark on the library.

**Facility**

Work is progressing on the memorial bench for Duffy Murnane, which is scheduled to be placed on the south side of the library, overlooking Hazel Ave., towards the end of October. The

bench features sculpted figures commemorating the missing and lost. It also includes a glowing torch that will be wired into the library's electrical system.

The City lost one of its star employees this month. Paul McBride, who worked for building maintenance from 2012, passed away on Sept. 18. His loss will be felt not only in the library but across all of Homer.

### **Library Advisory Board (LAB)**

At the Sept. 7 meeting the LAB reviewed the Donor Recognition Policy. No major amendments were suggested and the policy comes up for a vote on October 7. Also at the Sept. 7 meeting, City Manager Rob Dumouchel dropped by to meet the LAB and answer questions about the City's budget process. Like all commissions and boards, the LAB is revising its bylaws to make greater use of teleconferencing. Members discussed revisions to the residency requirement for membership but decided to hold all decisions in abeyance for now.

We welcome a new student representative, Bristol Johnson, starting in October.

### **Friends of the Homer Library (FHL)**

The FHL book-and-plant sale was a resounding success, a welcome touch of pre-COVID normality. All the plants sold out by noon on Saturday, and most of the books sold as well. The scale was smaller than in a normal year, but much bigger than 2020. Kudos to all the volunteers who showed up early and stayed late, sorted and organized, and moved tons of materials around!

The deadline for Art in the Library has been extended through the end of October. If you know a local artist that might be interested in hanging their work in the fireplace lounge for three months, please pass the word.

The National Park Service visited Homer for the second time, carrying on the work on the trail on the western lot. They took this opportunity to meet with interested stakeholders, including the Kachemak Heritage Land Trust, the Bunnell Arts Center, the Pratt Museum and others. The goals for the project have been fairly well mapped out and FHL has started collecting survey data from the public regarding the use of the trail.

<b>Events in September 2021</b>		
<b>Date</b>	<b>Time</b>	<b>Event</b>
9/6	All day	Library closed for Labor Day

### Events in September 2021

9/9	6:00-7:00	49 Writers Author Reading with Elena Passarello (via Zoom)
9/9	6:00-7:45	Kachemak Swim Club
9/12	1:00-4:00	Second Sunday Shakespeare resumes! (via Zoom)
9/15	10:00-11:30	Music within Inuit Cultures and Languages (via Zoom)
9/17	1:00-2:30	Homer Hockey Association
9/21	12:00-3:00	Visioning sessions with the Rivers and Trails Conservation Agency (RTCA)
9/22	6:00-8:30	
9/23	12:00-1:00	Candidate Forum for Borough Assembly (via Zoom)
9/23	All day	Drop-off day for plants for the Friends of the Library Book and Plant Sale
9/24	6:00-8:00	Friends of the Library Book and Plant Sale
9/25	10:00-6:00	

### Upcoming Events in October 2021

Date	Time	Event
10/5	3:30-3:45	TENTATIVE: Concert by Homer OPUS Youth Orchestra (in the plaza)
10/6	10:00-11:30	Learning Across Generations and Back (via Zoom)
10/8	6:00-7:30	Author talk by Jesse Wegman (via Zoom)
10/13	3:00-4:00	Leap into Science: Light and Shadow (in the children's room)
10/14	3:30-4:00	Author talk by Nadia Saloman (via Zoom)
10/14	6:15-7:45	Kachemak Swim Club
10/18	All day	Library closed for Alaska Day

### Upcoming Events in October 2021

10/21	3:30-7:00	Homer Airport Improvement Project
10/31	5:00	Deadline for submissions to Art in the Library

### Ongoing Events

Date	Time	Event
Mondays	1:30-4:30	Knitting Club (hybrid Zoom/in-person meeting)
Tuesdays	3:00-5:00	Chess Club (currently on hiatus)
Fridays	1:00-4:00	Live Action Roleplaying (LARP)
Fridays	5:00-6:00	Storytime for Grownups (via Zoom)
First Tuesday	6:30-8:00	SPARC Radio Club (hybrid Zoom/in-person meeting)
First Thursday	1:00-3:00	Literary Ladies (hybrid Zoom/in-person meeting)
First and Third Saturdays	10:00-12:00	Tech Help
Second Sunday	1:00-4:00	Second Sunday Shakespeare (via Zoom)
Fourth Tuesday	4:30-6:30	FHL/HPL Book Club (hybrid Zoom/in-person meeting)

Homer Public Library Statistical Summary for 2020

Date: 27-Jan-21

CIRCULATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Y.T.D.
<b>Total # of Items</b>	14,449	13,454	8,751	3,205	4,478	4,975	6,044	6,633	6,910	7,836	5,749	5,964	88,448
<b>INTERLIBRARY LOANS</b>													
Incoming (Borrowed)	13	16	11	0	0	0	0	0	0	0	0	0	40
Outgoing (Lent)	50	25	4	0	0	0	0	0	0	0	0	0	79
<b>STUDY ROOM USE</b>													
# of groups	297	274	111	0	0	0	0	10	10	6	0	0	708
# of people	566	487	195	0	0	0	0	11	12	10	0	0	1,281
<b>MEETING ROOM USE</b>													
# of groups	34	32	12	0	0	0	0	0	0	0	0	0	78
<b>ATTENDANCE</b>													
<b>TOTAL (*Included)</b>	10,966	9,892	4,338	1,310	905	897	4,328	3,808	4,049	5,561	2,723	4,772	53,549
*Story Hour & Lapsit	273	237	134	0	0	0	0	0	0	0	0	0	644
*School Classes	24	12	0	0	0	0	0	0	0	0	0	0	36
Internet sessions	3,310	3,227	1,387	63	203	461	533	529	734	919	910	859	13,135
*Programs	715	487	207	44	216	151	185	178	217	315	138	253	3,106
<b>OUTREACH</b>													
# Visits	6	6	3	12	28	13	12	10	14	14	9	6	133
# People	54	59	25	1,266	668	719	4,096	3,059	2,722	3,889	2,588	4,519	23,664
<b>NEW CARDS ISSUED</b>													
City	24	18	11	0	8	5	8	14	20	21	6	7	142
Borough	33	30	10	4	4	2	3	14	10	9	3	4	126
Temporary	0	1	2	0	0	0	0	2	0	1	0	0	6
Reciprocal	1	0	1	0	0	1	0	1	1	1	0	0	6
<b>VOLUNTEER HOURS</b>													
# of people	79	69	44	6	2	7	12	19	20	16	16	14	304
# of hours	178.5	185	111.5	62.5	8.5	92	138.5	177.5	250	166.5	159.5	172	1,702
<b>MATERIALS ADDED</b>													
Books	316	393	120	421	135	83	120	54	191	318	141	162	2,454
Audio	19	9	0	0	7	0	0	7	13	19	9	0	83
Video	64	144	0	46	31	114	27	31	2	72	61	29	621
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
Electronic Resources	0	0	0	0	11	0	0	0	0	0	0	0	11
<b>MATERIALS REMOVED</b>													
Books	231	218	96	18	71	185	304	204	105	81	76	27	1,616
Audio	76	41	0	0	0	0	0	0	2	1	0	0	120
Video	26		6	0	201	3	0	0	1	75	0	205	517
Serials	1	2	0	0	0	0	1	1	0	0	0	0	5
Electronic Resources	0		0	0	0	0	0	0	0	0	0	0	0
<b>REVENUES DEPOSITED</b>													
Fines/Fees/Copies	2,338.21	2,250.40	1,335.91	0.00	0.00	0.00	4.36	795.86	0.00	543.21	50.20	30.00	7,348.15
Building Fund (151-)													0.00
Library Gifts (803-)		700.00						7,000.00					5,000.00
Grants								794,922.00					87,192.00
<b>TOTALS</b>	2,338.21	2,950.40	1,335.91	0.00	0.00	5,000.00	4.36	7,795.86	79,492.00	543.21	50.20	30.00	\$99,540.15

Data not available yet or incomplete

- \*HPL closed to the public March 14.
- \*HPL began curbside pickup circulation April 29.
- \*HPL began admitting small groups of people to the building May 20.
- \*HPL began admitting people without reservations on October 5.
- \*Building closed to the public October 29.



# City of Homer

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Homer Public Library

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## Memorandum

TO: LIBRARY ADVISORY BOARD  
FROM: DAVID BERRY, LIBRARY DIRECTOR  
DATE: SEPTEMBER 28, 2021  
SUBJECT: FINAL DRAFT OF DONOR RECOGNITION POLICY

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Since July 27<sup>th</sup> the LAB and the Friends of the Homer Library have revised the attached Donor Recognition Policy and Donor Recognition Chart. Given that neither group has made any significant revisions in the past month, these drafts may be considered effectively final.

### RECOMMENDATION

Make a motion approving the Donor Recognition Policy as written with a recommendation to City Council for adoption.

Make a second motion approving the Donor Recognition Chart as written as an internal document to guide future action by the LAB.

## **HOMER PUBLIC LIBRARY DONOR RECOGNITION POLICY**

Homer Public Library could not function without the extensive donations of money, time, materials and other real property that the community has offered for decades. While we cannot recognize all donations individually, we commit to showing our appreciation in the following ways.

### **THANK-YOU CARDS**

- Description: A card mailed to donors.
- Scope: Recognizes all financial donations to the Library Endowment Fund and the Friends of the Homer Public Library Endowment Fund during the preceding year. Donations are recognized regardless of their size.
- Responsibility: LAB members write thank-you cards for donations to the Library Endowment Fund. FHL Board members write thank-you cards for donations to the FHL Endowment Fund and directly to FHL. The Library Director writes thank-you cards for donations made directly to the library.
- Recordkeeping: Donors are tracked by the Homer Foundation, which provides names to both the LAB and FHL. Donations made directly to FHL will be tracked by the FHL Coordinator. Donations made directly to the library will be tracked by the Library Director or a designated staff member.

### **HOMER PUBLIC LIBRARY ANNUAL REPORT**

- Description: An annual library report will be issued every January, including a list of donors during the preceding January-December.
- Scope: Recognizes all financial donations to the Library Endowment Fund and the Friends of the Homer Public Library Endowment Fund during the preceding year. Donations are recognized regardless of their size. Donors are listed alphabetically by last name in the report.
- Responsibility: The Library Director writes the Annual Report.
- Recordkeeping: The Homer Foundation issues an annual list of donors to its partners.
- Notes: The Annual Report will be produced sometime in January.

### **FISH PLAQUE**

- Description: A metal fish bearing the donor's name will be attached to the wall outside the front door of the library.
- Scope: Recognizes all financial donations during the preceding year, not only those given to the endowment funds. Donors who provide \$500 or more will get a small fish, while donations of \$2,500 or more get a large one.
- Responsibility: The LAB will manage producing the fish, in collaboration with the metalsmiths.



- Recordkeeping: The Homer Foundation issues an annual list of donors to its partners. Donations made directly to FHL will be tracked by the FHL Coordinator. Donations made directly to the library will be tracked by the Library Director or a designated staff member.
- Notes: Installation occurs once a year, in late spring or early summer. The recognition is for gifts made during the previous January to December, and is not carried over from year to year. Further, the recognition is for a donation made as a single lump sum; not accumulated over multiple payments in a 12-month period. A donor can have multiple fish on the wall, if they have donated over multiple years.

### **JOINT LETTER OF APPRECIATION**

- Description: The LAB and FHL will issue a joint letter of appreciation to the donor, with the understanding that the donor may use the letter for advertising purposes.
- Scope: Recognizes substantial or unique gifts that provide great value to the library.
- Responsibility: Based off a common template, the letter is drafted and personalized by the LAB and the FHL Board.
- Recordkeeping: The recognition is for extraordinary (and generally rare) gifts, and must be discussed jointly by the FHL board and the LAB.

### **EXCEPTIONS**

Exceptions or waivers to the provisions of this policy will be considered in exceptional circumstances only, and will be subject to approval by the Homer City Council. The City reserves the right to terminate or alter arrangements for recognition under unusual or extraordinary circumstances.

Approved by the Library Advisory Board \_\_\_\_\_, 2021

Adopted by City Council \_\_\_\_\_, 2021 via Resolution 21-xxx

## Donor Recognitions

	Recognition for	Minimum Amount	LAB	FHL Board/FHL Staff	Library Director	Notes
<b>Thank-you card</b>	Financial donations to either endowment fund or directly to library/FHL	No minimum	Writes cards for Library Endowment Fund	Writes cards for FHL Endowment Fund and direct donations to FHL	Writes cards for direct donations to library	Request names of donors from Homer Foundation quarterly
<b>Listing in Year-End Report</b>	Financial donations to either endowment fund	No minimum			Writes the Year-End Report	Get annual list of donors from Homer Foundation
<b>Small fish</b>	Financial donations to either endowment fund	\$500	Coordinates fish production with metalsmiths			Get annual list of donors from Homer Foundation
<b>Large fish</b>	Financial donations to either endowment fund	\$2,500	Coordinates fish production with metalsmiths			Get annual list of donors from Homer Foundation
<b>Letter of appreciation</b>	Large donations of all kinds	Varies, but deserving of special recognition	Letter jointly drafted by LAB and FHL Board	Letter jointly drafted by LAB and FHL Board		



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: SEPTEMBER 29, 2021

SUBJECT: LAB BYLAW AMENDMENTS

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### Changes from Ordinance 21-50(S)(A)

At the LAB's September 7<sup>th</sup> regular meeting, the board reviewed and made comments on a draft ordinance that would amend City Code regarding teleconferencing, attendance, vacancies, City staff roles, and rules of order for boards and commissions. Those amendments, including the feedback received from all the advisory bodies, were adopted by City Council via Ordinance 21-50(S)(A) at their September 13<sup>th</sup> regular meeting.

Now that HCC has been amended, the next step is to revise the board's bylaws so they do not conflict with code. Bylaw amendments require two meetings; they are to be introduced at this meeting, will have a second reading and final approval at your November meeting, and then go to City Council for final approval.

### Additional Proposed Changes from Staff

During this review, please consider the following recommended changes from staff:

- **Change the official regular meeting date to the third Tuesday of the month and add January to the regular meeting schedule** – Library Director Dave Berry has proposed the regular meeting date change because it allows staff more time to prepare for meetings of the LAB and the Friends of the Homer Library executive board. If FHL meets on the first Wednesday of the month and the LAB meets on the third Tuesday, the two-week gap makes for more consistent workflow and less of a time crunch at the beginning of the month. Spacing the meetings evenly will also make it easier for both groups to collaborate.

With this schedule change, the LAB may consider reinstating the January meeting since a later meeting date would no longer conflict with the holidays. The board has ended up holding worksessions/special meetings in January the past few years, which shows staff there's a need to have a regular meeting that month. Staff recommends the LAB can still leave June and July off the schedule.

- **Remove Article V, Sections 2 and 3 regarding calendar items** – Bylaws should include only fundamental rules governing the board, some of which are established by Homer City Code (such as the board's purpose). Information that is likely to change frequently should not be included. Items of this nature are better suited for documents related to strategic planning/goal documents, meeting calendars, etc.

- **Remove the Student Representative Term** – The LAB is the only advisory body that has a stricter term limit for the student representative seat beyond graduating from high school. I understand the initial reason for setting a term, but it has proven restrictive in keeping a consistent student rep on the board.

For any concerns regarding a student rep not fulfilling the duties of their seat: there are other procedural avenues the LAB can take to resolve those kind of issues. All board and commission members are subject to appointment by the Mayor and confirmation by City Council, therefore any concerns regarding dereliction of duties would go before the Mayor for an informal one-on-one consultation before any formal steps are taken.

### **What is Different in the Draft?**

The draft bylaws that are attached incorporate new and existing City Code, ensure that the layout/contents are consistent with Robert's Rules of Order, and include any housekeeping edits – e.g. the sample agenda reflects the current standard agenda. It also includes the proposed changes by staff.

Any other amendments can be made by the board.

### **RECOMMENDATION**

Review/discuss the draft bylaws. Make any recommended amendments by way of motion. When done, make a motion to hold a second reading on the Proposed Library Advisory Board Bylaw Amendments at the next regular meeting.

Attached:           DRAFT LAB Bylaws  
                          Current LAB Bylaws – Adopted September 23, 2019

**CITY OF HOMER LIBRARY ADVISORY BOARD  
BYLAWS**

**ARTICLE I – NAME AND AUTHORIZATION**

This organization shall be called the Library Advisory Board, established via Ordinance 80-2, existing by virtue of the provisions of Chapter 2.48 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on \_\_\_\_\_, 2021 and shall be in effect and govern the procedures of the Library Advisory Board.

**ARTICLE II – PURPOSE**

Section 1. Establish operational policies for the library program, and submit same to the City Council for approval.

Section 2. Assist the Library Director in preparation and presentation of the annual budget request to the City Council.

Section 3. Make recommendation through the City Manager to the Mayor and City Council concerning the Library and its programs.

Section 4. Solicit donations of money and/or property for the benefit of the Library.

Section 5. Represent the Library to the community.

**ARTICLE III – MEMBERS**

Section 1. The Board shall consist of seven members comprised of at least five (5) members that reside inside city limits. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on April 1<sup>st</sup> of designated years.

Section 2. Notice of term expirations will be delivered to members by the City Clerk’s Office. Members wishing to continue services upon the completion of a three-year term must submit a reappointment application to the City Clerk’s Office, which is subject to review by the Mayor and confirmed by City Council. There are no limits on the number of terms a member may serve.

Section 3. Members may not have alternates. If a position is vacated during a term, it shall be filled for the unexpired term by an appointee selected by the Mayor and confirmed by City Council.

Section 4. A member’s appointment is vacated under the following conditions:

- A member fails to qualify to take office within 30 days after their appointment;
- A member resigns;
- A member is physically or mentally unable to perform the duties of the office;
- A member is convicted of a felony or of an offense involving a violation of their oath of office; or
- A member has three consecutive unexcused absences, or misses half of all meetings within an appointment year, whether excused or unexcused.

Section 5. The Mayor may appoint, subject to confirmation by the City Council, one City Council member and one Homer area high school Student Representative to serve as consulting, non-voting members. The Mayor, City Manager, and Library Director may serve as non-voting, consulting members.

#### **ARTICLE IV – OFFICERS**

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed commissioners at the regular April meeting of the Board.

Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

#### **ARTICLE V – CITY STAFF ROLES**

Section 1. The Library Director shall serve as a staff liaison to the Board. The staff liaison shall assist the Chairperson in setting meetings, preparing agendas, and other documentary material, and coordinating the acquisition of needed materials and training. The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the Board. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental information. The information submitted may be oral, written or graphic, or some combination of all.

Section 2. The City Clerk shall designate a recording clerk to take minutes for the Board and serve as the Board’s parliamentary advisory pursuant to AS 29.20.380(10) and HCC 2.12.010, and assist the Chairperson with the conduct of the meeting.

#### **ARTICLE VI – MEETINGS**

Section 1. Regular meetings shall be open to the public and held on the third Tuesday of each month, excluding June and July, at 5:30 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. Special meetings and Worksessions may be called by the Library Director, Chair, or a majority of the Board. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 3. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, consulting members shall not be counted.

Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only.

Section 4. Any member who is unable to attend a meeting, whether regular or special, shall contact the Clerk in advance no later than two hours prior to the scheduled meeting time for excusal.

Section 5. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 6. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

CITY LOGO	NOTICE OF MEETING REGULAR MEETING AGENDA NAME OF BODY DAY OF WEEK, DATE, AND TIME OF MEETING PHYSICAL LOCATION OF MEETING & MEETING ROOM	DEPT. CONTACT INFO (City Clerk’s Office)
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1. CALL TO ORDER
2. AGENDA APPROVAL
3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)
4. RECONSIDERATION
5. APPROVAL OF MINUTES
6. VISITORS/PRESENTATIONS (Chair set time limit not to exceed 20 minutes. Public may not comment on the visitor or the visitor's topic until audience comments. No action may be taken at this time.)
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS
8. PUBLIC HEARING (3 minute time limit)
9. PENDING BUSINESS
10. NEW BUSINESS
11. INFORMATIONAL MATERIALS (No action may be taken on these matters, for discussion only.)
12. COMMENTS OF THE AUDIENCE (3 minute time limit)
13. COMMENTS OF THE CITY STAFF
14. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
15. COMMENTS OF THE BOARD (includes Comments of the Chair since they are part of the board.)
16. ADJOURNMENT Next regular meeting is scheduled for \_\_\_\_\_. (Note any other worksessions, special meetings, committee meetings etc.) All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (The meeting may be scheduled for the Conference Room or virtually.)

Section 7. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chairperson’s discretion or by a majority vote of the members in attendance.

Section 8. Recorded minutes shall be made available by the City Clerk’s Office to the Board prior to the next meeting and a record of all voting will be included in the minutes of each meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 9. Teleconference participation is allowed per the rules and limitations set forth in Homer City Code 2.58.060.

## **ARTICLE VII – GENERAL OPERATING PROCEDURES**

Section 1. The Board shall abide by the current edition of Robert’s Rules of Order insofar as it is consistent with the Board’s bylaws, other provisions of Homer City Code, or standing rules. In all other cases, bylaws, the code, or the standing rule shall prevail. This includes, but is not limited to, HCC 1.18 Conflicts of Interest, Partiality, and Code of Ethics; HCC 2.58 Boards and Commissions; HCC 2.48 Public Library; and the Open Meetings Act – AS 44.62.310-312.

Section 2. Each member, including the Chairperson, shall vote, and shall not abstain from voting, unless such member claims a conflict of interest, or has an excused absence, in which event the member shall be excused from voting. The member shall then state for the record the basis for the abstention. Four affirmative votes are required to pass a motion. Voting will be by a roll call vote, the order to be rotated; or by unanimous consent if no objection is expressed. Voting by proxy or absentee is prohibited.

Section 3. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Board shall be present, and two thirds of those present shall so approve.

Section 4. Training sessions developed or arranged by the City Clerk and approved by the City Manager shall be mandatory unless a member’s absence is excused by the Chairperson. The City Manager and/or City Clerk, in their discretion and in consultation with the City Attorney as needed, may develop model procedures to be used as a guide for the Board.

## **ARTICLE VIII – COMMITTEES**

Section 1. Committees of one or more members for such specific purposes as the business of the Board will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Board.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

## **ARTICLE IX – BYLAW AMENDMENTS**

The Bylaws may be amended at any meeting of the Board by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Board meeting.



**CITY OF HOMER LIBRARY ADVISORY BOARD  
BYLAWS**

**ARTICLE I - NAME AND AUTHORIZATION**

This organization shall be called the Library Advisory Board, established via Ordinance 80-2, existing by virtue of the provisions of Chapter 2.48 of the Homer Municipal Code, and exercising the powers and authority and assuming the responsibilities delegated under said Code. The following bylaws were adopted on September 23, 2019 and shall be in effect and govern the procedures of the Library Advisory Board.

**ARTICLE II – PURPOSE**

Section 1. Establish operational policies for the library program, and submit same to the City Council for approval.

Section 2. Assist the Library Director in preparation and presentation of the annual budget request to the City Council.

Section 3. Make recommendation through the City Manager to the Mayor and City Council concerning the Library and its programs.

Section 4. Solicit donations of money and/or property for the benefit of the Library.

Section 5. Represent the Library to the community.

**ARTICLE III – MEMBERS**

Section 1. The Board shall consist of seven members comprised of at least five (5) members that reside inside city limits. Members shall be nominated by the Mayor and confirmed by City Council to serve for three-year terms to expire on April 1<sup>st</sup> of designated years.

Section 2. One Homer area high school Student Representative may be appointed by the Mayor, subject to confirmation by the City Council, as a consulting, non-voting member for a school year term running September through May.

Section 3. The Mayor, City Manager, and Library Director may serve as non-voting, consulting members of the Board.

Section 4. A board appointment is vacated under the following conditions and upon the declaration of vacancy by the Board. The Board shall declare a vacancy when the person appointed:

- Fails to qualify to take office within 30 days after their appointment;
- Resigns and the resignation is accepted;
- Is physically or mentally unable to perform the duties of their office;
- Misses three (3) consecutive regular meetings unless excused;
- Is convicted of a felony.

Section 5. Honorary members of the Board may be appointed by the Mayor, subject to confirmation by the City Council. Honorary members may participate in the deliberations of the Board, but may not vote nor shall they be counted in determining the quorum of Board members.

#### **ARTICLE IV – OFFICERS**

Section 1. A Chairperson and Vice-Chairperson shall be elected from among the appointed board members at the regular April meeting of the Board.

Section 2. Officers shall serve a term of one year from the April meeting at which they are elected, and until their successors are duly elected. Officers may be re-elected in subsequent years.

Section 3. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, serve as ex officio/voting member of all committees, and generally perform all duties associated with that office.

Section 4. In the event of the absence, or disability of the Chairperson, the Vice-Chairperson shall assume and perform the duties of the Chair. If both the Chairperson and Vice-Chairperson are absent, and a quorum of four members are present, the senior member shall assume and perform the duties and functions of the Chair.

#### **ARTICLE V – MEETINGS**

Section 1. Regular meetings shall be open to the public and held on the first Tuesday of the following months: February, March, April, May, August, September, October, November, and December at 5:30 p.m. in the designated location and shall be posted for public information as required by Homer City Code and Alaska State Statutes.

Section 2. The annual meeting for review of policies, rules and regulation shall be held at a regular meeting each year.

Section 3. The regular meetings in August and September of each year shall be known as budget meetings to assist the Library Director in preparation and presentation of budget requests to City Council.

Section 4. Meeting agenda deadline is at 5:00 p.m. the Wednesday preceding the meeting. Allowances will be made for holidays.

Section 5. The order of business for the regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agenda shall be posted for public information as required by Homer City Code and Alaska State Statutes.

NAME OF BODY  
PHYSICAL LOCATION OF MEETING  
HOMER, ALASKA

DATE OF MEETING  
DAY OF WEEK AND TIME OF MEETING  
MEETING ROOM

NOTICE OF MEETING  
REGULAR MEETING AGENDA

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA. (3 MINUTE TIME LIMIT)
4. RECONSIDERATION
5. APPROVAL OF MINUTES or CONSENT AGENDA
6. VISITORS (Chair set time limit not to exceed 20 minutes) (Public may not comment on the visitor or the visitor's topic until audience comments.) No action may be taken at this time.
7. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS (Chair set time limit not to exceed 5 minutes.)
8. PUBLIC HEARING (3 MINUTE TIME LIMIT)
9. PLAT CONSIDERATION (Planning Commission only)
10. PENDING BUSINESS or COMMISSION BUSINESS
11. NEW BUSINESS or COMMISSION BUSINESS
12. INFORMATIONAL MATERIALS (NO ACTION MAY BE TAKEN ON THESE MATTERS, THEY MAY BE DISCUSSED ONLY).
13. COMMENTS OF THE AUDIENCE (3 MINUTE TIME LIMIT)
14. COMMENTS OF THE CITY STAFF (not required) (Staff report may be at this time in the agenda.)
15. COMMENTS OF THE COUNCILMEMBER (If one is assigned)
16. COMMENTS OF THE CHAIR (May be combined with COMMENTS OF THE COMMISSION/BOARD since the Chair is a member of the Commission/Board.)
17. COMMENTS OF THE COMMISSION
18. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR \_\_\_\_\_ note any worksessions, special meetings, committee meetings etc. All meetings scheduled to be held in the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska. (Sometimes the meeting is scheduled for the Conference Room)

Contact info for the department constructing the agenda. Example: City Clerk's Office, clerk@ci.homer.ak.us, 235-3130.

Section 6. Per Resolution of the City Council (Resolution 06-115(A)), Public Testimony shall normally be limited to three minutes per person. Exceptions may be provided for at the Chair's discretion or by a majority vote of the board members in attendance.

Section 7. Special meetings and Worksessions may be called by the Library Director, Chair, or a majority of the Board. Worksessions do not require a quorum, however, no action may be taken at a worksession; items on the agenda are for discussion only. Notice of such meetings shall be posted in the same manner as that for regular meetings.

Section 8. A quorum for the transaction of business at any meeting shall consist of four members. For purposes of determining the existence of a quorum, honorary members shall not be counted.

Section 9. Four affirmative votes are required to approve any action before the Board and shall constitute the meaning of “majority vote”. The Chairperson may vote upon, and may move or second a proposal before the Board.

Section 10. A record of all voting must be included in the minutes of each meeting.

Section 11. Recorded minutes shall be made available by the City Clerk’s Office to the Board prior to the next meeting. Minutes shall be available to the public as required by Homer City Code and Alaska State Statutes.

Section 12. The Board shall abide by existing Alaska State Law, Borough Code of Ordinance, where applicable, and Homer City Code, as well as Robert's Rules of Order, current edition, in so far as this treatise is consistent with Homer City Code.

## **ARTICLE VI – COMMITTEES**

Section 1. Committees of one or more members for such specific purposes as the business of the Board will only become active upon approval of Council. A memorandum and resolution will go before Council outlining the reason, tasks assigned and termination date. Committees shall be considered to be discharged upon completion of the purpose for which it was appointed, and after its final report is made to and approved by the Board.

Section 2. All committees shall make a progress report to the Board at each of its meetings.

## **ARTICLE VII – BYLAW AMENDMENTS**

Section 1. The Bylaws may be amended at any meeting of the Board by a majority plus one of the members, provided that notice of said proposed amendment is given to each member in writing. The proposed amendment shall be introduced at one meeting and action shall be taken at the next Board meeting.

Section 2. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand; and such suspension to be valid; may be taken only at a meeting at which at least four of the members of the Board shall be present, and two thirds of those present shall so approve.

## **ARTICLE VIII – TELECONFERENCING**

Section 1. Teleconference meetings:

- a. The preferred procedure for a Board meeting is that all members be physically present at the designated time and location for the meeting. However, physical presence may be waived and a member may participate in a meeting by Teleconference. This allowance is limited to two (2) meetings per year.
- b. There must be a quorum of members physically present in addition to the telephonic member.
- c. A Boardmember participating by teleconference shall be deemed to be present at the meeting for all purposes.
- d. In the event the Chair participates telephonically, the Vice-Chair shall run the meeting.

Section 2. Teleconference procedures:

- a. A Boardmember who cannot be physically present for a regularly scheduled meeting shall notify the Clerk at least five days prior to the scheduled meeting time of their intent to appear telephonically.
- b. The Clerk shall notify the other Boardmembers of the Boardmember's intent to appear by teleconference three days prior to the scheduled meeting time.
- c. The means used to facilitate a teleconference meeting must enable each Boardmember appearing telephonically to clearly hear, and be heard by, all other Boardmembers and members of the public.
- d. The Clerk shall note in the attendance record all Boardmembers appearing telephonically.



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: SEPTEMBER 29, 2021

SUBJECT: LAB REPRESENTATIVE TO ADDRESS THE REC ROOM

---

Chair Kate Finn asked that this discussion topic be on the LAB's agenda. She would like the LAB's support for sending a member to talk to teens at the Rec Room about LAB service. She's willing to volunteer for that if no one else wants to.

### RECOMMENDATION

For discussion.



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the Mayor

491 East Pioneer Avenue  
Homer, Alaska 99603

[mayor@ci.homer.ak.us](mailto:mayor@ci.homer.ak.us)

(p) 907-235-3130

(f) 907-235-3143

September 14, 2021

Bristol Johnson  
P.O. Box 15378  
Fritz Creek, AK 99603

Dear Bristol,

Congratulations! City Council confirmed/approved your appointment as Student Representative to the Library Advisory Board during their Regular Meeting of September 13, 2021 via Memorandum 21-151. Your term will expire May 2022.

Enclosed with this letter is the LAB's Orientation Packet which provides important guidelines for being a member of the board.

Thank you for your willingness to serve the City of Homer on the Library Advisory Board. There certainly are exciting times ahead!

Cordially,

Ken Castner, Mayor

Enclosed: Memorandum 21-151  
Certificate of Appointment  
LAB Orientation Packet

Cc: Library Advisory Board

# City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

*Bristol Johnson*

Has been appointed to

serve as

“Student Representative”

on the

“Library Advisory Board”

*This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.*

*In Witness whereof I hereunto set my hand  
this 13<sup>th</sup> day of September, 2021.*



Ken Castner, Mayor

Attest:



Renee Krause, MMC, Deputy City Clerk







# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

Office of the Mayor

491 East Pioneer Avenue  
Homer, Alaska 99603

[mayor@ci.homer.ak.us](mailto:mayor@ci.homer.ak.us)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum 21-151

TO: HOMER CITY COUNCIL

FROM: MAYOR CASTNER

DATE: SEPTEMBER 13, 2021

SUBJECT: STUDENT REPRESENTATIVE APPOINTMENTS TO THE LIBRARY  
ADVISORY BOARD, PARKS, ART, RECREATION & CULTURE ADVISORY  
COMMISSION AND THE PORT & HARBOR ADVISORY COMMISSION

---

Sidney Flora is appointed to the Parks Art Recreation & Culture Advisory Commission as Student Representative. The term expires with graduation from High School.

Bristol Johnson is appointed to the Library Advisory Board as Student Representative. The term expires May 2022.

Hannah Stonorov is appointed to the Port & Harbor Advisory Commission as Student Representative. The term expires with graduation from High School.

### Recommendation

Confirm the appointment of Bristol Johnson to the Library Advisory Board, the appointment of Sidney Flora to the Parks Art Recreation & Culture Advisory Commission and the appointment of Hannah Stonorov to the Port & Harbor Advisory Commission as Student Representatives.



CITY OF HOMER  
APPLICATION TO SERVE ON ADVISORY BODY  
COMMISSION, BOARD, COMMITTEE, TASK FORCE

CITY CLERK'S OFFICE  
CITY OF HOMER  
491 E. PIONEER AVE  
HOMER, AK 99603  
PH. 907-235-3130  
FAX 907-235-3143  
clerk@cityofhomer-ak.gc

The information below provides some basic background for the Mayor and Council  
This information is public and will be included in the Council Information packet

Name: Bristol Johnson Date: 8/23/21

Physical Address: [REDACTED] Homer, AK 99603

Mailing Address: [REDACTED] Fritz Creek, AK 99603

Phone #: [REDACTED] Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Email Address: [REDACTED]

The above information will be published in the City Directory and within the city web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council

Please indicate the advisory body that you are interested in serving on by marking with an X.  
You may select more than one.

ADVISORY PLANNING COMMISSION  
1ST & 3RD WEDNESDAY OF THE MONTH AT 6:30 PM  
WORKSESSION PRIOR TO EACH MEETING AT 5:30 PM

PARKS ART RECREATION & CULTURE ADVISORY COMMISSION  
3RD THURSDAY OF THE MONTH AT 5:30 PM

PORT & HARBOR ADVISORY COMMISSION  
3RD WEDNESDAY OF THE MONTH  
OCT-APRIL AT 5:00 PM  
MAY - SEPT AT 6:00 PM

ECONOMIC DEVELOPMENT ADVISORY COMMISSION  
2ND TUESDAY OF THE MONTH AT 6:00 PM

CANNABIS ADVISORY COMMISSION  
4TH THURSDAY OF THE MONTH AT 5:30 PM

LIBRARY ADVISORY BOARD  
1ST TUESDAY OF THE MONTH AT 5:30 PM

OTHER - PLEASE INDICATE  
\_\_\_\_\_

CITY COUNCIL  
2ND & 4TH MONDAY OF THE MONTH  
SPECIAL MEETINGS & WORKSESSIONS AT 4:00 PM  
COMMITTEE OF THE WHOLE AT 5:00 PM  
REGULAR MEETING AT 6:00 PM

I have been a resident of the city for 0 years. I have been a resident of the area for 16 years.

I am presently employed at Salmon Sisters

Please list any special training, education or background you may have which is related to your choice of advisory body.

As a highschool student, I have always opted to challenge myself with the most advanced classes available, which I believe shows my commitment and work ethic. Also, as someone born and raised in Homer, I have indulged in the town's library as well as parks and cultural institutions my whole life. I understand their importance and believe my background will make me suited for the position.

Have you ever served on a similar advisory body? If so please list when, where, and how long:

NO, I have not.

Why are you interested in serving on the selected advisory body?

For the library board, my interest in literature and it's accessibility makes me want to play a role in one of my town's most important institutions. I believe the access to resources available at the library can make such a powerful yet understated impact. As for parks and recreation the cultivation of local cultures is incredibly important to local youths and I would love to represent them.

Please list any current memberships or organizations you belong to related to your selection(s):

I recently dropped off a volunteer application at the Homer Library and hope to become familiar with it's system and impact on the community.

Please answer the following only if you are applying for the Advisory Planning Commission:  
Have you ever developed real property other than a personal residence, if so briefly explain:

\_\_\_\_\_

Please answer if your are applying for the Port & Harbor Advisory Commission:  
Do you use the Homer Port and/or Harbor on a regular basis?

Yes  No  What is your primary use? Commercial  Recreational

Please include any additional information that may assist the Mayor in his/her decision making:

While I have never lived in city limits, I feel as affected by the decisions of my local government as any city resident.  
My first preference would be the library advisory board due to my plans to volunteer there in the near future.

When you have completed the application please review and return to the City Clerk's Office. You may also email this to [clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov) or fax to 907-235-3143. Thank you for applying!

## LIBRARY ADVISORY BOARD 2021 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
<b>JANUARY</b>		No Regular Meeting		
<b>FEBRUARY</b>	Wednesday 1/27 5:00 p.m.	Tuesday 2/2 5:30 p.m.	Monday 2/8 6:00 p.m.	<ul style="list-style-type: none"> <li>• Annual Review of Library Fees, Policies, Rules &amp; Regulations</li> </ul>
<b>MARCH</b>	Wednesday 2/24 5:00 p.m.	Tuesday 3/2 5:30 p.m.	Monday 3/8 6:00 p.m.	<ul style="list-style-type: none"> <li>• Reappointment Notices</li> </ul>
<b>APRIL</b>	Wednesday 3/31 5:00 p.m.	Tuesday 4/6 5:30 p.m.	Monday 4/12 6:00 p.m.	<ul style="list-style-type: none"> <li>• Terms Expire April 1<sup>st</sup></li> <li>• Advisory Body Training Worksession</li> <li>• Election of Officers</li> <li>• Celebration of Lifelong Learning; National Library Week, Library Workers Day, &amp; Library Legislative Day</li> </ul>
<b>MAY</b>	Wednesday 4/28 5:00 p.m.	Tuesday 5/4 5:30 p.m.	Monday 5/10 6:00 p.m.	<ul style="list-style-type: none"> <li>• End of Student Rep. Term</li> </ul>
<b>JUNE</b>		No Regular Meeting		
<b>JULY</b>		No Regular Meeting		
<b>AUGUST</b>	Wednesday 7/28 5:00 p.m.	Tuesday 8/3 5:30 p.m.	Monday 8/9 6:00 p.m.	<ul style="list-style-type: none"> <li>• Library Budget Review *may not be applicable during non-budget years</li> </ul>
<b>SEPTEMBER</b>	Wednesday 9/1 5:00 p.m.	Tuesday 9/7 5:30 p.m.	Monday 9/13 6:00 p.m.	
<b>OCTOBER</b>	Wednesday 9/29 5:00 p.m.	Tuesday 10/5 5:30 p.m.	Monday 10/11 6:00 p.m.	<ul style="list-style-type: none"> <li>• Beginning of Student Rep. Term</li> <li>• Library Card Sign-up Month</li> </ul>
<b>NOVEMBER</b>	Wednesday 10/27 5:00 p.m.	Tuesday 11/2 5:30 p.m.	Monday 11/22 6:00 p.m.	<ul style="list-style-type: none"> <li>• National Friends of Libraries Week</li> </ul>
<b>DECEMBER</b>	Wednesday 12/1 5:00 p.m.	Tuesday 12/7 5:00 p.m.	Monday 12/13 6:00 p.m.	<ul style="list-style-type: none"> <li>• Approve Annual LAB Priorities</li> </ul>

\*The Board's opportunity to give their report to City Council is scheduled for the Council's regular meeting following the Board's regular meeting, under Agenda Item 8 – Announcements/ Presentations/ Borough Report/Commission Reports. Reports are the Board's opportunity to give Council a brief update on their work.