



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

Library Advisory Board Regular Meeting

Tuesday, November 2, 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 COMMENT ON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

RECONSIDERATION

APPROVAL OF MINUTES

A. October 7, 2021 Special Meeting Minutes

Page 3

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

A. Library Director Reports for October 2021

Page 9

i. 2020 Statistical Report

Page 12

ii. 2021 Statistical Report (*laydown*)

B. Legislative Update

PUBLIC HEARING

PENDING BUSINESS

A. Planned Giving Program – Donation & Planned Giving Liaison/Work Group **Page 13**

B. LAB Bylaw Amendments **Page 15**

i. DRAFT LAB Bylaws **Page 16**

ii. Current LAB Bylaws – Adopted September 23, 2019 **Page 20**

C. LAB Representative to Address the REC Room **Page 25**

NEW BUSINESS

A. LAB 2022 Meeting Schedule **Page 26**

i. Reso 21-1xx Approving the 2022 Regular Meeting Schedule **Page 27**

INFORMATIONAL MATERIALS

- | | |
|---|----------------|
| <u>A.</u> The Guardian Article Re: Prison Library Project dated October 8, 2021 | Page 31 |
| <u>B.</u> Resolution 21-074 Approving the Donor Recognition Policy | Page 36 |
| <u>C.</u> LAB 2021 Calendar | Page 39 |

COMMENTS OF THE AUDIENCE (3 minute time limit)

COMMENTS OF THE STAFF

COMMENTS OF THE BOARD

ADJOURNMENT

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.

Session 21-07, a Special Meeting of the Library Advisory Board was called to order by Chair Kate Finn at 5:31 p.m. on October 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, DOLMA, FINN, FAIR, MCKINNEY, AND STUDENT REPRESENTATIVE JOHNSON

ABSENT: BOARDMEMBER SPRINGER (excused)

STAFF: LIBRARY DIRECTOR BERRY
DEPUTY CITY CLERK TUSSEY

APPROVAL OF THE AGENDA

Chair Finn welcomed new student representative Bristol Johnson to the board and asked for a motion to approve the agenda.

FAIR/KUSZMAUL 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. September 7, 2021 Regular Meeting Minutes

Chair Finn asked for a motion to approve the minutes.

FAIR/DOLMA MOVED TO APPROVE THE MINUTES FROM THE SEPTEMBER 7TH REGULAR MEETING.

Boardmember Kuszmaul clarified with staff the wording of the first paragraph on page 6 of the minutes regarding funding coming from the Kenai Peninsula Borough and recommended they be clarified to read "some funding comes from non-resident donors." She noted that where it shows her leaving the meeting there were still some comments made by her reflected in the minutes, which is confusing. Deputy City Clerk Tussey agreed to make those revisions for the approved minutes.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

VISITORS/PRESENTATIONS

STAFF & COUNCIL REPORT/COMMITTEE REPORTS

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

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

- A new Youth Services Librarian was hired with a tentative start date of November 1st
- The memorial bench is progressing and to be installed near the end of October
- The passing and loss of a City employee
- Overview of the LAB's work and appointment of a new student representative
- The Book and Plant sale was a great success
- Art in the Library program has started up again and they're taking submissions through October
- Meetings with stakeholders and National Park Service on renovating the library's western lot

There was discussion on the new Youth Services Librarian, who the stakeholders are for the western lot renovations, and the library statistics.

- B. Legislative Update

Chair Finn gave a verbal report and provided a recap on what the legislative update is for the Student Representative. Ms. Finn explained how we are in the fourth legislative session and her point of contact with the Alaska SLED program is not hopeful that the library funds vetoed by the governor will be reinstated by legislators. State legislators are focusing on next year's budget so we can hold our own here and anticipate contacting our legislators later when it's appropriate.

PUBLIC HEARING

PENDING BUSINESS

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

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

Mr. Berry referred to the draft documents and provided a review of the progress so far by the LAB and Friends of the Homer Library (FHL). He recommended the policy is ready for approval.

FAIR/MCKINNEY MOVED TO APPROVE THE DONOR RECOGNITION POLICY AS WRITTEN WITH A RECOMMENDATION TO CITY COUNCIL FOR ADOPTION.

Boardmember Kuszmaul questioned the timing of the annual report and whether it should be scheduled to go out later once the LAB has had time to vet it. Discussion ensued on the contents of the report and if there would be anything controversial, if it was within the Library Director's parameters to write and distribute, or whether the board needed to review it beforehand and be privy to the contents of the annual report before it went out to the public. The board's overall consensus was that the LAB does not need to see the report before it's issued and their acceptance with receiving it at the same time as the public.

KUSZMAUL MOVED TO HAVE THE LAB IN ITS CAPACITY AS AN ADVISORY BODY TO REVIEW THE ANNUAL REPORT PRIOR TO PUBLICATION.

The motion died due to lack of a second.

Library Director Berry recommended the verbiage under "Homer Public Library Annual Report: Scope" for recognizing donations to the FHL endowment fund be stricken since that info is not public and perhaps shouldn't be automatically included in the report. Boardmember Dolma commented that it may be a moot point since the Homer Foundation, who manages the funds for both the City and FHL, allows donors to remain anonymous at the time of making their donation. Mr. Berry explained his reasoning for the change is because the annual report is a City document, and there may be a possibility that people who donate to the FHL may not want to be recognized in a City document.

FAIR/MCKINNEY MOVED TO AMEND TO DELETE THE REFERENCE TO THE HOMER PUBLIC LIBRARY FUND FROM THE SCOPE SECTION OF THE HOMER PUBLIC LIBRARY ANNUAL REPORT SECTION OF THE DONOR RECOGNITION POLICY.

Boardmember Kuszmaul opined if this change needed to go before FHL before approval since it affects the donor recognition chart and the LAB had made the case to them that we would recognize their donors in the same way that we recognize the library endowment donors. She pointed out on the grid where it would be affected. Boardmember Dolma voiced her agreement with Boardmember Kuszmaul. The whole point of this was to find a way to share donations and acknowledge both funds, removing that verbiage eliminates that. She suggested the concern can be addressed by using a form with FHL to determine if they do not want to have public recognition.

Boardmember Kuszmaul clarified with Mr. Berry that the list of donor names they receive would be provided by FHL. She pointed out that they would have the opportunity to specify which names can be published and it would be their responsibility to determine who to not publish.

Boardmember Fair requested to withdraw his amendment in light of this new information as he was not certain the list of donors was coming from the FHL or the Homer Foundation. Boardmember McKinney stated he would retract his second of the amendment motion. The board did not object.¹

¹ Per Robert's Rules of Order, a motion that has been seconded is now a motion of the body as a whole and must be voted on; the original motion maker cannot retract it. While a formal vote was not taken, because the board voiced no objection to Boardmember Fair's request to retract the amendment motion and Boardmember McKinney was willing to retract his second, it was permissible and deemed a failed motion.

VOTE (amendment): OBJECTION: UNANIMOUS CONSENT.

Motion failed.

Boardmember Kuszmaul commended Mr. Berry for his caution and consideration for the matter.

Chair Finn verified that there were no other comments or discussion from the board or student representative.

VOTE (main motion): YES: FAIR, KUSZMAUL, DOLMA, MCKINNEY, FINN

Motion carried.

FAIR/MCKINNEY MOVED TO APPROVE THE DONOR RECOGNITION CHART AS WRITTEN AS AN INTERNAL DOCUMENT TO GUIDE FUTURE ACTION BY THE LAB.

There was no discussion.

VOTE: NON OBJECTION: UNANIMOUS CONSENT.

Motion carried.

NEW BUSINESS

- A. 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 and deferred to Deputy City Clerk Tussey.

Ms. Tussey facilitated discussion with the board, responding to questions and reviewing the bylaw changes section-by-section. She explained which sections were due to the new City Code amendment for boards and commissions, specifically the revisions to teleconferencing, attendance, and vacancies, what were general housekeeping updates, and what were larger amendments proposed by City staff. Specific topics discussed by the board included:

- The agenda included in Article VI – Meetings is a boilerplate and used by all the advisory bodies.
- The process for appointing a boardmember in the situation a vacancy comes up during an unfinished term, and the mayor's role in the process.
- Moving the regular meeting date to the third Thursday of the month, Library Director Berry's reasons for the change, and what that would look like for the 2022 meeting schedule if it were to take effect.
- The number of missed meetings before it constitutes a vacancy and the justifications to have it set at half the number of meetings in an appointment year; comparison to how the rule applies to other advisory bodies.
- Changing of the student representative term; the verbiage used in the draft bylaws do not specify a term but it does specify that it must be a student, so once they graduate they no longer

qualify to be a student rep; the previous reasoning for implementing a September thru May term limit and the pros/cons of keeping it; the process for addressing a student rep or boardmember that may not be fulfilling their duties; the process for reappointing a student rep and the level of staff time that involves

Ms. Tussey explained how bylaws require two readings, so a motion would be needed to introduce the amendments and then the board would hold a final reading and approve them at their next meeting.

MCKINNEY/DOLMA MOVED TO HOLD A SECOND READING ON THE PROPOSED LIBRARY ADVISORY BOARD BYLAW AMENDMENTS AT THE NOVEMBER 2ND REGULAR MEETING.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

B. LAB Representative to Address the REC Room

Chair Finn introduced the item by reading the title and began discussion. She explained what she learned from her conversations with the R.E.C. Room staff (which stands for Resource and Enrichment Co-op), and her invitation to them to come and speak to the board about what they do for teens in the community and share their insights about how the library interacts with teens and the student population. Before they come to speak, they requested a list of questions that they can come prepared to answer. Chair Finn asked if the board would be interested in such a presentation.

The board was in support of R.E.C. Room staff coming to present and for Chair Finn to speak to their group about the questions they may have. Timing would be no sooner than December. Boardmembers were asked to share their comments and questions with Library Director Berry to provide to Chair Finn.

INFORMATIONAL MATERIALS

- A. Student Representative Appointment Info for Bristol Johnson
- B. LAB 2021 Calendar

Chair Finn thanked Student Representative Johnson for joining the LAB.

There was discussion on the meeting schedule and if there were any potential changes if the new schedule took effect from the bylaw amendments. Boardmember McKinney agreed to give the October 11th report at City Council. Boardmember Kuszmaul suggested the October topics be moved to September.

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 McKinney welcomed Student Representative Johnson and thanked her for volunteering.

Student Representative Johnson thanked the board and said she was grateful for the opportunity.

Boardmember Kuszmaul seconded the comments made by Boardmember McKinney, noting that she was glad Ms. Johnson is a part of this and really appreciates her interest in libraries and literature.

Boardmember Dolma thanked Deputy City Clerk Tussey for all her work aligning things, thanked Student Representative Johnson for her participation and furthering library work from a youthful perspective, and thanked the board for being there.

Chair Finn and Boardmember Fair had no further comments.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:23 p.m. The 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.

RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: _____

Director's Report, Homer Public Library

October 26, 2021

General Notes

On Oct. 1, the library launched its new collection of vinyl LPs. We also have a record player and headphones in Study Room 5 for patrons who would like to listen onsite.

Work on the Duffy Memorial bench has been delayed by technical issues. A small dedication ceremony is still on track for the near future, but the larger event has been pushed off until spring.

We are still working with the Pratt Museum to launch the Cartography of Community public events in November. These “kitchen-table mapping” sessions invite members of the public to scrutinize old maps of Homer and add annotations.

Also coming up in November is a two-month exhibit, *Illustrating Alaska*, which will feature the works of four children's illustrators in a series of ten wall panels.

As part of the Art in the Library program, works by Megan Frost are on display in the fireplace lounge.

Director's Meetings in October 2021					
Library Advisory Board (LAB)	Friends of Homer Library (FHL)	Staff	City Council	Department Heads	Other
2	2	3	2	3	Pratt Museum, Center for Coastal Studies, various IT and City meetings

Staff Notes

We have two new substitutes, Laura Patty and Kate McNulty. Regina Johanos has taken over the homebound deliveries in the past month.

Facility

The lock on the back door has been sticking. Building maintenance oiled it on Oct. 20. The heating elements under the front walkway didn't come on automatically when the temperature dropped below freezing, but that might be a one-time glitch.

Library Advisory Board (LAB)

The LAB voted to approve the Donor Recognition Policy. City Council adopted it via Resolution 21-074 on Oct. 25.

Friends of the Homer Library (FHL)

Jimmy Riordan, a traveling artist, brought an old Pennsylvania bookmobile to the Bunnell Art Center as a traveling art workshop. On Oct. 7, he made a brief stop at the library to commune with the FHL bookmobile. Separately, FHL put together an excellent video for the public, providing an overview of how our bookmobile works.

FHL is exploring a partnership with the Bright Lights Book Salvage project, based in Mat-Su. Bright Lights redistributes donated books to needy communities all across Alaska, and may be a good way to reach out to patrons in remote places.

The Friends are also developing a program to provide scholarship information to high-schoolers.

Events in October 2021		
Date	Time	Event
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)
10/12 and 10/14	6:15-7:45	Kachemak Swim Club
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
10/19 and 10/22	1:00-3:00	Opus Board Meeting
10/21	3:30-7:00	Homer Airport Improvement Project
10/31	5:00	Deadline for submissions to Art in the Library

Upcoming Events in November 2021

Date	Time	Event
11/1-12/31 (roughly)	All day	Illustrating Alaska exhibit in the library
11/4	10:00-11:30	Friends of the Library Art Selection Committee
11/10 11/17	12:00-1:30 3:30-5:00	Cartography of Community
11/11	All day	Library closed for Veterans' Day
11/12	6:00-7:00	Author Talk: Doug Dodd (in-person/Zoom)
11/17	6:00-7:00	Author Talk: Seth Kantner (in-person/Zoom)

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.
Total # of Items	14,449	13,454	8,751	3,205	4,478	4,975	6,044	6,633	6,910	7,836	5,749	5964	88,448
INTERLIBRARY LOANS													
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
STUDY ROOM USE													
# 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	1281
MEETING ROOM USE													
# of groups	34	32	12	0	0	0	0	0	0	0	0	0	78
ATTENDANCE													
TOTAL (*Included)	10,966	9,892	4,338	1,310	905	897	4,328	3,808	4,049	5,561	2,723	4772	53549
*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	13135
*Programs	715	487	207	44	216	151	185	178	217	315	138	253	3106
OUTREACH													
# Visits	6	6	3	12	28	13	12	10	14	14	9	6	133
# People	54	59	25	1266	668	719	4096	3059	2722	3889	2588	4519	23664
NEW CARDS ISSUED													
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
VOLUNTEER HOURS													
# 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	1702
MATERIALS ADDED													
Books	316	393	120	421	135	83	120	54	191	318	141	162	2454
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
MATERIALS REMOVED													
Books	231	218	96	18	71	185	304	204	105	81	76	27	1616
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
REVENUES DEPOSITED													
Fines/Fees/Copies	2338.21	2250.40	1335.91	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						7000.00	79492.00				5,000.00
Grants													87,192.00
TOTALS	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.



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Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: OCTOBER 27, 2021

SUBJECT: DONATION & PLANNED GIVING LIAISON/WORK GROUP

Background

Vice Chair Kuszmaul brought forth a proposal to establish a Donation and Planned Giving Committee for the specific purpose of working toward the LAB's objective to solicit donations for the Library. The following is from her memo to staff to go before the board for consideration:

Over the past several years, the Library Advisory Board (LAB) has increased its activity related to Article II.4 of its bylaws to "Solicit donations of money and/or property for the benefit of the Library". Specifically, the LAB has:

- *Established a Library Endowment Fund with The Homer Foundation*
- *Adopted a Planned Giving Plan for the Library Endowment*
- *Identified prospective donors for planned giving outreach*
- *Liaised with the Friends of the Homer Public Library to create a framework for significant library gifts*
- *Approved gift acceptance and donor recognition policies for the library*

The Donor Recognition Policy outlines specific ongoing roles and responsibilities for the LAB, Friends and the Library Director. Currently, a LAB member has been informally responsible for guiding these efforts. To help ensure continuity, accountability and progress against goals, the recommendation is that the LAB establish a Committee of one or more members for the specific purpose of working toward the LAB's objective to solicit donations for the Library, including:

- *Coordination and maintenance of the LAB's Planned Giving Plan*
- *Ongoing collaboration and coordination with Friends on significant gifts*
- *Completion of tasks outlined in the Donor Recognition Policy*

Article VIII of the LAB Bylaws provides for the creation of such a Committee:

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.

Staff's Proposal

City staff fully supports the LAB assigning a designated role to a boardmember for the proposed purpose outlined by Vice Chair Kuszmaul. The board has accomplished a great deal towards the LAB's library donations purpose, so it makes sense that a plan be in place to ensure the new policies are followed to their full potential.

In lieu of forming a committee though, staff recommends 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, 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 just to keep things simple. In summary, this step is already done and would just need to continue.
- **Establishing an agenda item under "Reports" for the "Donation & Planned Giving Update".** As with any boardmember assigned a task, they would need to provide regular updates to the rest of the board at meetings. Clerk staff would simply include a new agenda item under "Reports" on the LAB's next meeting agenda, no motion necessary.
- **Holding worksessions for when a group of two or more boardmembers need to get together to discuss donations and planned giving in greater depth.** Worksessions can either be regularly scheduled (such as monthly/quarterly) or just on an as-needed basis. The board and Library Director Berry can discuss how often worksessions will be needed.

Committees formed under Article VIII of your bylaws are primarily intended for a specific and temporary purpose, such as reviewing a document or brainstorming a new plan. Committee requests must first go before Council, get a councilmember willing to sponsor a resolution to establish the committee, and then be approved by Council as a whole. Once formed, committee meetings are still subject to all Open Meetings Act regulations, so would require being publicly advertised by the Clerk's Office and recorded just like any other public meeting.

Since the proposed work to be done will be ongoing and not temporary in nature and will primarily be done by the designated liaison and Library Director, staff recommends not pursuing the route of establishing a standing committee and instead uses the three options listed above to accomplish the board's goals.

Update to City Council

Even if the board opts to not establish a committee, you may still want to announce to City Council the LAB's plan to have a donation and planned giving liaison/work group. The board can discuss this. It can be communicated as simply as part of the verbal LAB report given at the Council meeting, or more formally as a memo from the board to City Council. If the board prefers the latter, staff would write up a memo based on the LAB's discussion and it be included in the next Council packet under the "LAB Report" or brought back to the board as a draft for review.

RECOMMENDATION

For discussion.



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Memorandum

TO: LIBRARY ADVISORY BOARD

FROM: RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

DATE: OCTOBER 27, 2021

SUBJECT: LAB BYLAW AMENDMENTS

The bylaw amendments were introduced at the October 7th special meeting, will have a second reading and potentially final approval at this meeting, and would then go to City Council for final approval. The attached draft bylaws include the same changes that were introduced at the last meeting: they incorporate new and existing City Code, ensure that the layout/contents are consistent with Robert's Rules of Order, include any housekeeping edits, and amendments recommended by staff (such as moving the regular meeting to the third Tuesday of the month and removing the term limit for the student rep).

Any other amendments (or removal of proposed amendments) can be made by the board.

RECOMMENDATION

Review the draft bylaws. Make any recommended amendments by way of motion. When done, make a motion to approve the amended Library Advisory Board Bylaws and recommend to City Council for adoption.

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 1st 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	DEPT. CONTACT INFO
	REGULAR MEETING AGENDA	(City Clerk's Office)
	NAME OF BODY	
	DAY OF WEEK, DATE, AND TIME OF MEETING	
	PHYSICAL LOCATION OF MEETING & MEETING ROOM	

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 1st 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

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

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: OCTOBER 27, 2021

SUBJECT: LAB REPRESENTATIVE TO ADDRESS THE REC ROOM

Chair Kate Finn asked that this discussion topic be on the LAB's agenda.

At the October 7th meeting, the LAB voiced their support of R.E.C. Room staff coming to present and for Chair Finn to speak to their group about the questions they may have. She will have an update for the board at the November 2nd meeting.

RECOMMENDATION

For discussion.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov
(p) 907-235-3130
(f) 907-235-3143

Memorandum

TO: ADVISORY BODIES
FROM: MELISSA JACOBSEN, MMC, CITY CLERK
DATE: OCTOBER 11, 2021
SUBJECT: MEETING SCHEDULE FOR 2022

Please review the draft resolution that establishes your meetings for 2022 and make any changes by way of motion.

Requests for meeting schedule changes will then go to City Council, who will be setting the 2022 meeting schedule for Council and Advisory Bodies via resolution no later than their December 13, 2021 meeting.

Recommendation

Review the attached draft resolution; make a motion to approve the resolution either as-is or with amendments and recommend adoption by City Council.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 21-1xx

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
ESTABLISHING THE 2022 REGULAR MEETING SCHEDULE FOR CITY
COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION,
LIBRARY ADVISORY BOARD, PARKS ART RECREATION AND
CULTURE ADVISORY COMMISSION, PLANNING COMMISSION,
PORT AND HARBOR ADVISORY COMMISSION, AND AMERICANS
WITH DISABILITIES ACT (ADA) COMPLIANCE COMMITTEE.

WHEREAS, Pursuant to Homer City Code (HCC) Section 1.14.020, the City Council annually sets the schedule for regular and some special meetings, noting the dates, times and places of the City Council, Planning Commission, Advisory Commissions and Boards, and Standing Committee meetings; and

WHEREAS, The public is informed of such meetings through notices located at the City Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Website, and postings at the Public Library; and

WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper of general circulation at least three days before the date of the meeting and that special meetings should be advertised in the same manner or may be broadcast by local radio at least twice a day for three consecutive days or two consecutive days before the day of the meeting plus the day of the meeting; and

WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the failure to give the notice provided for under this chapter does not invalidate or otherwise affect any action or decision of a public body of the City; however, this sentence does not change the consequences of failing to give the minimum notice required under State Statute; that notice will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for the Clerk to publish notice in a newspaper of general circulation in the City; and

WHEREAS, This Resolution does not preclude additional meetings such as emergency meetings, special meetings, worksessions, and the like; and

WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2022 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks Art Recreation and Culture Advisory Commission, Planning Commission, Port and Harbor Advisory Commission, and the American with Disabilities Act (ADA) Compliance Committee of the City of Homer, Alaska, as follows:

HOLIDAYS – City Offices closed:

January 1, New Year's Day, Friday*	February 21, Presidents' Day, third Monday	March 28, Seward's Day, last Monday	May 30, Memorial Day, last Monday	July 4, Independence Day, Monday	September 5, Labor Day, first Monday
October 18, Alaska Day, Tuesday	November 11, Veterans Day, Friday	November 24 Thanksgiving Day, Thursday	November 25, Friday, the day after Thanksgiving	December 25, Christmas, Monday*	

*If a holiday is on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules and Regulations.

CITY COUNCIL (CC)

January 10, 24	February 14, 28	March 14, 29*	April 11, 25	May 9, 23	June 13, 27
July 25**	August 8, 22	September 12, 26	October 4 Election	October 10, 24 Oath of Office October 10	Canvass Board October 7
November 1 Runoff Election	November 28**	December 12***	December 19*** if needed		

*Second meeting in March will be held on a Tuesday due to Seward's Day

**There will be no First Regular Meeting in July or November.

*** The City Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two Special Meetings as needed; the second Special Meeting the third week of December will not be held.

City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 p.m. Council will not conduct a First Regular Meeting in July or November.

ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 11	February 8	March 8	April 12	May 10	June 14
July 12	August 9	September 13	October 11	November 8	December 13

Economic Development Advisory Commission Regular Meetings are held on the second Tuesday of each month at 6:00 p.m.

LIBRARY ADVISORY BOARD (LAB)

January 18	February 15	March 15	April 19	May 17	
	August 16	September 20	October 17*	November 15	December 20

*The October meeting will be held on a Monday due to Alaska Day.

Library Advisory Board Regular Meetings are held on the third Tuesday of January through May and August through December at 5:30 p.m.

PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION (PARC)

	February 17	March 17	April 21	May 19	June 16
	August 18	September 15	October 20	November 17	

Parks, Art, Recreation and Culture Advisory Commission Regular Meetings are held on the third Thursday February through June and August through November at 5:30 p.m.

PLANNING COMMISSION (PC)

January 5, 19	February 2, 16	March 2, 16	April 6, 20	May 4, 18	June 1, 15
July 20*	August 3, 17	September 7, 21	October 5, 19	November 2*	December 7*

*There will be no First Regular Meeting in July or Second Regular Meetings in November and December.

Planning Commission Regular Meetings are held on the first and third Wednesday of each month at 6:30 p.m.

PORT AND HARBOR ADVISORY COMMISSION (PHC)

January 26	February 23	March 23	April 27	May 25	June 22
July 27	August 24	September 28	October 26		December 14

Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of January, February, March, April, September, and October at 5:00 p.m.; the fourth Wednesday of May, June, July, and August at 6:00 p.m.; and the second Wednesday of December at 5:00 p.m.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE COMMITTEE (ADA)

			April 14	May 12	June 9
July 14			October 13	November 10	

The Americans with Disabilities Act (ADA) Compliance Committee meetings are held on the second Thursday in the months of April, May, June, July, October, November, and may call additional meetings as needed.

PASSED AND ADOPTED by the Homer City Council this 13th day of December, 2021.

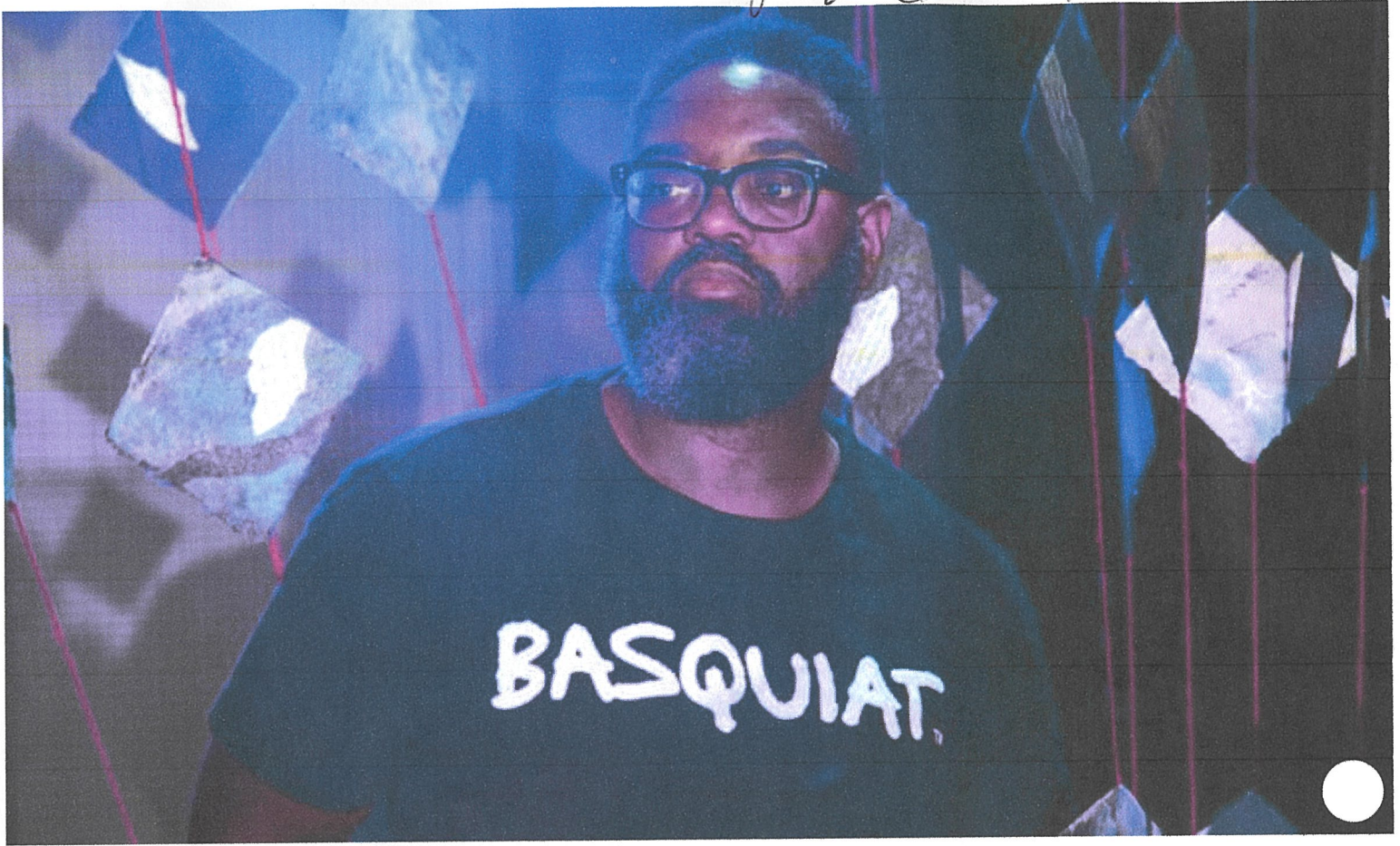
CITY OF HOMER

KEN CASTNER, MAYOR

ATTEST:

MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Impact: Advertising of meetings in regular weekly meeting ad and advertising of any additional meetings.



Books

'It feels like the start of something': Reginald Dwayne Betts on his groundbreaking prison library project

Adrian Horton

@adrian_horton

Fri 8 Oct 2021 02:03 EDT

THE GUARDIAN

When Reginald Dwayne Betts fell in love with poetry as a young man, his reading options were limited. He could not spend aimless hours in the library, nor have access to boundless titles, nor browse shelves at will. Convicted at 16, in 1997, of carjacking with a pistol in Fairfax county, Virginia, Betts was serving eight years in prison when an unknown person slipped a copy of Dudley Randall's *The Black Poets* under his cell door.

The book opened his mind, showed him things he didn't know were possible. It

provided the entryway to a writing practice, a portal to a world outside his cell, a model to envision a future beyond prison. (2)

Betts, now 40, a Yale-trained lawyer and a recipient last month of the prestigious MacArthur “genius grant”, now endeavors to offer incarcerated people a similar experience with 1,000 micro-libraries in prisons across the country through his non-profit, Freedom Reads.

The group’s name derives from the notion that “freedom begins with a book”. Literature, especially books which represent a wide array of experiences, “give you access to possibility, they reveal worlds to you”, said Betts. The multi-layered project has shipped over 15,000 books to prisoners across the US, piloted 49 reading circles in 14 states, and begun development of curated reading lists for Freedom Libraries. Through partnerships with literary ambassadors such as the journalist Nikole Hannah-Jones, essayist Kiese Laymon and novelist Marlon James, Freedom Reads has also brought numerous authors into prisons to meet inmates, many of whom have never met a professional writer before.

“It’s something about presence that signals love, and prison is one of those places where it’s hard to know people love you, even when they do,” Betts said. The visits put a tangible, dynamic face on the process of writing, unvarnished by editing, part of one of Freedom Reads’ guiding beliefs: it is very difficult to become what you can’t see. “I’m proud of having writers return to prisons as a statement of love and tenderness,” said Betts. “It’s nice to see the sort of mess of a human that somebody presents, in addition to the really curated and perfected artistic portrayal of whatever they’re talking about.”

It’s something Betts wished he had seen more as an inmate in the Virginia state correctional system, when the idea of writing as a profession seemed beyond remote. “Naming myself as a writer was a destination of sorts,” he said of his early determination to hone a writing practice. “There was something powerful in that because it was really based on what I wanted to do, not what I wanted to be, it

wasn't connected to anything. It wasn't connected to an expectation to write a book,³ it wasn't connected to an expectation to be an educator, it was just connected to an expectation of: I could do this tomorrow."

Betts kept at it - over eight years, he lived in five prisons; his reading was voracious, his writing instinctive. By the time he was freed in 2005, at 24, he had read all of John Steinbeck and Richard Wright, tore through poetry by Lucille Clifton, Etheridge Knight and Wanda Coleman, completed a paralegal course and written, as he called it in a searing 2018 essay for the New York Times Magazine, "1,000 bad poems".

Betts went on to earn a bachelor's degree from the University of Maryland and a master's in fine arts in poetry from Warren Wilson College, and published the poetry collections *Bastards of the Reagan Era* and *Shahid Reads His Own Palm* and the memoir *Question of Freedom: A Memoir of Learning, Survival, and Coming of Age in Prison*. His path from felon to attorney and PhD candidate at Yale Law School has been both remarkable and deeply against the odds in a nation which saddles rehabilitation from prison with unnecessary, arbitrary roadblocks.

The United States leads the world in incarceration, with 2 million people behind bars. The numbers are staggering, if usually faceless - one out of every five prisoners in the world is incarcerated in the United States, 0.7% of America's population, one in 100 working-age adults. Betts, and the guiding purpose of Freedom Reads, has a clear vision of life in prison, usually tucked out of view - the drudgery, degradation, untapped potential. The MacArthur Fellowship provides critical visibility for the day-to-day experiences behind the statistics of mass incarceration. "I'm so glad that we're having a nationwide conversation about mass incarceration, but we don't talk enough about the conditions of people's lives in prison," he said. "I'm just trying to insert Freedom Reads and the Freedom Library into a broader conversation about that."

What does he wish we talked more about now? "All of it, that people inside are coming home, and what does that mean to be coming home? What does that mean to prepare folks for coming home? I wish people understood the lack of opportunities and the need to make space for more opportunities," he said.



▲ Photograph: Princeton University, Lewis Center for the Arts, Jonathan Sweeney (2021)

It's something Betts understands well - when he was first released from prison, employment opportunities were heavily circumscribed by his record. He was one of the lucky ones - he got a job at a paint store in Maryland, as he recalls in the Times essay, by lying about his lack of employment history. In some states, a felony conviction remains an automatic dismissal on job applications or occupational licenses. A handful of states still enforce bans on convicted felons from receiving food stamps or housing assistance - potentially crucial steps on the ladder to re-entering civilian life. As of 2020, according to the Sentencing Project, 5.2 million Americans were prohibited from voting due to laws that disenfranchise citizens with felony convictions.

Part of the project, as well, is encouraging writers still behind bars. Betts requested John J Lennon, a journalist who is one of the very few incarcerated people to become a professional writer while in prison, to pen the foreword for an edition of John Milton's *Paradise Lost* to be placed in Freedom Libraries. Lennon, serving 28 to life for a 2004 second-degree murder conviction, doubles the confessional analysis of Milton's hell as a letter to the New York governor, Kathy Hochul, who, like

governors across the nation, has the power to grant clemency to inmates at her “sole discretion”. “This is really a letter to all governors, even the president,” he writes, “because you all have so much power over prisoners, yet you can never truly know us.”

Betts hopes Freedom Reads will help communicate this “day-to-day existence is of being incarcerated. Just thinking: man, you can’t open your cell door. It’s a lot of imposition on your brain to understand, for years and years and years, that at some point, somebody’s going to tell you to go into that cell and they’re going to close the door behind you.

“It’s so deeply, deeply, deeply brutal as an existence, and I think people should know that so that we only use it when absolutely necessary,” he added. “And right now, we don’t live in a world where we only use it when absolutely necessary.”

The goal is to design, build and implement to “programs that remind us of the commonality of experience”.

Even with so much behind him - a law degree, the Connecticut bar exam, a poetry practice, starting a family, one of the most renowned intellectual honors in the nation - Betts still sees a long road ahead. “It obviously feels great,” he said of the \$625,000 MacArthur Fellowship grant, which he intends to put toward Freedom Reads, his two kids’ college funds and lingering student debt. “But it still feels like the start of something.” With Freedom Reads, “I know there’s still so much more to do.”

**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Library Director

RESOLUTION 21-074

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
APPROVING THE HOMER PUBLIC LIBRARY DONOR RECOGNITION
POLICY.

WHEREAS, The Homer Public Library has the Homer Public Library Donation
Acceptance and Management Policy; and

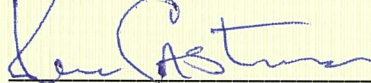
WHEREAS, Recognition of donors has been handled in an ad hoc fashion and the Library
Advisory Board believes it's important to establish a process to formally recognize donors to
the library; and

WHEREAS, The Library Advisory Board developed a Donor Recognition Policy to be
included with the existing library policies.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Homer, Alaska that the Donor
Recognition Policy attached as exhibit A is hereby approved.

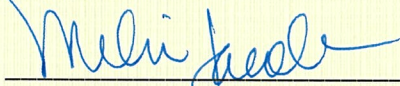
PASSED AND ADOPTED by the City Council of Homer, Alaska, this 25th day of October,
2021.

CITY OF HOMER



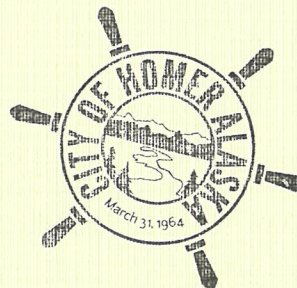
KEN CASTNER, MAYOR

ATTEST:



MELISSA JACOBSEN, MMC, CITY CLERK

Fiscal Note: N/A



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 October 7, 2021
 Adopted by City Council October 25, 2021 via Resolution 21-074

LIBRARY ADVISORY BOARD 2021 Calendar

	AGENDA DEADLINE	MEETING	CITY COUNCIL MEETING FOR REPORT*	ANNUAL TOPICS/EVENTS
JANUARY		No Regular Meeting		
FEBRUARY	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"> • Annual Review of Library Fees, Policies, Rules & Regulations
MARCH	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"> • Reappointment Notices
APRIL	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"> • Terms Expire April 1st • Advisory Body Training Worksession • Election of Officers • Celebration of Lifelong Learning; National Library Week, Library Workers Day, & Library Legislative Day
MAY	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"> • End of Student Rep. Term
JUNE		No Regular Meeting		
JULY		No Regular Meeting		
AUGUST	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"> • Library Budget Review *may not be applicable during non-budget years
SEPTEMBER	Wednesday 9/1 5:00 p.m.	Tuesday 9/7 5:30 p.m.	Monday 9/13 6:00 p.m.	
OCTOBER	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"> • Beginning of Student Rep. Term • Library Card Sign-up Month
NOVEMBER	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"> • National Friends of Libraries Week
DECEMBER	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"> • Approve Annual LAB Priorities

*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