



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Agenda Library Advisory Board Regular Meeting

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Tuesday, March 12, 2024

12:00 PM

Ruth Sandvik Conference Room

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Join Zoom Meeting

<https://us06web.zoom.us/j/85937680630>

**1. Call to Order / Roll Call**

**2. Approval of Minutes**

A. The minutes from the Jan 30, 2024 meeting are presented for review and approval.

**3. Amendment and Approval of Meeting Agenda**

**4. Persons to be Heard Related / Unrelated to Agenda**

**5. Director's Report**

A. Library Director's Report

B. Program Coordinator's Report

**6. Unfinished Business**

A. **FY25 Library General Fund Budget Request:** The library's FY25 General Fund Budget is presented for review, questions, and a vote. Increases are noted in red and include: Salaries (PMEA Collective Bargaining Agreement 2023-2026), Benefits (12% Healthcare Insurance increase), Utilities (Meter replacement & rate increases), Small Tools & Equipment (Upgrading computers for Windows 11 compliance).

**7. New Business**

A. **Art Education Endowment Fund Guidelines:** An updated version of the Petersburg Public Library Art Education Endowment Fund Guidelines are presented for Board review. While a vote is recommended, revisions to the AEE guidelines can only be authorized by John J. McCabe, the AEE founder. He will be present at the meeting to answer questions.

B. **Confidentiality of Library Records Policy:** A proposed update to the policy is presented for discussion and vote. Notable changes to the revised policy include a direct quote from the relevant Alaska State Statute, removal of language referring to a

shared school/public library library catalog which is no longer used, and improvements to the readability of the policy.

- C. Background Check Policy:** At the Jan 30 Library Board Meeting, if the library had a policy for background checks was discussed. We do not currently have a policy. Now that checks are required for adult volunteers and contractors who teach programs it's time to revisit this. Currently the Borough's Human Resources Department oversees and administers background checks on behalf of the library. They have a policy covering employees but plan to update this in 2024. I am recommending that because the HR Department oversees the background checks, that we remain under their policy.

## **8. Discussion Items**

- A. Friends of the Library Updates**

- B. Next Meeting: Tuesday May 7, 2024 at noon**

## **9. Adjourn**