



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Library Advisory Board Regular Meeting

Tuesday, February 24, 2026

12:00 PM

Ruth Sandvik Conference Room

This meeting will be held in person in the Ruth Sandvik Conference Room and on Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/86946722757?pwd=OHteJ7tKmtKbNYaHb6L7B3PDK9zkBb.1>

Meeting ID: 869 4672 2757

Passcode: 111880

1. Call to Order / Roll Call

2. Approval of Minutes

- A. 12.16.2025 Meeting Minutes (p.5):** The minutes from the last meeting are presented for review and approval.

The minutes from the last meeting were approved as presented.

3. Amendment and Approval of Meeting Agenda

The agenda was approved as presented.

4. Persons to be Heard Related / Unrelated to Agenda

There were no persons to be heard.

5. Director's Report

- A. Director's Report (p.8):** A report on library staff activities from Tara Alcock, Library Director.

The Library Director read the Director's report for the record.

6. Unfinished Business

- A. Honorific Recognition Policy (p.10):**

Background:

The Library Director presents the proposed **Honorific Recognition Policy** to clarify how the library may acknowledge individuals, families, or organizations for significant

service, legacy, or community impact. The policy is intended to supplement the Library's existing **Gift Acceptance Policy** and **Donor Recognition Policy** and applies only to recognition not tied to monetary donations. The Gift Acceptance Policy and Donor Recognition Policy are included in the packet for reference.

The policy presented:

- Remains flexible, allowing case-by-case consideration without formal nominations or public expectations.
- Is offered without naming rights to avoid permanence and equity concerns.
- Honorific recognition is separate from donor recognition and not tied to fundraising.
- Approval does not obligate the Board, staff, or Friends group to host events.
- The Board retains authority to approve, modify, or discontinue recognition as needed.

Suggested Motion: *I move to adopt the Honorific Recognition Policy as presented.*

The Honorific Recognition Policy was tabled pending consultation with the Friends of the Library. The Board requested that the Library Director consult with the Friends regarding their inclusion in the policy and any role in hosting events associated with honorific recognition.

7. New Business

A. FY27 Library General Fund Budget Proposal (p.13):

The proposed library budget increases from \$552,738 to \$592,335, an increase of \$39,597, driven primarily by higher personnel and benefit costs related to internal position shifts.

Supplies decrease slightly due to a lower allocation for library materials compared to the current year, while funding for operating supplies, periodicals, and equipment remains adequate to support daily operations.

Services and charges remain largely flat, with small increases in professional services, communications, and utilities offset by reduced repair and maintenance costs.

Library is also requesting \$20,000 from the Marine Passenger Fund to support cleaning services and supplies needed during the cruise ship season.

Overall, the FY27 proposal maintains consistent Library service levels while accounting for required staffing cost increases.

Suggested Motion: I move to approve the FY27 Library budget as presented.

The next step in the process is for the Library Director to present the FY27 budget proposal, including the Marine Passenger Fund request, to the Borough Manager for review and consideration as part of the overall municipal budget development.

The Petersburg Library Board approved the FY27 library budget as presented, with discussion about periodicals and collections shifting towards community space rather than physical materials.

- B. Annual Library Endowment Funds Report (p.14):** Board members have been provided with the annual report summarizing the Petersburg Library's endowment funds, which are held and managed through the Alaska Community Foundation. The attached table includes the current balances and spendable amounts for both the Library Endowment Fund and the Art Education Endowment Fund as of January 29, 2026. The Board is asked to review and accept the annual endowment report as presented.

Suggested Motion: I move to accept the 2026 Library Endowment Report as presented.

The board reviewed and accepted the 2026 Library Endowment Funds Report, noting significant increases in all endowment funds

- C. Consideration of Art Education Endowment (AEE) Funding Requests (p.15):**

Board members have been provided with the **AEE Funding Request Guidelines** and a spreadsheet outlining three proposed projects totaling **\$5,600**. **\$25,641** is the spendable amount currently available. Members are asked to review the requests for eligibility and consistency with the AEE guidelines.

The Board is asked to consider approving the recommended AEE funding requests as presented.

Suggested Motion: I move to approve the recommended AEE funding requests, totaling **\$5,600**, as presented.

The library board approved the Art Education Endowment funding requests totaling \$5,600.

- D. Petersburg Public Library Art Education Endowment Donations (p.19):**

John J. McCabe has made donations to the Petersburg Library Art Education Endowment in the following amounts:

12/23/2025 — \$12,000

1/20/2026 — \$12,000

A letter acknowledging these contributions is attached. The Board is asked to review and vote on the letter, authorizing the Library Board Chair to sign on behalf of the Board.

Suggested Motion: *I move to approve the acknowledgment letter for John J. McCabe's donations to the Art Education Endowment and authorize the Library Board Chair to sign.*

The Library Board unanimously approved the acknowledgment letter for John J. McCabe's donations to the Art Education Endowment and authorized the Library Board Chair to sign.

E. Library Displays & Exhibits Policy (p.21):

The Library Director has presented a proposed **Library Displays & Exhibits Policy** for Board review and approval. This policy establishes equitable, viewpoint-neutral guidelines for the use of library-controlled display and exhibit spaces, consistent with the Library's mission, intellectual freedom principles, and the American Library Association's Library Bill of Rights.

The policy clarifies priorities for library-initiated displays, outlines procedures for community displays when space permits, and provides standards for enforcement, safety, and reconsideration of concerns. It also includes guidance for Library-hosted art exhibits and related sales procedures.

This policy is informed by the American Library Association's Library Bill of Rights and the Interpretation "Exhibits, Displays, and Bulletin Boards," which recommend that libraries applying exhibit/display space policies do so in a content-neutral and equitable manner consistent with intellectual freedom principles.

The Board is asked to review and consider adoption of the Library Displays & Exhibits Policy as presented.

Suggested Motion: *I move to adopt the Library Displays & Exhibits Policy as presented.*

The Library Board unanimously adopted a new Library Displays and Exhibits policy, which includes guidelines for art exhibits and sales procedures.

8. Discussion Items

A. Friends of the Library Updates: The Friends book sale is scheduled for Saturday April 11.

The Board discussed the upcoming April 11 sale as well as the 25th Anniversary celebration that will be held on April 20.

B. Community Center Membership for Library Board Members (p.26): Library Board members are eligible for **free individual Community Center membership** during

their term through the Borough Elected Official Wellness Program. Details are outlined in the attached letter from the Parks & Recreation Director.

Board members expressed their appreciation to the Parks and Recreation department.

- C. Gratitudes:** Library staff and the Board are deeply grateful for the ongoing support of our volunteers, local instructors, community partners, and residents. Their time, generosity, and participation make it possible for the Library to provide a high level of service and programming to our community.

Cindy Rogers, for her dedicated work as our Wednesday volunteer.

Polly Lee, for her many years of dedicated support and deep connection to the Library.

Liz Bacom and **Wendy Westre**, for sharing their quilting skills and time with our community.

Brandi Heppe, for leading *Baby Raven Reads* story time.

9. Adjourn