



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Library Advisory Board Regular Meeting

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Tuesday, January 30, 2024

12:00 PM

Ruth Sandvik Conference Room

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Join Zoom Meeting

<https://us06web.zoom.us/j/88158522692>

### 1. Call to Order / Roll Call

Chair Menish-Meucci called the meeting to order at 12:00pm.

#### PRESENT

Board Member Mary Ellen Anderson  
Board Member Gina Esposito  
Board Member Barb Fish  
Board Member Alec McMurren  
Board Member Marilyn Menish-Meucci  
Board Member Debra O'Gara  
Board Member Elizabeth Thompson

### 2. Approval of Minutes

A. The minutes from the Sept 26, 2023 meeting are presented for review and approval.

The minutes from the Sept 26, 2023 meeting were approved as submitted.

### 3. Amendment and Approval of Meeting Agenda

Library Director Alcock proposed an amendment to item 7C. Donor Acknowledgement. Another donation was received from John McCabe. A new acknowledgement letter was presented.

Board Member Fish asked that the Friends of the Library website be discussed under item 8C.

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

### 5. Staff Reports

A. The Director's Report & Program Coordinator's Report are attached for review and discussion.

Library Director Alcock read both the Director's Report and the Program Coordinator's report into the record, a copy of which is attached and made a permanent part of these minutes.

## 6. Unfinished Business

No new business.

## 7. New Business

- A. Annual Election of Officers:** It is requested that the Board elected a Chair and Vice Chair.

Marilyn Menish-Meucci was reelected chair and Mary Ellen Anderson was elected as vice chair.

- B. Library Endowments Annual Update:** A summary of the current balance and spending amount of the library's endowments held with the Alaska Community Foundation is presented for review and discussion.

A summary of the current balance and spending amount of the library's endowments held with the Alaska Community Foundation was discussed and is included here.

- C. Donation Acknowledgement:** John J. McCabe has made two recent contributions to the Art Education Endowment: 10/31/23 - \$10,000, 1/24/24 - \$10,000.

His contributions to date are \$151,540. It is requested that the Board approve this donation and that the Board Chair sign the attached letter acknowledging the donation.

- D. Art Education Endowment Funding Request:** \$2,275 is requested from the spendable balance of the Art Education Endowment. The current spendable balance of the fund is \$12,546. The current balance of the fund is \$181,041. The purpose of the Art Education Endowment Fund (AEE) is to support art education programs for children, teenagers and adults using the Petersburg Public Library. Board members are asked to review the attached guidelines for AEE expenditures. Funds requested will cover a portion of the instructor fees and supplies. If needed, funding from other sources (unrestricted donations, Friends of the Library, class fees) will be used to cover the remainder of the costs:

*Rainforest Writers Workshop with Orin Pierson (adult - 3 sessions): \$375*

*Watercolor Workshop with Pia Reilly (adult - 3 sessions): \$400*

*Paper Flowers with Kathi Riemer (teen/adult - 3 two class sessions): \$500*

*Enamel Torching for Two with Ashley Lohr (all ages): \$1000*

Board members unanimously approved the programs for funding as presented.

- E. **FY25 Borough Budget Calendar:** The FY25 Borough Budget calendar is attached for review. The draft Library FY25 Budget will be presented at the next Library Board meeting. It is anticipated that wages, utilities, and professional services will see increases in the upcoming budget.

## 8. Discussion Items

- A. **Safety Committee Report:** The Borough Assembly has established a Boroughwide Safety Committee. Kari Petersen represents the library on this committee. Attached is a summary of the library's response to date on the Alaska Public Entity Insurance Safety Review to date as well as other changes and improvements.

Library Director Alcock read the safety report into the record, a copy of which is attached and made a permanent part of these minutes.

- B. **Attorney General Letter:** The library received the attached letter from Attorney General Treg Taylor, dated November 16, 2023. The letter was forwarded to the Borough Manager and Borough Attorney for review.

- C. **Friends of the Library Updates:** Board Member Barb Fish will report on recent book/puzzle sales, the next book sale on April 6, 2024 that will kick off for National Library week April 7-13, 2024, and the FOPL Annual Meeting that was held Nov 18, 2023. The Friends have donated \$3,000 to the library for Curiosity Creates, the Winter Reading Program and new tables for the Community Room.

Member Fish reported that recent sales have been very successful and that a discussion about the future of the book sale is scheduled for March 13.

- D. **Next Meeting:** Tentatively scheduled for Tuesday Feb 27 at noon.

## 9. Adjourn