



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Library Advisory Board Regular Meeting

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Monday, November 10, 2025

12:00 PM

Ruth Sandvik Conference Room

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This meeting is open to the public and will be recorded. This will be a hybrid meeting, held both in person in the Ruth Sandvik Conference Room and via Zoom.

### ZOOM MEETING INFORMATION:

<https://us06web.zoom.us/j/87610937224?pwd=Qa2SKgCPjNs8xrGJBS4CabkbKT9znS.1>

Meeting ID: 876 1093 7224

Passcode: 388074

### 1. Call to Order / Roll Call

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

### 2. Approval of Minutes

A. Minutes from the April 22, 2025 meeting are presented for review and approval.

Board members voted unanimously to approve the minutes from the April 22, 2025.

### 3. Amendment and Approval of Meeting Agenda

Items 7B and 7C related to the Petersburg Library Art Education Endowment were moved up the agenda to item 4 to allow John McCabe to participate in the discussion without needing to attend the entire meeting.

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

John McCabe attended the meeting to answer questions about the Petersburg Library Art Education Endowment Guidelines additions.

### 5. Director's Report

#### A. Report from library staff.

Library Director Alcock provided the highlights of activities and programs at the library since the April meeting.

### 6. Unfinished Business

- A. 2025 Borough Election:** Congratulations to Debra O'Gara and Barb Fish on their reelection to the Library Board in the October 7, 2025 election.

## **7. New Business**

- A. Election of Officers:** The Board is asked to elect a chair and vice chair.

Mary Ellen Anderson was elected chair and Debra Dzijúksuk O'Gara was elected vice chair.

- B. Petersburg Library Art Education Endowment Guidelines Revision:** Two additions are proposed to the Petersburg Library Art Education Endowment Guidelines. The changes are noted in red in the attached document.

Board members are asked to review and vote on the proposed changes.

The board approved two amendments to the Petersburg Public Library Art Education Endowment guidelines. The first amendment addresses potential future changes to the library director title, ensuring the guidelines remain relevant regardless of title changes. The second amendment clarifies that the endowment should be referred to by its full name (Petersburg Public Library Art Education Endowment) in public communications, while internally it can be abbreviated as AEE.

Both amendments were approved unanimously.

- C. Petersburg Library Art Education Endowment Donations:** John J McCabe has made three donations to the Petersburg Library Art Education Endowment:

May 15, 2025 – \$6,000

July 21, 2025 – \$12,000

September 23, 2025 – \$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.

The board acknowledged and thanked John for his continued support. John McCabe shared that he started the fund because he felt strongly about giving back to the library as a public institution that many people use.

A motion was passed for the newly elected board chair to sign a thank you letter acknowledging John's donations.

- D. Customer Code of Conduct Policy Revision:** A revised version of the Library's *Customer Code of Conduct* is submitted for Board review and approval. The revisions are intended to improve the policy's clarity, readability, and overall usability for both staff and the public. No substantive policy changes have been made; the

updates are primarily editorial in nature and have been thoroughly reviewed by staff to reflect their experiences in applying the policy.

Board members are asked to review and vote on the revised policy.

Library Director Alcock explained that the Customer Code of Conduct Policy revisions were primarily editorial in nature to improve clarity and usability. Board members commented positively on the improved organization, readability, and more positive tone of the policies.

Customer Code of Conduct Policy revisions were approved unanimously.

- E. Unattended Children Policy Revision:** A revised version of the Library's *Unattended Children Policy* is submitted for Board review and approval. The revisions are intended to improve the policy's clarity, readability, and overall usability for both staff and the public. No substantive policy changes have been made; the updates are primarily editorial in nature and have been thoroughly reviewed by staff to reflect their experiences in applying the policy.

Board members are asked to review and vote on the revised policy.

Library Director Alcock explained that the Child Behavior & Supervision Policy revisions were primarily editorial in nature to improve clarity and usability. It was noted that the Customer Code of Conduct and Child Behavior & Supervision Policy work together rather than overlapping. It was clarified that library staff are not mandatory reporters but can still report concerns.

The revised Child Behavior & Supervision Policy was approved unanimously.

## **8. Discussion Items**

- A. Friends of the Library Updates:** Member Fish will provide a report on the October book sale.

Board Member Fish reported the October 4th book sale was well-attended and the silent auction brought in \$320.50. Total revenue for the sale was not yet available. The next book sale will be in early April, date to be determined. The current approach of two book sales per year plus ongoing shelf sales is working well

- B. Next Meeting:** The next Board meeting is tentatively scheduled for Tuesday Dec 9 at noon.

## **9. Adjourn**