



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Library Advisory Board Regular Meeting

Tuesday, March 12, 2024

12:00 PM

Ruth Sandvik Conference Room

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.

The minutes from the Jan 30, 2024 meeting were approved as submitted

3. Amendment and Approval of Meeting Agenda

The meeting agenda was approved as presented.

4. Persons to be Heard Related / Unrelated to Agenda

John McCabe attended the meeting via Zoom to answer questions regarding the Art Education Endowment Guidelines.

5. Director's Report

A. Library Director's Report

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

B. Program Coordinator's Report

Library Director Alcock read 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

A. The library's FY25 General Fund Budget was presented for review, questions, and a vote. Increases 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).

Member O'Gara made a motion to approve the budget with an increase the professional services budget if needed, noting that there was a significant drop from FY23. This was approved unanimously.

7. New Business

- A. Art Education Endowment Fund Guidelines:** An updated version of the Petersburg Public Library Art Education Endowment Fund Guidelines were presented for Board review.

John McCabe offered comments and answered questions from Board members about the changes to the guidelines. It was determined that item 3B of the guidelines needed refining. The item was tabled until the next meeting when an updated version will be presented.

- 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 catalog which is no longer used, and improvements to the readability of the policy.

Confidentiality of Library Records Policy was discussed and approved unanimously as presented.

- 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.

Library staff will wait until the Borough implements an updated policy covering background checks. No vote was needed.

8. Discussion Items

- A. Friends of the Library Updates**

The April 6 book sale was discussed.

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

9. Adjourn