



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Library Advisory Board Regular Meeting

Tuesday, April 22, 2025

12:00 PM

Ruth Sandvik Conference Room

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.

<https://www.petersburgak.gov/bc-libraryboard>

1. Call to Order / Roll Call

2. Approval of Minutes

A. February 25, 2025 minutes: The minutes from the Feb 25, 2025 Library Board Regular Meeting are presented for review and approval.

3. Amendment and Approval of Meeting Agenda

4. Persons to be Heard Related / Unrelated to Agenda

5. Staff Reports

A. Director's Report: A report from Tara Alcock, Library Director

B. Program Coordinator's Report: A report from Kari Petersen, Program Coordinator

6. Unfinished Business

A. Proposal to Display Photo of Ruth Sandvik in the Sandvik Room: At the request of community member Joe Sebastian, the Library Board is asked to consider the display of a photograph of Ruth Sandvik in the Sandvik Room.

The proposal was introduced at the previous Board meeting; however, no vote was taken. A motion was made and approved to move the agenda item to the next meeting for further discussion and possible action.

Included in this packet is a copy of the Library's Donation Policy to assist in evaluating the request within the framework of existing guidelines for gifts and memorials.

B. FY2026 General Fund Budget Request:

In March, the Borough Manager requested reductions to the FY26 Library budget. The revised budget proposal, attached here, includes a voluntary reduction in the Program Coordinator position from 40 to 32 hours per week. In addition, we anticipate the loss of the \$10,000 IMLS Basic Grant.

To support seasonal facility needs, a request of \$20,000 has been submitted to the Marine Passenger Fee Fund to cover janitorial services, carpet cleaning, and supplies from May through September.

Expected service impacts from these reductions include a permanent 4:00 p.m. closure on Mondays and a 27% reduction in the library's collection development budget.

7. New Business

A. Meeting Room Policy Updates:

The proposed revision of the Meeting Room Policy is intended to improve clarity, accessibility, and usability for the public. The updated policy has been reorganized into a more straightforward format to better guide users through the process of booking library meeting rooms.

This revision also clarifies that the policy applies specifically to public use of the meeting rooms and does not govern internal or library-sponsored use of the space.

For reference, the American Library Association's *Meeting Rooms: An Interpretation of the Library Bill of Rights* has been included to support the review process and ensure the revised policy aligns with national standards for equitable public access.

B. Art Education Endowment Funding Requests: The following programs are presented for consideration for funding through the **Art Education Endowment**. Each proposed program supports the Fund's goal of expanding access to high-quality arts education in the community.

These offerings include youth and adult workshops in writing, visual arts, and traditional crafts, with a focus on accessibility—particularly for seniors and students.

The **Art Education Endowment Fund Guidelines** are included for review as part of the approval process.

Rainforest Writers Manuscript Workshop (13 weeks): \$700

Rainforest Writers Generative Writing Workshops (June–October): \$500

Summer Youth Programming (4 classes, 2 hours each – Nature Journaling, Acrylic Painting, Printmaking, Photography): \$1,300

Beading Workshops with Mary Ann Rainey (2 sessions, free for seniors 60+): \$720

Art Classes with Lisa Schramek-Adams (free for seniors and students): \$800

8. Discussion Items

- A. Friends of the Library Updates:** Barb Fish will provide updates on the April 5 book sale.
- B. Next Meeting:** Tentatively scheduled for May 27 at noon if there is business to discuss.

9. Adjourn



Petersburg Borough

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Petersburg, AK 99833

Meeting Minutes Library Advisory Board Regular Meeting

Tuesday, February 25, 2025

12:00 PM

Ruth Sandvik Conference Room

Meeting held in person in the Ruth Sandvik Conference Room and via Zoom
<https://us06web.zoom.us/j/89778106129>

1. Call to Order / Roll Call

Board members in attendance: Mary Ellen Anderson, Julie Spigelmyre, Deb O'Gara, Barb Fish, Lizzie Thompson.

2. Approval of Minutes

A. The minutes from the October 29, 2024 Library Board Regular Meeting were unanimously approved as presented.

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 Revision.

5. Staff Reports

A. Director's Report

Library Director Alcock read the Director's Report into the record.

B. Program Coordinator's Report

Library Director Alcock read the Program Coordinator's Report into the record.

6. Unfinished Business

No unfinished business.

7. New Business

A. **Art Education Endowment Guidelines Revision:** John McCabe added more specific guidance on resolving violations to the fund integrity in the updated guidelines. The

revised section was unanimously approved. John mentioned that more amendments may be coming in the future.

- B. Annual Report on Library Endowments:** Library Director Alcock presented the annual report on the library's Alaska Community Foundation Endowments.
- C. FY26 General Fund Budget Request:** The proposed FY26 Library budget request is was reviewed and discussed. Increases over last year are largely due to increased personnel costs, both salaries and benefits. A Marine Passenger Fee Request for \$15,400 is also planned to offset the cost of janitorial service May-Sept. The budget request was unanimously approved.
- D. Request to display photo of Ruth Sandvik in the Sandvik Room:** Joe Sebastian requested that the library hang a photo of Ruth Sandvik in the Sandvik Room. The board discussed the proposal. A motion was made to move the agenda item to the next meeting.

8. Discussion Items

- A. Report from member O'Gara on attending 2024 International Conference of Indigenous Archives, Libraries and Museums**
- B. Friends of the Library Updates:** The Friends held their annual meeting Saturday Dec 28, 2024. They voted to sponsor the purchase of board games, game programs, the Year of Reading program and the Summer Reading Challenge.

National Library Week is April 6-12, 2025. The Friends will host two events:

1/Book Sale - Saturday April 5, 11am-1pm. Beth Flor will donate 2 paintings for a silent auction to raise funds for the Art Education Endowment

2/Free For All: Inside the Public Library film showing - Tuesday April 6 at 6pm - "*Free for All: Inside the Public Library* tells the story of the quiet revolutionaries who made a simple idea happen. From the pioneering women behind the "Free Library Movement" to today's librarians who service the public despite working in a contentious age of closures and book bans, meet those who created a civic institution where everything is free and the doors are open to all." PBS, Independent Lens

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contentious age of closures and book bans, meet those who created a civic institution where everything is free and the doors are open to all." PBS, Independent Lens

C. Future of Library Collections Budget: There are two potential funding cuts on the horizon for the library's collections budget (books,DVDs) that Board members should be aware of:

1/The library receives an annual \$10,000 grant in cooperation with the Petersburg Indian Association. This grant, known as the Institute for Museum and Library Services (IMLS) Basic Grant, is federally funded and may be impacted by federal government cuts

2/The library receives an annual \$7,000 grant from the State of Alaska. This grant, known as the Public Library Assistance Grant, was threatened last year and may be the target of cuts again in the coming year.

D. Gratitudes & Recognitions: So many community members play a part in improving the library. This month special recognition is extended to

Kris Norosz for her longstanding support for youth programs at the library and for her recent donation in memory of her mother, Jo Norosz.

Matt Bryner for making the library bright and beautiful for another holiday season.

Sally Riemer for her many years of service on the Library Board and Friends of the Library.

Keith Anderson for overseeing our mechanical system issues and keeping the library warm.

Member Thompson agreed to write thank you cards.

E. Next Meeting: Tentatively scheduled for Tuesday April 8

9. Adjourn

Director's Report

Inventory Closure

The library's closure for inventory was a success. Staff completed a full inventory of the DVD and non-fiction collections and made great progress on several special projects. These efforts help us maintain an appealing, organized and accurate collection for our patrons.

Art Education Endowment Auction

The silent auction at the April book sale raised \$1,200 for the Art Education Endowment (AEE). Special thanks to Beth Flor for donating five beautiful paintings, which were instrumental in the auction's success. Beth has generously donated seven additional pieces for the October auction which we are considering doing online—stay tuned!

Safety Enhancements

We're pleased to share two major improvements to our safety infrastructure:

- The **911 emergency button** is now fully online! This important feature took time to implement, but it's now operational and provides a direct line for emergency response.
- A **building evacuation plan** is now posted throughout the library, clearly outlining exit routes and procedures to ensure everyone's safety in case of an emergency.
- Five staff members recently earned their **First Aid/CPR certifications**.

Out of State Interlibrary Loan Service

Due to federal funding cuts to the Institute of Museum & Library Services, we will no longer be able to offer out-of-state interlibrary loan (ILL) services after June 30. While this change affects only a small number of patrons, it marks the end of our long-standing practice of "we can get anything for everyone." We remain committed to providing excellent service and will continue to offer in-state ILL through the Alaska Library Consortium, as well as help patrons explore alternative options for accessing needed materials.

Library Programs Update from Barb Steltz

- February's **Teen Game Night** was a big success, especially the "Frankentoy" Maker Lab, where teens created imaginative stuffed creatures using glue guns and hand sewing. Pizza and games with Gus Pennington wrapped up the night.
- **Pia Reilly's Folk Art Painting Class** was a hit, and she'll return for a **Watercolor Workshop** on **April 25–26**.
- The **Year of Reading Challenge** continues with a small but enthusiastic group, who've enjoyed the monthly prize drawings.
- For **National Library Week**, we screened *FREE FOR ALL: The Public Library* in partnership with Alaska Public Media. Thanks to the Friends of the Library for refreshments and to Mary Ellen Anderson for introducing the film. It airs on PBS April 29, and we're exploring future film events.
- **Crafty Engineers** is on hold for now, but **maker workshops** are planned for kids this summer during the **Summer Reading Program**.

Library Board Report April 2025
Kari Petersen, Program Coordinator

Children’s Room Updates

We’re making exciting changes to the Children’s Room to support better engagement and independent exploration. Browsing bins are being added to lower shelves in the beginning reader and baby book collections, making it easier for young readers to see and select books that catch their eye. Simultaneously, we’re moving and containing the toy collection to the corner shelving to better separate play and reading areas.

Sewing & Beading Workshops

Mary Ann Rainey’s sewing and beading workshops, offered free to seniors, were a hit this season, attracting a diverse group of women to each session. We’re thrilled with the community response and Mary Ann’s interest in continuing these well-loved programs—she’s a fantastic fit!

Rainforest Writers

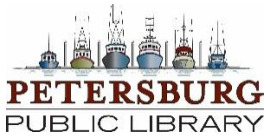
The Rainforest Writers program wrapped up for spring with great success. Orin plans to return in June with a 13-week Manuscript Writing Workshop in addition to his popular short-format generative writing workshops. These sessions provide invaluable opportunities for local writers to hone their craft.

Baby Raven Reads at the Library

We’re concluding our two-year grant in partnership with Sealaska Heritage Institute for *Baby Raven Reads at the Library*. Our final program will be at the Early Childhood Fair on April 26 at the Elementary School. Brandi Heppe and I are excited to be featured at this year’s event and to share Baby Raven Reads and the library’s services with a broader audience, alongside Tlingit Haida Head Start.

Summer STREAM Program – Reading Dragons!

This summer, our STREAM program is leveling up with *Reading Dragons*—a motivational card game where kids can collect, trade, and even create their own cards as they meet reading goals. Thanks to the lower cost of weekly incentives, we’re thrilled to offer a high-quality completion prize: a custom hooded sweatshirt featuring a Reading Dragons graphic, the Petersburg Public Library logo, and the child’s name down the sleeve. Sweatshirts will be printed locally by Homeport Electronics.



DONOR RECOGNITION

Approved by the Library Advisory Board February 22, 2012

Donors to either Petersburg Public Library or Petersburg Public Library Endowment Fund shall be recognized for their financial contributions that benefit the programs, projects, and services of the Petersburg Public Library.

Naming and Name Recognition

The naming or name recognition of library facilities, rooms, special use areas, specialized collections and endowments is set forth in this policy to ensure that such naming is consistent with the mission of Petersburg Public Library and its reputation as a public entity. The Board of the Petersburg Public Library shall evaluate proposals for naming and name recognition for those persons or corporations that have had a positive impact on the library through philanthropic contributions or through exceptional achievement in service to Petersburg Public Library and the profession of public librarianship.

Definitions

Financial Contributions: For the purposes of this policy, this includes all cash contributions for the benefit of Petersburg Public Library. Contributions of securities will be liquidated upon receipt and the donor will be acknowledged for the cash value at the time the donation is made.

Endowment: A permanently secured fund, in which the principal remains intact, to which an annualized portion may be distributed for library programs, services, or collection development.

Name recognition: Acknowledges a substantial philanthropic contribution for a building or facility, room, special use area, or specialized collection with a conspicuously placed placard. Placards shall be of standard size and appearance. Standard inscription shall be: "(Room Name) made possible by a generous contribution from (Donor Name)."

Naming: Refers to titling a building or facility, room, special use area, specialized collection, or a special purpose endowment. The naming shall be considered either by philanthropy or as an honorific. The name of the individual or corporate entity shall preface the title of the room (e.g. "John Smith Meeting Room; Jane Jones Endowment for Youth Services) and shall be used in signage as well as references to the entity in publicity materials and other library documents.

Philanthropic gift: A monetary gift or donation to Petersburg Public Library or its affiliated organization, the Petersburg Public Library Friends Foundation.

Room: A defined area of the library, such as a meeting room, office, or any room that is partitioned from other sections of the building.

Special Use Area: Any area within the library building that has a distinct and identifiable purpose, such as the Teen Zone or Alaska Section.

Recognition of Donor Contributions

All financial contributions shall be acknowledged by letter or note card as soon as possible upon receipt of the contribution. Proper tax information will be provided by the Alaska Community Foundation. In the case of a memorial or gift contribution, an acknowledgement shall be sent to the honoree or the family of a memorialized person, if applicable.

Unless the donor specifies anonymity, donors may be acknowledged by any of the following means: donor wall, annual reports, newsletter listings, and/or special media advertising.

Guidelines for Naming and Name Recognition of Philanthropic Contributions

Named Endowments

All endowment funds will be held with the Alaska Community Foundation and be subject to the current limits and regulations set by the ACF. A named endowment may be requested by the donor or proposed by the library board with permission of the person civic organization or corporation to be named. The request shall be evaluated by the library board for approval.

Named Rooms and Special Use Areas

In general, meeting rooms and designated special use areas shall be named for an individual, family, civic organization or corporation. The naming of such a space generally requires a contribution of a percentage of the cost of the area in proportion to the total cost of the facility or the project for the facility. The proportion shall be determined by the Petersburg Public Library Board or Capital Campaign Committee as appropriate. Signage for named spaces shall be prominent and readily identifiable. Lettering shall be scaled appropriate to the aesthetics of the room or area so named.

Name Recognition

Name recognition for a non-public room or area deemed appropriate for naming, may recognize a donor by a conspicuously displayed placard. Name recognition may be the name of an individual, family, civic organization or corporation making a contribution in proportion to the total cost of the facility. The proportional cost shall generally be less than a named or titled room and that amount shall be determined at the time of the project by the Petersburg Public Library Board. Placards shall be of standard size and appearance throughout the library building.

Library Building

At the discretion of the Petersburg Public Library Board, the naming of the library building may be considered in the event of an extraordinary contribution for a library building project. The entity known as Petersburg Public Library shall not be subject to naming, but the building housing the library may be so named. Such naming shall only be considered for an individual or family.

Guidelines for Honorific Naming

All naming opportunities, except that of naming the library building or the entity known as Petersburg Public Library, may be afforded to individuals who have given extraordinary service to Petersburg Public Library, the public library profession, and the Petersburg Borough. The individual must have left the service of the library, either in the capacity of employee, volunteer, supporter, or board member, for a period of no less than one year unless otherwise excepted by a library board resolution. The library board has final authority for such naming.

Guidelines for Corporate Naming and Name Recognition

Corporations that are compatible with the library’s mission and purpose and, in the opinion of the Board, reflect a positive influence on the library and Petersburg Borough may be eligible for naming or name

recognition for all naming opportunities, except for the naming of the library building. Such corporations must have a high ethical standard of business practice. All signage and placards for corporate name recognition will follow the same standards as signs and placards for individuals. Corporate logos will be excluded from such signs and placards to avoid appearance of commercial influence.

Duration of Removal of Naming or Name Recognition

At the discretion of the board, the naming or name recognition of a library facility, room, special use area, or specialized collection, shall end under the following circumstances:

- A building, room, or special use area, collection is to be demolished.
- A building, room, or special use area changes function to the extent that the purpose for the naming or name recognition is no longer relevant.
- If the individual or corporation is engaged in activities that are in conflict with the library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to Petersburg Public Library.

Naming Agreements between Donor and Library Board

All agreements for naming through philanthropic gifts shall be documented in a Memorandum of Agreement (MOA) between the donor and library board. MOAs shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the library board.

In the case of pledged donations or deferred gifts, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the library board may withdraw the naming commitment. The library board shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned to the donor.

Petersburg Borough, Alaska
Library

<i>Account</i>		<i>Actual</i>	<i>Actual</i>	<i>Adopted</i>	<i>Submitted 4/10/25</i>
Library					
Salaries & Wages					
572 500110	Salaries	244,949	290,572	280,033	290,616
572 500120	Overtime Pay	-	-		
572 500200	Benefits	87,749	97,693	99,180	122,922
Subtotal		332,698	388,264	379,213	413,538
Supplies					
572 501320	Operating Supplies	7,050	6,088	5,500	5,500
572 501321	Library Materials	21,741	9,274	27,000	27,000
572 501322	Periodicals	727	5,801	3,400	3,400
572 501340	Small Tools & Equip.	4,237	1,944	11,000	2,000
Subtotal		33,756	23,107	46,900	37,900
Services & Charges					
572 501410	Professional Services	40,129	25,304	20,000	20,000
572 501420	Communications	12,627	15,069	12,000	12,000
572 501430	Travel & Training	1,075	2,068	500	500
572 501440	Advertising	159	713	500	500
572 501470	Utilities	35,683	43,142	44,300	44,300
572 501480	Repairs & Maintenance	23,144	18,475	24,000	24,000
Subtotal		112,817	104,771	101,300	101,300
Library Total		479,272	516,142	527,413	552,738

PETERSBURG PUBLIC LIBRARY ART EDUCATION ENDOWMENT FUND GUIDELINES - PETERSBURG, ALASKA

The purpose of the Petersburg Borough Public Library Art Education Endowment Fund (AEE) is to support art education programs for children, teenagers and adults using the Petersburg Borough Public Library. The Alaska Community Foundation (ACF) is the financial agent for the AEE, and it authorizes AEE spendable amounts to the Petersburg Borough Public Library (PPL). The AEE guidelines, and a report of the ACF spendable amount distributions to the PPL, is available from the library upon request. The AEE guidelines will be posted on the library's website. The AEE spendable amount (SA) distributions received by the PPL, from the ACF, must be allocated for art education materials (materials), activities, and programs in art domains such as visual arts, writing, music and performance. The AEE was established by Petersburg resident John J. McCabe in 2012; it is a Donor Designated Fund, and it is awarded to the Petersburg Borough Public Library, and it is managed by the Petersburg Borough Public Library Advisory Board (Board).

1. GENERAL GUIDELINES

- A. The available SA cannot be used to purchase, or maintain, general library office supplies or equipment.
- B. Up to fifty percent of the available SA can be used to fund PPL personnel who are assigned, with Board approval, for specified units of time and salary, to implement, coordinate, or conduct art education programs.
- C. Oversight of SA distributions is provided by the Board. SA expenditures are independent of the Petersburg, Alaska, Borough Government (Borough), other governing bodies or individuals.
- D. If equipment and/or facilities are not available at the PPL for an AEE activity or program that the Director has submitted to the Board for consideration and possible approval, the Board is authorized to approve SA funds for an AEE activity or program that will not occur at the PPL.
- E. Per ACF rules, revisions to the AEE guidelines can only be authorized by John J. McCabe, the AEE founder.

2. PROCEDURE FOR RELEASE OF FUNDS

- A. The Petersburg Borough Public Library Director (Director) will recommend to the Board materials to be purchased, and activities and programs to be funded by SA distributions. The SA requested for materials, activities or programs must not exceed the SA balance.
- B. The Director will, at a minimum, present to the Board, for its approval, one AEE activity, or program, within a one-year period that follows the last Board approved AEE activity or program.
- C. Board members will receive a printed, and/or electronic copy, of the AEE guidelines for review, when making decisions regarding an AEE SA expenditure for materials, an activity, or a program.

- D. Program funding is reimbursement based. Once an AEE activity, program or purchase of materials is approved by the Board, the Director must:
- I. Spend the funds approved by the Board from the PPL's General Fund budget.
 - II. Execute the program as approved.
 - III. Provide a summary to the Board of the approved activity, or program, and the total amount spent. The report will include information about participation levels and other feedback.
 - IV. The Director will request reimbursement for the activity from the ACF.
 - V. Any AEE funds not expended for a Board approved AEE activity, or program, must be returned to the AEE Fund.

3. Fund Integrity

- A. When the Director position is vacant, no requests for funding for materials, activities or programs can be submitted to the Board, and the Board cannot authorize SA expenditures for materials, activities or programs.
- B. If there is a violation(s) of the AEE guidelines, as necessary, and in the following order, it is the responsibility of the Board, or a Board member, or the Director to correct the violation(s) as soon as possible, such that there is compliance with the AEE guidelines. After six months, if a violation(s) of the AEE guidelines is not corrected:
- I. All AEE activities and programs must immediately cease operating.
 - II. Requests for AEE SA expenditures for materials, activities or programs cannot be submitted to the Board by the Director.
 - III. The Board cannot authorize SA expenditures for materials, activities or programs.
 - IV. To formally resolve a violation(s) of the AEE Guidelines, at a public meeting of the Board, the Library Director will include resolution of a violation of the AEE Guidelines as an agenda item to be voted on by the Board, and the Library Director will prepare, as part of this agenda item, a written report for Board, and public review, that documents the facts related to the AEE Guidelines violation and how the violation was resolved.
 - V. When an AEE guidelines violation(s) is corrected, and there is compliance with the AEE guidelines, AEE activities and programs will resume. The Board, and the Director will resume their AEE duties as outlined in the AEE guidelines.
- C. If the PPL is dissolved or terminated, per AEE guidelines, Section 4, all AEE activities and programs must immediately cease operating, until the Borough reestablishes the PPL. When the reestablished PPL is in compliance with the AEE, Section 4 guidelines, all AEE activities and programs will immediately resume operating.
- D. If the Board is dissolved, or terminated, per AEE guidelines, Section 4, Board AEE duties must immediately cease, and Board approved AEE activities and programs must immediately cease operating. When the Borough reestablishes the Board, and the Board is in compliance with the AEE, Section 4, the reestablished Board will immediately resume its AEE duties, and Board approved AEE activities and programs will immediately resume operating.

- E. The Petersburg Borough Finance Officer will be notified if the PPL and/or the Board is dissolved or terminated per AEE guidelines, Section 4.
- F. The Petersburg Borough Finance Officer will be notified if the PPL and/or the Board is reestablished by the Borough, and the PPL and/or the Board is in compliance with AEE, Section 4.
- G. The Alaska Community Foundation, the Borough, other agencies or individuals, do not have the authority to be involved in AEE decisions related to a violation(s) of AEE guidelines, and/or violation(s) of AEE guidelines, Section 4.

4. DISSOLUTION / TERMINATION OF THE PETERSBURG PUBLIC LIBRARY AND/OR THE PETERSBURG PUBLIC LIBRARY BOARD

For the purposes of the AEE, the PPL, and/or the Board, is considered to be dissolved, or terminated, if one or more of the following events occur:

- A. The Petersburg Borough Public Library is dissolved, or terminated, as it is defined in the Petersburg Borough Municipal Code.
- B. The Borough government reduces the number of Board members below five Board members.
- C. The Board is no longer an elected library board, that is, Board members are not voted into office as a result of an official Borough public election.
- D. The Board has a majority of appointed Board members following a Borough public election that allows voters to elect people to the Board.

John J. McCabe, AEE Fund Founder

Date

Marilyn Menish-Meucci , Library Board Chair

Date