



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Agenda Library Advisory Board Regular Meeting

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Tuesday, May 21, 2024

12:00 PM

Ruth Sandvik Conference Room

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This meeting will be held in person at the library and via  
Zoom: <https://us06web.zoom.us/j/86756338760>

### 1. Call to Order / Roll Call

### 2. Approval of Minutes

A. The minutes from the March 12, 2024 meeting are presented for review and approval.

### 3. Amendment and Approval of Meeting Agenda

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

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

### 5. Staff Reports

A. A report from the Library Director and Program Coordinator are attached for review and discussion.

### 6. Unfinished Business

A. **Art Education Endowment Guidelines:** Item 3B of the guidelines was discussed at the previous Board meeting. It has now been clarified. Item 2B has been changed from two activities to one activity.

**B. FY25 Library General Fund Budget Proposal:** At the last Board meeting there was a question about why the professional services line of the budget was down. This was primarily because some cleaning costs were moved to the Marine Passenger Fee. In addition to this the library downgraded its OCLC subscription.

A budget work session was held in April, there were no questions about the library's budget proposal. The FY25 Budget must pass three readings before it is adopted.

### 7. New Business

**A. Art Education Endowment Donation Acknowledgement:** John McCabe donated \$12,000 to the Art Education Endowment on 4/30/24. A donor acknowledgement letter is included for review and approval.

**B. Expiring terms:** Two Board Member's terms will expire in October, Gina Esposito and Alec McMurren.

## 8. Discussion Items

### A. Friends of the Library Updates

**B. Thank You's:** The Board received a card from Beverly Richardson which can be seen at the meeting. It would be great to send a card to Andrea for the many years she has devoted to developing the extraordinary containers that have graced the library entryway.

**C. Next Meeting:** Not scheduled at this time.

## 9. Adjourn

## DIRECTOR'S REPORT

**First Bank Grant:** The library received a \$3,000 grant from First Bank for summer programs.

**Summer Staffing:** Barb Steltz will be with us full-time June-August. This will allow us to cover Beth's shifts. At this time there are no specific plans for the fall, I hope to have a better sense of what the fall will look like in a few months.

**Library Grounds:** Spring cleanup of the grounds took place in April. Daniel Tucker pruned, Matt Gerrits cleaned up and applied bark mulch. This summer volunteers Julianne and Marissa will be helping with weeding. Unfortunately Andrea Weathers will not be able to do our planters. Chris & I learned a few tips from her and we are planning on doing them in house this summer, wish us luck!

**New tables:** The new tables for the Helmi Jensen Community Room have arrived, just in time for summer programming.

**Juneau Library Conference:** We plan to send Kari to the joint Alaska Library Association/Pacific Northwest Library Association Conference that will be held in Juneau this summer. Kari has applied for grants to help offset the cost.

## PROGRAM COORDINATOR'S REPORT

### Recent programs

- 12 people participated in a weekend long Watercolor Workshop with Pia Reilly in early March.
- Ashley Lohr has taken over doing After School Art programs for children and will likely continue next school year. We are seeing a steady increase in after-school participation. Ashley has also taken on two high school volunteers as assistants.
- Ashley's earring classes continue to be popular. We now reserve seats in each class at no cost to middle and high school students. The earring classes are a study in the use of color, how to use transparent and opaque colors. There are many return participants that are really focusing on this and developing their skills.
- We were excited to host two PHS Art Fest sessions for the first time over 4 days in April. Pia Reilly and Suzanne Fuqua did Folk Art Painting in the Helmi Jensen Room and Gus Petersen did Comic Drawing in the teen room. Using the teen room for programming when the library was open to the public was new, but we found it to be a wonderful experience and use of space. It was delightful to see the teens spread out for hours in the room using books and the internet to research. Ultimately, they

come away with a comic story of their own creation. Gus plans to offer programming in the evenings this summer for teens in the space.

- Phil Hofstetter presented an Iditarod Trail Invitational Slide Show in April, nearly 50 people attended.
- Attorney Liz Smith presented an estate planning workshop.
- Raincountry Quilters approached us about partnering on a program so in April we launched *Sew What Now?* It's a cost free, drop-in, social sewing time. It's open to anyone interested in sewing, participants bring their own projects, seek sewing guidance, or just enjoy a social sewing time. Raincountry Quilters supplies a volunteer to host the event once a month and we provide the space and advertising.
- Yoga with Karen Malcom and Yogi's Playground with Barb continued through April.

### **Upcoming programs**

- Programming for the public will slow down in May as we gear up for the Summer Reading Programs. We will be offering classroom tours to the elementary school to market summer programs and continuing with Head Start Story Time.
- We are changing the structure of Summer Stream to focus on smaller prizes that will be given to all participants throughout the program. The goal is to incentivize participation with a more equitable end result.

**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. 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:

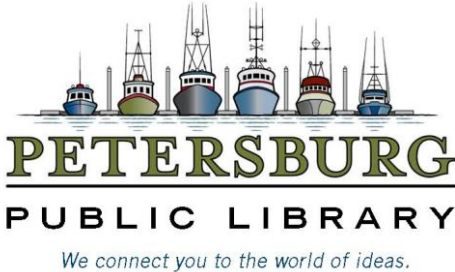
- A. The Petersburg Borough Public Library is dissolved, or terminated, as it is defined in the Petersburg Borough Municipal Code.
- B. The Borough government reduces the number of Board members below five Board members.
- C. The Board is no longer an elected library board, that is, Board members are 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

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Date

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Marilyn Menish-Meucci , Library Board Chair

\_\_\_\_\_  
Date



May 6, 2024

John -

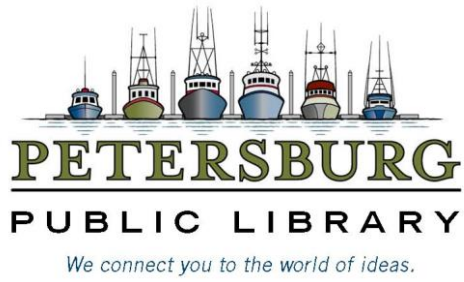
Thank you so much for your recent contribution of \$12,000 to the Petersburg Library Art Education Endowment. Your contributions to date are \$163,540, a detailed list is included on the next page of this letter. With this contribution the balance of the fund is \$214,179.78.

Since its creation in 2012 your endowment has transformed art education programming at the library. We are now able to offer a full slate of arts programs at the library on a consistent basis. Your remarkable generosity and vision for arts education at the library is extraordinary and will leave an enduring legacy in our community. Thank you so much for your support.

Marilyn Menish-Meucci,  
Library Board Chair

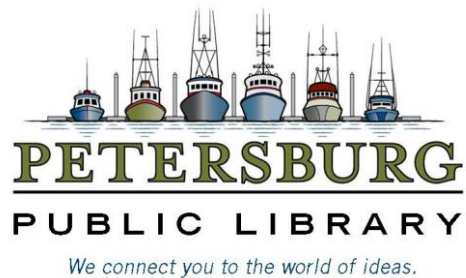
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<b>J. McCabe - Fund Contributions</b>	
2/28/2012	\$12,040
11/13/2012	\$100
10/11/2013	\$3,000
1/13/2014	\$5,000
2/22/2014	\$100
2/19/2015	\$100
7/20/2015	\$5,000
2/19/2016	\$100
2/12/2017	\$100
6/23/2017	\$10,000
2/12/2018	\$10,000
5/22/2018	\$8,000
3/13/2019	\$8,000
8/9/2019	\$10,000
1/20/2020	\$10,000
6/8/2020	\$10,000
7/28/2020	\$10,000
12/7/2020	\$10,000
3/1/2021	\$5,000
6/24/2021	\$5,000
1/10/2022	\$10,000
10/31/2023	\$10,000
1/24/2024	\$10,000
4/30/2024	\$12,000
<b>TOTAL</b>	<b>\$163,540</b>

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