



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Library Advisory Board Regular Meeting

Wednesday, December 01, 2021

2:00 PM

Via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/9077723349>

Meeting ID: 907 772 3349

One tap mobile

8887880099,,9077723349# US Toll-free

8335480276,,9077723349# US Toll-free

Dial by your location 888 788 0099 US Toll-free

1. Call to Order / Roll Call

2. Approval of Minutes from Wednesday, October 20, 2021 meeting

3. Amendment and Approval of Meeting Agenda

4. Persons to be Heard Related / Unrelated to Agenda

5. Director's Report

- A.** On Nov 3 the library, along with all Borough buildings, was closed by the Borough Manager due to a COVID outbreak in the community. At the time this was written the library remains closed. Staff continue to work in the building on special projects. During the closure staff offered curbside service M-Sat 11:30-1:30. This has been a popular service. Passport services are not being offered during the facility closure.

The sign for the Helmi Jensen Community Room will not meet the target installation date for Dec 6. The vinyl will not arrive until Dec 16 at the earliest.

The library hosted a retrospective exhibit of the ceramic works of Polly Lee in November. Unfortunately we were closed for the entire time, so Heather and Kari recorded a wonderful YouTube video tour. This can be seen on the library's YouTube channel. <https://www.youtube.com/watch?v=7oEB82ua4Lk>

The library has received two American Rescue Plan grants from the Alaska State Library:

1. Easy Grant: \$3500 for janitorial service, \$2500 for collections

2. Project Grant: \$39,661 for the The Petersburg Indigenous Voices Project. In collaboration with KFSK and the Petersburg Indigenous Awareness Committee the project will produce 36 thirty-minute radio podcasts with original content generated by a committee of local tribal members. The project is underway!

Planning is underway for the 2022 Winter Reading Challenge (Jan 1-31). The theme this year is 'Build a Better World.' We are planning a program that, rather than awarding prizes, awards a donation on behalf of the winners to a local non-profit of their choosing. The Friends are sponsoring the program and have donated \$1,000.

6. Unfinished Business

- A.** The attached letter was sent to Harvey Gilliland in response to his request for reconsideration.

7. New Business

- A.** Updated guidelines for the Art Education Endowment. Please be aware that only the fund creator, John McCabe, can alter the guidelines as presented. (VOTE)
- B.** Privacy Policy as it relates to children's accounts was discussed at the last Board meeting. It is included here both for a review and as a refresher.

8. Discussion Items

- A. Friends of the Library Updates**
- B. Next Meeting: Wed Jan 27 @ 2pm**

9. Adjourn



October 20, 2021

RE: Request for Reconsideration of *Deadwood*

Harvey,

At the October 20, 2021 Library Board Meeting members discussed your request to remove the television series *Deadwood* from the collection of the Petersburg Public Library.

At the meeting each Board Member spoke about their response to your Request for Reconsideration. The meeting is available for viewing online at: <https://rebrand.ly/64x3mzp>. The meeting packet and minutes are included here for your review.

According to the library's Materials Selection Policy, "The Board considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read, view or inquire will not be restricted." With this in mind, Board Members unanimously voted to decline your request to remove the DVD series *Deadwood* from the library collection.

Thank you for taking the time for bringing your concerns to us. We value you as a community member and library user and look forward to seeing you at the library in the future.

Tara Alcock
Library Director
(907)772-3349

PETERSBURG PUBLIC LIBRARY ART EDUCATION ENDOWMENT GUIDELINES

The purpose of the Petersburg Public Library Art Education Endowment Fund is to support art education programs for children, teenagers and adults using the Petersburg Public Library. The Art Education Endowment guidelines and a report of the annual distributions is available from the library upon request. The guidelines are posted on the library's website. Funds received by the library from the Art Education Endowment (AEE) must be allocated for art education materials, activities, and programs in generally accepted art domains such as visual arts, writing and performance. The AEE was established by Petersburg resident John J. McCabe in 2012; it is a Donor Designated Fund held and managed by the Alaska Community Foundation.

GENERAL GUIDELINES

- AEE funds may not be used to purchase or maintain general office supplies or equipment.
- Up to fifty percent of the AEE spendable funds received by the Petersburg Public Library can be utilized to fund library personnel who are assigned, with Board approval, specified units of time and salary to implement, coordinate, or conduct art education programs.
- Oversight for disbursements of AEE spendable amounts is provided by the elected Board of the Petersburg Public Library; the guidelines for fund disbursements are noted in this document; the disbursement of spendable funds is independent of the Borough Assembly or other governing bodies.
- It is the responsibility of the Director and the Library Board to ensure that the AEE guidelines are followed, and violations of the guidelines do not occur.
- Per the Alaska Community Foundation (ACF) rules, revisions to the AEE guidelines can only be authorized by John J. McCabe, the AEE founder.

RELEASE OF FUNDS

Procedures for release of funds:

- The Library Director will recommend to the Library Board activities and programs to be funded by the AEE.
- The Library Director will, at a minimum, present to the Board for its approval one AEE activity or program within a two-year period that follows the last Board approved AEE activity or program.
- Board members will receive a printed or electronic copy of the AEE guidelines for review when making decisions regarding AEE funds for an activity or program.

- When funding for an activity or program is approved by the Board, the Library Director will request the ACF to release funds from the AEE spendable balance to the Petersburg Public Library.
- Any AEE funds received by the Library, and not expended for art education materials, activities or programs must be reinvested in the AEE Fund.

FUND INTEGRITY

If the Petersburg Public Library Board and/or the Petersburg Public Library is dissolved, or terminated, by the Petersburg Borough, the following criteria below must be followed:

- The Alaska State Librarian will decide which library will be awarded the AEE Fund.
- The Alaska State Librarian is not required to consult, or have approval, of the ACF in decisions related to the dissolution, or termination, of the Petersburg Library Board, or any successor Library Boards.
- The Alaska State Librarian is authorized to decide whether the Petersburg Library Board has been dissolved, or terminated, using the criteria listed in the section of this document titled: Dissolution/Termination of the Petersburg Public Library.
- The Alaska State Librarian will use the following guidelines when selecting an Alaskan public library to award the AEE Fund:
 - A public library in a community of more than 5,000 citizens that is established as an incorporated city or borough in the state of Alaska.
 - Preference given to a public library from Southeast Alaska.
 - If there is not a public library in Southeast Alaska that meets the above AEE selection criteria, the Alaska State Librarian will select an Alaska public library from a community with a population of more than five thousand citizens.
 - Should any successor library awarded the AEE fund be dissolved or terminated the Alaska State Librarian will use the criteria in these guidelines, to award the AEE Fund to a library that meets the selection criteria.
 - The Alaska State Librarian will inform, in writing, the Alaskan public library awarded the AEE Fund, and require this library to submit to the Alaska State Librarian written notice that this library will accept the AEE Fund and follow the AEE guidelines when administering the fund.
 - After the termination or dissolution of the Petersburg Public Library the Alaska State Librarian will notify the Alaska Community foundation of the name of the Alaska public library that he/she has chosen to become the controlling entity of the former Petersburg Public Library Art Education Endowment Fund.

DISSOLUTION / TERMINATION OF THE PETERSBURG PUBLIC LIBRARY

For the purposes of the AEE Fund the Petersburg Public Library Board (PPLB) is considered to be dissolved or terminated if one or more of the following events occur:

- The PPLB is no longer an elected library board, that is, Borough Library Board members are not voted into office as a result of an official Petersburg Borough public election.
- The Borough government reduces the number of Library Board members below five board members.
- The PPLB has a majority of appointed board members beyond the next Borough public election that allows voters to elect people to the Library Board.
- The PPLB, or the Petersburg Borough Government fails to follow or implement the AEE Fund per the AEE Guidelines.

John J. McCabe
 John J. McCabe, AEE Fund Founder

October 30, 2021
 Date

 Marilyn Menish-Meucci, Library Board Chair

 Date

Patience Frederiksen
 Patience Frederiksen, Alaska State Library

October 12, 2021
 Date

14. CONFIDENTIALITY POLICY

Approved by the Petersburg Public Library Board 1/28/12

Alaska Constitution
Article 1, Section 22. RIGHT OF PRIVACY.

“The right of the people to privacy is recognized and shall not be infringed.”

Alaska State Statute:
Section 40.25.140 CONFIDENTIALITY OF LIBRARY RECORDS.

Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

TO CONFORM WITH THIS LAW, the following will be adhered to by all Petersburg Public Library staff:

Patron registration information and information concerning items checked out by any patron shall be considered confidential and will not be given out to anyone, including parents, guardians, spouses and law enforcement officers, without a court order or the patron's verbal consent.

Patrons requesting information about their own record (most commonly wanting to know what is checked out against it) may be given the information if:

- They present their library card, or
- are able to produce a picture I.D., or
- they can be positively identified by library staff.

Parents cannot be given the titles of books their children have borrowed, except for the purposes of retrieving overdue materials and/or paying their fines. A parent may have access to his or her child's account if the child has given verbal consent. A child is defined as anyone less than 18 years of age.

No personal patron information including items checked out will be given over the phone unless staff is confident that confidentiality is upheld.

IF YOU ARE UNCERTAIN about whether to give out information or not from our patron files and records, you should not do so, but refer the matter to your supervisor.

For parents who object to not being given full access to their child's record, you can make the following suggestions:

The child may give verbal consent for the parent(s)/guardian(s) to access his or her library records. Staff will attach a message to the child's patron record stating that the child has given his or her consent.

The child can be instructed by the parent to ask for a printout listing all books out on the child's card,

Parent or guardian can request information about their child's library record from both the elementary school library and the high school library.