



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Library Advisory Board Meeting

Wednesday, April 13, 2022

12:00 PM

Ruth Sandvik Conference Room

Join Zoom Meeting

<https://us06web.zoom.us/j/83154259086>

Meeting ID: 831 5425 9086

One tap mobile

8778535247,,83154259086# US Toll-free

8887880099,,83154259086# US Toll-free

1. Call to Order / Roll Call

2. Approval of Minutes

A. Minutes attached for approval.

3. Amendment and Approval of Meeting Agenda

4. Persons to be Heard Related / Unrelated to Agenda

5. Director's Report

A grant request has been submitted to the Petersburg Community Foundation to purchase 5 iPads and LEGO educational kits that will be used for youth STEAM programming. The \$1500 donation received from Kris Norosz and the Rasmuson Foundation is being used as a match for the grant.

First Bank has donated \$3000 to the 2022 Summer Reading program. This is the 13th time they've made a donation to the program over the years, amazing!

Planning for summer activities is underway, we anticipate that programs will look very similar to last year. This summer we will re-start in person youth programming.

The foundation in the foyer is under construction. It will be replaced with a more hygienic water bottle filling fountain.

We have two exciting upcoming classes in the works, an in-depth watercolor workshop with Pia Reilly and a container flower planter workshop with Andrea Weathers. Both are tentatively schedule for the last weekend in April.

6. Unfinished Business

7. **New Business**

- A.** A proposed revision to the library's Internet Use Policy is attached, as is a copy of the current policy. An update is required to remain compliant with the library's Federal internet subsidy (e-Rate) and CIPA (Children's Internet Protection Act).

8. **Discussion Items**

A. Friends of the Library Updates

- Helmi Jensen Community Room Dedication
- Book Sales

B. Next Meeting: Tentatively scheduled for May 25 at noon

9. **Adjourn**



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Library Board Regular Meeting

Wednesday, February 23, 2022

12:00 PM

Helmi Jensen Community Room
& Zoom

1. Call to Order / Roll Call

2. Approval of Minutes

EnterTextHere

A. Minutes of previous meeting were presented for approval.

The minutes were approved as presented.

3. Amendment and Approval of Meeting Agenda

The agenda approved as presented.

4. Persons to be Heard Related / Unrelated to Agenda

None

5. Director's Report

A. February Library Closure: Half of the collection was inventoried (about 20,000 items), and the catalog updated. The next half of the collection will be inventoried in early 2023. Staff were also certified in CPR.

Build a Better World Winter Reading Challenge: Sixty-nine people participated, reading a total of 58,675 minutes. Eighteen challenges were completed that included doing something for a non-profit, neighbor, the environment, or a self-care activity. Karen Dillman & Hahnah Hofstetter were the winners. Both winners wanted to split the winnings between 2 organizations so \$250 to each organization, they chose: Five Finger Lighthouse Society, Petersburg Rotary Club, Humanity In Progress, Petersburg Humane Association. Thank you to the Friends for making this program possible!

Alaska Library Association Conference: The conference is online this year and will be held in late Feb. The Library Director will attend some sessions.

6. Unfinished Business

None

7. New Business

- A. Art Education Endowment Funding Request:** An amount not to exceed \$1000 is requested for an art class with Pia Reilly that is schedule for April. Funds will be used for supplies and instructor fees. The fund guidelines are attached.

It was clarified that this would be an intensive watercolor workshop. The board discussed keeping the price reasonable for participants, given the amount of spendable funds available. Members unanimously approved releasing and amount not to exceed \$1,000 for the workshop.

- B. FY23 General Fund Budget:** There is an increase of \$17,897 over FY22 due to wages/benefits. Operating Supplies have been reduced by \$1500 and utilities has been increased by \$1500.

Board Member Fish noted that there was a error calculating both advertising and travel/training in the spreadsheet. The budget was passed unanimously,

- C.** An amendment to the library's meeting room policy is proposed. This will allow staff to cancel a room booking in the event the person booking the room does not show up. The reservation would be canceled 30 minutes after the reservation was scheduled. This will make the room available for other patrons to use.

The revised Meeting Room Policy was approved as presented.

- D. Collection Development Policy:** The Alaska State Library is requiring all public libraries update their Collection Development Policy prior to submitting an FY23 Public Library Assistance Grant application. The application is due April 1. The current Material Selection Policy and an updated Collection Development policy are attached.

The revised Collection Development Policy was approved as presented.

8. Discussion Items

A. Friends of the Library Updates

The next book sale is scheduled for Saturday March 5. The April sale will kick off National Library Week and include formal recognition of the naming of the Helmi Jensen Community Room.

- B. Next Meeting:** Tentatively scheduled for Wednesday March 30 at noon.

9. Adjourn

REVISED POLICY

General Policy

The purpose of this policy is to affirm the library's role in providing public access to the Internet to clarify patron responsibilities associated with Internet use in the library. Internet use in the library means using the library's network to access the Internet either on library workstations or through a wireless connection.

The Petersburg Public Library provides access to a broad range of information resources including those available through the Internet. The library makes this service available as part of its mission to provide free and open access to information of all types in a wide range of formats for library users of all ages and backgrounds. The library upholds the right of every individual to have access to constitutionally protected material, in accordance with the library's Intellectual Freedom Policy.

Library staff will not supervise juveniles' use of the Internet. As with other library materials, restriction or supervision of a juvenile's access to the Internet is the responsibility of the parent or legal guardian.

The library makes every effort to provide a stable and effective Internet service for its customers. However, Internet resources may be unavailable due to network or service issues beyond the library's control. The library reserves the right to limit internet usage to accommodate customer demand.

Filtering

The library utilizes filtering software on all library workstations and devices using the library's network. The library receives federal funding in support of public Internet access. Federal law requires libraries receiving such funding to install filters (software which blocks access to Internet material containing visual depictions that are obscene, contain child pornography or are harmful to minors) on its Internet computers. Library computers are in compliance of state and federal laws (HB 04-1004 Internet Protection in Public Libraries; C.R. S. 24-90-601-606 and Children's Internet Protection Act (CIPA), Pub. L. No. 106-554).

Unlawful Use of Library Computers

The library prohibits any unlawful use of the Internet by staff or users. Users who engage in unlawful use of the Internet on library workstations and property or who harass other users may be prosecuted and may lose borrowing privileges. The library prohibits: attempts to download or make copies of unauthorized files, attempts to hack, or crack library or remote services, displays of website images which are pornographic or defined by Federal Law as obscene.

Privacy

The library cannot guarantee computer viewing privacy, nor can the library guarantee the privacy of information sent or received over the Internet. Users of library workstations are asked to use resources appropriately and respect the privacy of others using nearby workstations. To preserve user privacy, the library will never share individual personal information gathered by the library, unless ordered by subpoena from a valid court or legal authority. If a court order is presented, the staff or volunteer should refer server to the Library Director. The Library Director should contact the Borough attorney for legal advice and permission to release records.

CURRENT POLICY

1. INTERNET ACCESS POLICY

Approved by the Petersburg Public Library Board 8/30/12

1.1. Purpose

The Petersburg Public Library provides access to a broad range of information resources including those available through the Internet. The library makes this service available as part of its mission to provide free and open access to information of all types in a wide range of formats for library users of all ages and backgrounds.

1.2. Statement of Responsibility

The Petersburg Public Library and the Petersburg Borough reserve the right to control the information on the Internet by way of Internet filters/monitoring. The Petersburg Public Library does not warrant the accuracy, correctness or suitability of any information or data furnished through the Internet to the user. The library cannot control the availability, accuracy, or content of information on the internet. Parents or legal guardians are responsible for making decisions with their children about appropriate use of the Internet. Suggested guidelines are available at the Alaska Internet Circle of Safety (<http://www.akla.org/safety/>). In no event shall the Petersburg Public Library be liable to users in anyway whatsoever for any claims, notwithstanding the form of such claims, arising or resulting from or related to use of the Library's Internet connection.

1.3. Access

The Internet is a global electronic network of ideas, images, and commentary that may enhance resources already available in the library. The library upholds the right of each individual to have access to constitutionally protected material. The library also affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use of library materials and resources.

In compliance of state and federal laws (HB 04-1004 Internet Protection in Public Libraries; C.R. S. 24-90-601-606 and Children's Internet Protection Act (CIPA), Pub. L. No. 106-554), the Petersburg Public Library reserves the right to filter any computer or wireless access point. Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be considered obscene.

1.4. Confidentiality

Any information which identifies Internet users with specific materials or subject matter is considered confidential. Such records shall not be made available to any agency or local, state, or federal government except pursuant to such process, order or subpoena as may be authorized under the authority of federal, state or local law relating to criminal, civil, or administrative discovery procedures or legislative investigatory power. The Petersburg

Public Library resists the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. If a court order is presented, the staff or volunteer should refer server to the Library Director. The Library Director should contact the Borough attorney for legal advice and permission to release records.

1.5. Legal and Ethical Use

All existing city, state, or federal statutes and library policies apply to users of library computer resources. Violation or attempted violation of any laws, or policies or library system security may result in loss of library privileges and possible civil or criminal penalties.

All existing Petersburg Borough, State of Alaska, U.S laws, and municipal and library policies apply to users of library computer resources. Violation or attempted violation of any laws, regulations, or policies or library system security may result in loss of library privileges and possible civil or criminal penalties.

1.6. Privacy

In order to make the Internet available to as many people as possible and to ensure that it is used in a manner consistent with Library policies, the Library has adopted rules regarding Acceptable Use of Electronic Resources. All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing. The Library's Rules of Conduct and pertinent state, federal and local laws apply to all Library users.

2. ACCEPTABLE USE OF ELECTRONIC RESOURCES

Approved by the Petersburg Public Library Board 4/28/14

Library computers and wi-fi access are provided to meet the informational, educational, cultural and recreational needs and interests of all customers. Computers are for use as is, neither patrons nor front desk staff should add any software to the computer. In order to make these resources available to as many customers as possible and to make sure that the equipment is used in a manner consistent with the Library Code of Conduct, the following rules apply:

- Library computers and wi-fi may not be used for any illegal activity including, but not limited to:
 - Damaging or altering computer equipment, systems or software
 - Displaying, printing or sending any material that is obscene, libelous, threatening or harassing
 - Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, or any other illegal utility on any computer
 - Violating copyright or trademark laws, software licensing agreements or intellectual property rights

- In order to allow all customers an opportunity to use the equipment, customers may be asked to comply with signup and time limitations.
- Because computers are located in public areas of the library, what is displayed on the monitor is not confidential.
- Refusal to comply with these rules may result in loss of computer privileges, being asked to leave the library and/or the summoning of law enforcement authorities.