



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Library Advisory Board Regular Meeting

Monday, May 18, 2026

12:00 PM

Ruth Sandvik Conference Room

Virtual Meeting Information

This meeting will be held in person in the library's Ruth Sandvik Conference Room and on Zoom:

<https://us06web.zoom.us/j/87481033020?pwd=C3mE6hsqGdqGi20Q0KRmIVjKWdoRnf.1>

1. Call to Order / Roll Call

2. Approval of Minutes

A. Feb 24, 2026 Meeting Minutes (p.4)

The minutes from the last meeting are presented for review and approval.

3. Amendment and Approval of Meeting Agenda

4. Persons to be Heard Related / Unrelated to Agenda

5. Director's Report

A. Director's Report (p.9)

A report on library staff activities from Tara Alcock, Library Director.

6. Unfinished Business

A. Honorific Recognition Policy

Discussion of the Honorific Recognition Policy was previously tabled at the February meeting pending consultation with the Friends of the Library regarding their role in the policy and any involvement in hosting related events. The Library Director spoke with the Chair of the Friends, Sue Paulsen, and it was determined that, since plans to honor two individuals are already in progress, further discussion will be deferred until the fall. The Board may also wish to consider whether to reconfirm and update the current Memorandum of Agreement (MOA) between the Friends of the Library and the Library as part of this process.

B. FY27 Budget Update

The FY27 General Fund budget request has been submitted to the Borough Manager, and a work session was held with the Assembly on April 29, 2026. An amended budget was subsequently submitted reflecting increases driven by personnel and benefit costs. Much of this change is related to benefit adjustments.

7. New Business

A. Request to Place a U.S. Flag Retirement Collection Box

The Library Director has received a request from Traci Vinson of the American Legion to place a retired U.S. flag collection box at the library.

The library does not currently have a policy addressing collection containers or similar items placed in the building by outside organizations. Public libraries typically address requests like this through broader policies governing collection containers or use of space. Many libraries do not allow such boxes in order to avoid issues of equity, space management, and implied endorsement of outside organizations, while others allow them under defined criteria such as community benefit, limited duration, and maintenance by the requesting organization. Some libraries make exceptions for civic purposes, such as U.S. flag retirement, often in partnership with organizations like the American Legion.

The Board is asked to review the request and consider whether to allow the placement of the collection box and/or develop a policy to guide future requests of this nature.

Suggested Motion: *I move to [approve/deny] the request to place a U.S. flag retirement collection box at the library and direct staff to develop a policy regarding collection containers for future consideration.*

B. Adoption of Patron Statement of Concern Form (Materials, Displays & Exhibits) (p.10)

The Library's existing policies provide a process for reviewing concerns about materials and affirm the Library's commitment to intellectual freedom and access to diverse viewpoints. Following adoption of the Displays & Exhibits Policy (February 24, 2026), a revised Patron Statement of Concern (Materials, Displays & Exhibits) form has been developed to standardize the process across materials, displays, and exhibits.

The updated form:

- Applies a consistent, viewpoint-neutral process to all concerns
- Expands the existing process to include displays and exhibits
- Clarifies review by the Library Director, with referral to the Library Board when appropriate

Adoption of this form will ensure a clear, consistent, and policy-aligned approach to handling patron concerns.

Suggested Motion: I move to approve the Patron Statement of Concern (Materials, Displays & Exhibits) form as presented.

C. October 2026 Municipal Election

Marilyn Menish-Meucci and Lizzie Thompson's terms are ending in October.

8. Discussion Items

A. Friends of the Library Updates

Report from the Friends about the April 11 book sale and April 22 25th anniversary celebration.

B. Letter to the Editor – Book Storage and Disposal Concerns (p.12)

Review and discuss concerns raised in a recent *Petersburg Pilot* letter regarding the disposal of unsold Friends of the Library books and the need for additional storage space. Consider current practices, capacity limitations, and whether any changes are warranted.

C. Gratitudes

The Library Board would like to extend its sincere gratitude to the individuals and organizations whose generosity, advocacy, and support continue to strengthen our programs and services. Their contributions make a meaningful difference in enriching opportunities for our community.

Kris Norosz – Thank you for your continued generosity in supporting youth afterschool programs and enriching opportunities for our community's young people.

Rocio Tejera, First Bank – Thank you for your many years of funding advocacy for the library's summer reading programs.

Federal Home Loan Bank of Des Moines – Thank you for your investment in the library's 2026 Summer Reading Program and supporting projects that strengthen and uplift our community.

Karen Hofstad – Thank you for your ongoing support and commitment to the library and its mission.

D. Next Meeting

The next Library Board Meeting will be held this fall, date TBD. Have a great summer!

9. Adjourn



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Meeting Minutes Library Advisory Board Regular Meeting

Tuesday, February 24, 2026

12:00 PM

Ruth Sandvik Conference Room

This meeting will be held in person in the Ruth Sandvik Conference Room and on Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/86946722757?pwd=OHteJ7tKmtKbNYaHb6L7B3PDK9zkBb.1>

Meeting ID: 869 4672 2757

Passcode: 111880

1. Call to Order / Roll Call

2. Approval of Minutes

- A. 12.16.2025 Meeting Minutes (p.5):** The minutes from the last meeting are presented for review and approval.

The minutes from the last meeting were approved as presented.

3. Amendment and Approval of Meeting Agenda

The agenda was approved as presented.

4. Persons to be Heard Related / Unrelated to Agenda

There were no persons to be heard.

5. Director's Report

- A. Director's Report (p.8):** A report on library staff activities from Tara Alcock, Library Director.

The Library Director read the Director's report for the record.

6. Unfinished Business

- A. Honorific Recognition Policy (p.10):**

Background:

The Library Director presents the proposed **Honorific Recognition Policy** to clarify how the library may acknowledge individuals, families, or organizations for significant

service, legacy, or community impact. The policy is intended to supplement the Library’s existing **Gift Acceptance Policy** and **Donor Recognition Policy** and applies only to recognition not tied to monetary donations. The Gift Acceptance Policy and Donor Recognition Policy are included in the packet for reference.

The policy presented:

- Remains flexible, allowing case-by-case consideration without formal nominations or public expectations.
- Is offered without naming rights to avoid permanence and equity concerns.
- Honorific recognition is separate from donor recognition and not tied to fundraising.
- Approval does not obligate the Board, staff, or Friends group to host events.
- The Board retains authority to approve, modify, or discontinue recognition as needed.

Suggested Motion: *I move to adopt the Honorific Recognition Policy as presented.*

The Honorific Recognition Policy was tabled pending consultation with the Friends of the Library. The Board requested that the Library Director consult with the Friends regarding their inclusion in the policy and any role in hosting events associated with honorific recognition.

7. New Business

A. FY27 Library General Fund Budget Proposal (p.13):

The proposed library budget increases from \$552,738 to \$592,335, an increase of \$39,597, driven primarily by higher personnel and benefit costs related to internal position shifts.

Supplies decrease slightly due to a lower allocation for library materials compared to the current year, while funding for operating supplies, periodicals, and equipment remains adequate to support daily operations.

Services and charges remain largely flat, with small increases in professional services, communications, and utilities offset by reduced repair and maintenance costs.

Library is also requesting \$20,000 from the Marine Passenger Fund to support cleaning services and supplies needed during the cruise ship season.

Overall, the FY27 proposal maintains consistent Library service levels while accounting for required staffing cost increases.

Suggested Motion: *I move to approve the FY27 Library budget as presented.*

The next step in the process is for the Library Director to present the FY27 budget proposal, including the Marine Passenger Fund request, to the Borough Manager for review and consideration as part of the overall municipal budget development.

The Petersburg Library Board approved the FY27 library budget as presented, with discussion about periodicals and collections shifting towards community space rather than physical materials.

- B. Annual Library Endowment Funds Report (p.14):** Board members have been provided with the annual report summarizing the Petersburg Library’s endowment funds, which are held and managed through the Alaska Community Foundation. The attached table includes the current balances and spendable amounts for both the Library Endowment Fund and the Art Education Endowment Fund as of January 29, 2026. The Board is asked to review and accept the annual endowment report as presented.

Suggested Motion: *I move to accept the 2026 Library Endowment Report as presented.*

The board reviewed and accepted the 2026 Library Endowment Funds Report, noting significant increases in all endowment funds

- C. Consideration of Art Education Endowment (AEE) Funding Requests (p.15):**

Board members have been provided with the **AEE Funding Request Guidelines** and a spreadsheet outlining three proposed projects totaling **\$5,600**. **\$25,641** is the spendable amount currently available. Members are asked to review the requests for eligibility and consistency with the AEE guidelines.

The Board is asked to consider approving the recommended AEE funding requests as presented.

Suggested Motion: *I move to approve the recommended AEE funding requests, totaling **\$5,600**, as presented.*

The library board approved the Art Education Endowment funding requests totaling \$5,600.

- D. Petersburg Public Library Art Education Endowment Donations (p.19):**

John J. McCabe has made donations to the Petersburg Library Art Education Endowment in the following amounts:

12/23/2025 — \$12,000

1/20/2026 — \$12,000

A letter acknowledging these contributions is attached. The Board is asked to review and vote on the letter, authorizing the Library Board Chair to sign on behalf of the Board.

Suggested Motion: *I move to approve the acknowledgment letter for John J. McCabe's donations to the Art Education Endowment and authorize the Library Board Chair to sign.*

The Library Board unanimously approved the acknowledgment letter for John J. McCabe's donations to the Art Education Endowment and authorized the Library Board Chair to sign.

E. Library Displays & Exhibits Policy (p.21):

The Library Director has presented a proposed **Library Displays & Exhibits Policy** for Board review and approval. This policy establishes equitable, viewpoint-neutral guidelines for the use of library-controlled display and exhibit spaces, consistent with the Library's mission, intellectual freedom principles, and the American Library Association's Library Bill of Rights.

The policy clarifies priorities for library-initiated displays, outlines procedures for community displays when space permits, and provides standards for enforcement, safety, and reconsideration of concerns. It also includes guidance for Library-hosted art exhibits and related sales procedures.

This policy is informed by the American Library Association's Library Bill of Rights and the Interpretation "Exhibits, Displays, and Bulletin Boards," which recommend that libraries applying exhibit/display space policies do so in a content-neutral and equitable manner consistent with intellectual freedom principles.

The Board is asked to review and consider adoption of the Library Displays & Exhibits Policy as presented.

Suggested Motion: *I move to adopt the Library Displays & Exhibits Policy as presented.*

The Library Board unanimously adopted a new Library Displays and Exhibits policy, which includes guidelines for art exhibits and sales procedures.

8. Discussion Items

A. Friends of the Library Updates: The Friends book sale is scheduled for Saturday April 11.

The Board discussed the upcoming April 11 sale as well as the 25th Anniversary celebration that will be held on April 20.

B. Community Center Membership for Library Board Members (p.26): Library Board members are eligible for **free individual Community Center membership** during

their term through the Borough Elected Official Wellness Program. Details are outlined in the attached letter from the Parks & Recreation Director.

Board members expressed their appreciation to the Parks and Recreation department.

- C. Gratitudes:** Library staff and the Board are deeply grateful for the ongoing support of our volunteers, local instructors, community partners, and residents. Their time, generosity, and participation make it possible for the Library to provide a high level of service and programming to our community.

Cindy Rogers, for her dedicated work as our Wednesday volunteer.

Polly Lee, for her many years of dedicated support and deep connection to the Library.

Liz Bacom and **Wendy Westre**, for sharing their quilting skills and time with our community.

Brandi Heppe, for leading *Baby Raven Reads* story time.

9. Adjourn

Director's Report

May 18, 2026

Staffing & Transitions

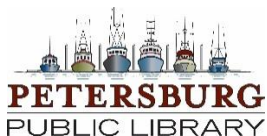
- Chris Weiss retired April 30 after 38 years of service.
- Beth Loesch is now a Library Tech II and served as Acting Director (Apr 1–17).
- Martha Cummins moved into the Library Tech I position.
- Carol Jensen started May 4 as part-time Library Clerk; onboarding underway.

Funding & Grants

- Awarded an \$8,750 grant from Federal Home Loan Bank of Des Moines through First Bank for Summer Reading programming and incentives.
- Received a \$25,000 Rasmuson Foundation grant supporting a new library website and self-check kiosk upgrade.
- Received a \$4,000 Petersburg Community Foundation grant supporting a self-check kiosk upgrade.

Programs & Community Engagement

- Barb launched the first Friday Commons teen afterschool program and is offering Troll Horn Maker Lab (May 13; ages 7–11).
- Kari hosted a successful Beaded Pendants workshop with Mary Ann Rainey.
- Kari coordinated Baby Raven Reads through spring; the program will expand to weekly sessions this summer.
- Kari expanded collaboration with Sealaska Heritage, including support for Summer Reading, Gumboot Camp participation, Native children's books, culturally relevant toys, and dramatic play additions for the children's area.
- Rainforest Writers continues at capacity, with summer sessions scheduled June–August.
- Ashley Lohr taught a Foliage and Flowers Oil Painting workshop in April and has a Bouy Enamel Earrings class schedule for May 21.
- The Petersburg Science Series featured spring programs with visiting scientists.
- Continued strong participation in recurring programs: yoga with Karen, LEGO Club, Wiggle & Giggle, and outreach storytimes.
- Summer Reading 2026: Planning is nearing completion for the Great Summer Reading Challenge (June 5 – July 19) serving ages 0–13. Highlights include:
 - Weekly activities and incentives
 - Science Camp in partnership with Marine Advisory Program
 - Strong local business sponsorship participation
 - Completion prizes will support local businesses



Patron Statement of Concern

Materials, Displays & Exhibits

All fields below are required and must be completed. Your Statement of Concern will be reviewed in accordance with Library policy. At the discretion of the Library Director, the matter may be referred to the Library Board for discussion and final determination.

Contact Information

Name: _____ Library Card Number _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Preferred method of contact: Email Mail Phone

Are you submitting this concern as:

An individual On behalf of a group/organization (please specify): _____

Type of Concern

Library Material (book, DVD, digital resource, game, discovery kit, or other material.)

Library-Initiated Display or Exhibit

Community (User-Initiated) Display or Exhibit

Item / Display Concern

Date observed: _____

Title or Description: _____

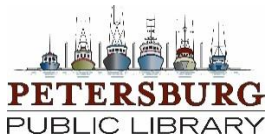
Author/Artist/Creator (if applicable): _____

Where did you encounter this material or display? _____

1. Did you examine the entire material or display? Yes No

If no, what portion did you review?

2. What brought this item or display to your attention?



Patron Statement of Concern

Materials, Displays & Exhibits

Statement of Concern

Please describe your concern. Be as specific as possible:

Requested Action

- No action (sharing concern only)
- Relocation within the Library
- Removal from public display
- Removal from library collection
- Other: _____

Additional Input

What do you believe is the purpose or theme of this material or display?

Are there materials or perspectives you recommend the Library consider adding?

Acknowledgment

I understand that:

- The Library provides access to a wide range of viewpoints.
- Inclusion of materials or displays does not constitute endorsement.
- The Library will review this concern according to its policies and provide a written response.

Signature: _____ Date: _____

For Library Use Only

Date Received: _____ Received By: _____ Referred To: _____

TO THE EDITOR ==

Storage needed to avoid book destruction

To the Editor:

Last fall, 2025, adverse weather held me out of town and I missed the [Friends of the Library] book sale. But I did make it in time to find two big blue recycle tubs outside the Library. My first thought was, 'I hope this isn't what I think it is?' Lifting the lid I found my worst fears were true. Both blue tubs, filled to the brim with unsold books, from a three hour 'Buy Period.' Unsold and now shipped off to be shredded and pulped. Now, after the April 11th book sale, two more blue tubs are filled with unsold books. Since then, I've tried to get to the bottom of why things are going this way, by talking with this person and that.

Now, let me state the Library Board and the Friends of the Library, all are well meaning and good intentioned people, and nobody likes pulping books that have not found a home. But the problem seems to be that there is no longer anyone who can store these books in a dry and safe location. So, to fix this tragic problem, the Friends of the Library are looking for a kind hearted, book loving person who has room to store 8 to 12 boxes of books until the next book sale takes place.

This is the wrong period of time and history to be destroying scads of books that are probably never to be replaced. We are all on the unhappy crossroads of 'Digital Vs. Print' media. If suitable storage can not be found in this town, then we can expect to dumbly destroy all but a handful of books still hoarded by book zealots.

The April 11th books are already in the dumpster (how much extra did that cost?). The much needed book storage would be after the NEXT Book Sale. Whether books are burned from hate or neglect, every one is left poorer as a result. If you can help the Friends of the Library store some books in the future, please contact the library and get connected.

**Destroying books is not the answer,
Joe Sebastian**