



Library Advisory Board

**February 1, 2011
Tuesday
6:00 p.m.**

**Cowles Council Chambers
City Hall
491 E. Pioneer Avenue
Homer, Alaska 99603**



**NOTICE OF MEETING
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. APPROVAL OF THE MINUTES**
(Minutes are approved during Regular Meetings only)
 - A. Regular Meeting Minutes for January 4, 2011 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – Who will attend? Volunteers please!
 - C. Director's Report – February 2011 Page 11
 - D. Monthly Statistics – January 2011 Handout
 - E. Landscape Committee Report
 - F. Arts Committee Report
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Library Capital Projects - Status Report on Energy Efficiency Measures
 - B. Library – Comments, Responses, Issues, and Challenges
 - C. Review and Update Library Policies and Procedures
- 10. NEW BUSINESS**
- 11. INFORMATIONAL MATERIAL**
 - A. Memorandum to Mayor and City Council dated January 26, 2011 Page 13
Re: Meeting Time Change
 - B. Resolution 11-xx Amending the Regular Meeting Time from 5:00 p.m. Page 15
to 6:00 p.m.
- 12. COMMENTS OF THE AUDIENCE**
- 13. COMMENTS OF THE CITY STAFF**
- 14. COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*
- 15. COMMENTS OF THE CHAIR**
- 16. COMMENTS OF THE BOARD**
- 17. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 1, 2011** at 6:00 P.M. (5:00 p.m. if change is approved by Council during the February 15, 2011 meeting) in the Cowles Council Chambers at City Hall at City Hall 491 E. Pioneer Avenue, Homer, Alaska.

Session 11-01 a Regular Meeting of the Library Advisory Board was called to order on January 4, 2011 at 6:04 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FAULKNER, WAGNER, LARSON, SEAMAN, AND MUNN

STAFF: LIBRARY DIRECTOR HILL
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

The agenda was approved by consensus of the Board.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF THE MINUTES

- A. Regular Meeting Minutes for October 5, 2010
- B. Special Meeting Minutes for December 9, 2010

SEAMAN/WAGNER – MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

- A. Friends Report

Library Director Hill reported that she attended the meeting on December 8, 2010 and provided a report at the special meeting held on December 9, 2010 so there was nothing new to report at this time. The next meeting is scheduled for January 12, 2011.

- B. Next Friends Meeting - Who will attend? Volunteers Please!

Boardmember Munn volunteered to attend the other Boardmembers gave her pointers and encouragement attending the meeting.

D. Director's Report -January 2011

Library Director Hill asked if there were any questions from the board. Boardmember Larson inquired about the Kachemak group still meeting at the Library. Library Director Hill informed her that they secured another meeting location. She outlined the Top Drawer program for Boardmember Munn.

There was no further discussion.

E. Monthly Statistics – December 2010

Library Director Hill distributed the statistics. It was noted that the December figures were not listed.

Library Director Hill reported the line items for the Boardmembers. She noted that at this time a full year comparison could be made.

Total items circulated were 108,166 the highest amount to date.

Circulation Items – 8193

No figures for Interlibrary Loans

Study room use

of groups – 151

of people – 358

Meeting Room Use

of groups – 16

Attendance

Total – 8610

Story hour – 224

School Classes – 0

Internet Users – 3202

Programs – 83

New cards Issued

City- 21

Borough – 25

Transient – 2

Volunteer Hours

of persons – 79

of hours – 167.25

Materials Added

Books – 101

Audio – 12

Materials Removed

Books – 63

Revenues – Total Revenues for the Year \$26,082.99

Fines/Fees/Copies – 2305.34

The numbers are surprisingly high for most categories. The cards issued are staying pretty steady. The total new books added 2170 for the year. The Boardmembers commented on walking through the statistics is more enlightening and liked it. It was noted that the current economy did affect some of these categories more so than others.

Library Director Hill will be applying for the same grants as before. She noted the funds in April were a grant for training that was received. Responding to a question from Boardmember Munn she explained how new materials are chosen. Books are purchased on suggestions, professional advisory and personal knowledge on the content of the collection and keeping the collection as updated as possible. Discounts are given by the vendors up to 40 %. They have the most fun at the end of the year purchasing new books and materials with the remaining funds.

There was no further discussion.

F. Landscape Committee Report

Boardmember Larson reported that the little rotary garden where the concrete posts are there has been upheaval and someone has picked up and thrown one of the cedar logs and are now frozen to the ground so hopefully it will stay there until thaw.

Library Director Hill did speak with the City Manager and Public Works Director about relocating the Disabled Parking Sign to across the Parking Lot to offer a temporary solution to the glaciation. It was noted that this was supposed to be fixed over the past summer to repair the water issues. She also had a conversation with them regarding on mowing areas that were discussed to keep the seeds and weeds down.

Boardmember Larson has not spoken with Ms. Adams at this time. They will look to have a meeting sometime in March.

There was no further discussion.

G. Arts Committee

Library Director Hill reported that the current exhibit will be removed tonight. The endowment Quilt will be hung in the space. There was no further news on the status of the Pratt. Chair Faulkner reported she had not heard from Angie Newby who had offered to intercede on the Library's behalf.

Deputy City Clerk Krause will contact Ms. Newby to get a status report.

There was no further discussion.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Library Capital Projects – Update on Energy Efficiency Measures

There was no new information on this topic. Hopefully there will be something new next month.

There was no further discussion.

B. Library – Comments, Responses, Issues, and Challenges

Boardmember Larson commented on social networking with Facebook and Twitter, discussions on these outlets. She was trying to figure out how something like this could benefit the library. Library Director Hill reported that they are actually working on this establishing a Facebook page to be up and running at the

start of the summer reading program. She stated that she was waiting until there was something reportable to the Board.

There was a brief discussion regarding the possibilities with networking with people around the world even with texting, Facebook, etc. It was noted how it was a whole new way of communicating.

There was no further discussion.

C. Review and Update Library Policies and Procedures

Library Director Hill distributed the Circulation Policy Update and Library User Conduct Update for the Boardmembers to review and bring any comments back at the next meeting.

Library Director Hill commented that User Conduct Policy was rewritten on firearms in the library, Parents attending to children, and speaking softly while in the Library. She did work with the City Manager on this issue of firearms in the building. There should not be a need for staff to address the behavior of younger children but occasionally it does come up.

The Circulation Policy - This has been a complete rewrite as the previous policy included other sections that should not have been included in this section. This addresses library cards, lost or stolen or damaged cards, fines and fees, overdue materials, lost materials, refunds or replacement fees, incomplete or damaged materials, holds, loan limit, circulation periods on library materials. There was a brief discussion on revitalizing the movie night; the video collection was increasing so the check-out time was increased to 7 days to accommodate out of town patrons.

She stated that she will be working on the collection development policy, interlibrary loan, library card policy (who is eligible, different cards). Once this has been completed the Board will make a formal approval and recommendation and submit to Council for final approval.

Boardmembers commented on not liking the idea of allowing guns in the library.

There was no further discussion.

NEW BUSINESS

A. Changing the Regular Meeting Time

Chair Faulkner noted this was briefly discussed at the special meeting in December, but was not officially on the agenda so no action was allowed at that time.

There was a brief discussion that a 5:00 p.m. meeting time was preferred by Boardmembers and staff alike.

LARSON/MUNN – MOVED TO RECOMMEND CHANGING THE REGULAR MEETING TIME FROM 6:00 P.M. TO 5:00 P.M.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

It was noted that they may be able to get this on the next council agenda.

INFORMATIONAL MATERIALS

A. Memorandum to Mayor and City Council dated December 9, 2010 Re: 2011 Meeting Schedule

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF THE CITY STAFF

There were no comments from city staff.

COMMENTS OF THE COUNCILMEMBER *(If one is assigned)*

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner stated she wanted to read the email she received from the City Manager and the City Clerk regarding testifying/reporting before City Council and the time that is allotted to Commissions and Boards.

Chair Faulkner proceeded to read the question and response into the record so that in the future Boardmembers can refer to it.

Further discussion and comments on the city council meeting and how uncomfortable they were when trying to make the report. It was noted that with everything that happened the library did get their budget. It was noted that normally commissions and board reports are five minutes, but if the report last longer there is no actual time limit, and since the budget was on the agenda they could include comments regarding the budget in their report.

There was no further discussion.

COMMENTS FROM THE BOARD

Boardmember Wagner commented that during a recent meeting at the library it was her birthday and her sweetie recommended staying at the Library and they had a very enjoyable visit. She commented that it was really cool to just sit and read.

Boardmember Munn had no comments.

Boardmember Seaman apologized for not attending but she teaches a class the second Monday of every month.

Boardmember Larson had no additional comments.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 7:30 p.m. The next Regular Meeting is scheduled for February 1, 2011 at 6:00 pm City Hall, Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, Deputy City Clerk I

Approved: _____

TO: Library Advisory Board
FROM: Helen Hill
SUBJECT: Library Director's Report
DATE: February 1, 2011

Here is an update on library activities since the last LAB meeting (January 4). I'll be happy to answer questions about items on this report. Thank you.

System Failure

On January 11, the Integrated Library System (ILS) server crashed. One of the primary hard disks on the server failed. Although we had good incremental backups, our software vendor was only able to support full backups, not incremental ones. When it became apparent that our software vendor would not be able to recover our data in the manner in which they would normally do so, our IT Administrator ran a special recovery utility and recovered our data. Once the data was recovered, it took a couple of days for the software vendor to rebuild our databases.

Due to bandwidth issues, we are only able to handle incremental backups; full backups would require that the entire system be routinely shut down and would take a very long time. Our IT Administrator is looking into backup technology that would take snapshots of the server data and store it on a different hard disk, and we would have to arrange offsite storage for the additional backup disk. A second option would be to maintain a separate backup server, although it would be costly to maintain an additional software license.

To summarize, this was a very complicated and unusual situation. Our software company is a well known, experienced ILS vendor and serves thousands of libraries. Our IT Administrator and the software company support team worked very hard to get us up and running in a timely manner. I would like to thank Steve Bambakidis, our IT Administrator, for taking the lead and developing an innovative method to save our data. I would also like to thank our dedicated library staff and volunteer shelvees for efficiently tackling the large backlog of tasks and shelving necessary before we could begin circulating items to the public.

We want to be sure that our patrons know that all fines accrued during the time our system was down will be waived and their accounts will not be affected. We are so sorry and appreciate the patience and understanding of the public more than we can say.

Upcoming Events at the Library – All are Welcome to Attend!

- Friday, February 4: Beginning Computer Class – First Friday of each month, 1:30pm.
- Friday, February 4: Computer/Technology Drop-In Help – First Friday of each month, 3:30pm.
- Wednesday, February 9: FHL Board Meeting, 6:00pm.
- Friday, February 11: Internet Basics, 3:30 pm.
- Tuesday, February 15: HPL Book Discussion Group, 4:30pm. This month's book is *Stones into Schools* by Greg Mortenson.
- Friday, February 25: FHL Spelling Bee, 6:30pm. \$100 for each member of the winning team! \$15 entry fee per person. Teams may have 3-4 members. Door prizes and an audience spelling bee, too!

- Preschool Story Hour is each Wednesday from 10-11 in the children's room.
- Small Fry Lapsit is each Thursday from 11:30-12 in the children's room.
- The knitting group meets every Monday afternoon at the library from 3-5:00 in the conference room.

Please check out the FHL website at www.friendshomerlibrary.org for upcoming events or email Carey Restino to get on the monthly FHL mailing list, or call 435-3195 if you need further information. Thank you!

Suggestions from the Public

There were no suggestions from the public.

Friends of the Library

The FHL Board held two meetings on January 12. The first meeting was to plan the upcoming Celebration of Lifelong Learning (CLL) event. The second was a regular meeting which covered reports of the LAB (Gillian Munn reported on behalf of the LAB), library director, FHL Coordinator, and FHL Treasurer. Upcoming programs including the Spelling Bee and the Top Drawer/Top Shelf were discussed. The Board reviewed minutes from the August retreat and discussed action items for 2011.

Statistics

Statistics will be distributed to the LAB during the February meeting.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

Melissa Jacobsen, CMC, Deputy City Clerk II
Renee Krause, CMC, Deputy City Clerk I



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MEMORANDUM

TO: MAYOR HORNADAY AND CITY COUNCIL

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: JANUARY 26, 2011

SUBJ: REGULAR MEETING TIME CHANGE

Background

The Library Advisory Board discussed briefly about changing the regular meeting time from 6:00 p.m. to 5:00 p.m. at the Special Meeting held on December 9, 2010 during approval of the 2011 Meeting Schedule.

At the regular meeting on January 4, 2011 the Library Advisory Board members discussed and unanimously approved changing the regular meeting time to 5:00 p.m. Below is an excerpt of those minutes.

NEW BUSINESS

A. Changing the Regular Meeting Time

Chair Faulkner noted this was briefly discussed at the special meeting in December, but was not officially on the agenda so no action was allowed at that time.

There was a brief discussion that a 5:00 p.m. meeting time was preferred by Boardmembers and staff alike.

LARSON/MUNN – MOVED TO RECOMMEND CHANGING THE REGULAR MEETING TIME FROM 6:00 P.M. TO 5:00 P.M.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

**CITY OF HOMER
HOMER, ALASKA**

City Clerk/
Library Advisory Board

RESOLUTION 11-XX

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, AMENDING THE LIBRARY ADVISORY BOARD MEETING TIME TO 5:00 P.M. AS THE REGULAR MEETING TIME.

WHEREAS, The Library Advisory Board acts in an advisory capacity to the City Manager and the City Council; and

WHEREAS, The Library Advisory Board meetings regularly start at 6:00 p.m. and with the numerous individual commitments of the Board members can be concluded prematurely, causing the Library Advisory Board to be unsuccessful in concluding the business at hand in a timely manner; and

WHEREAS, The Library Advisory Board recommends adjusting the regular meeting times in order to provide a more consistent and efficient meeting schedule; and

WHEREAS, The Library Advisory Board introduced the amendment at a Special Meeting held December 9, 2010 and took final action to approve the amendment at the Regular Meeting on January 4, 2011; and

WHEREAS, The Library Advisory Board meetings will be held monthly with regular meetings the first Tuesday of each month at ~~6:00 p.m.~~ **5:00 p.m.**

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, amends the Library Advisory Board meeting time to Establish 5:00 p.m., as the Regular Meeting Time.

PASSED AND ADOPTED BY THE HOMER CITY COUNCIL this ____ day of February, 2011.

CITY OF HOMER

JAMES C. HORNADAY, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK
Fiscal Note: N/A