

Session 11-06 a Regular Meeting of the Library Advisory Board was called to order on July 5, 2011 at 5:00 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FAULKNER, SEAMAN, COGGER, SCHROEDER AND FLETCHER

ABSENT: BOARDMEMBER MUNN (EXCUSED)

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

Chair Faulkner requested a motion to approve the agenda.

FLETCHER/SEAMAN – MOVED TO ACCEPT THE AGENDA AS PRESENTED.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF THE MINUTES *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the Regular Meeting on June 7, 2011

Chair Faulkner requested a motion to approve the minutes.

SEAMAN/FAULKNER - 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.

FAULKNER/SEAMAN – MOVED TO SUSPEND THE RULES TO ADDRESS ITEM A. LIBRARY CAPITAL PROJECTS UNDER PENDING BUSINESS.

There was no discussion.

The motion to suspend the rules was approved by consensus of the Board.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Friends Report

Boardmember Schroeder reported on the May meeting. He stated they discussed privacy issues on the public computers regarding a continuing pornography issue; lawn maintenance consisted of general comments on what was happening.

Boardmember Fletcher was unable to attend the entire June meeting, but noted that the Boardmembers of the friends stated they will be sending a representative to attend the August meeting to discuss the landscaping since the recent War on Weeds cost was \$1900.00 and there is a continuing \$400.00 cost every three weeks. They inquired about extending the mowing in the entrance areas.

Chair Faulkner stated that at the last meeting Mr. Meyer stated it would be possible to add to a contract and he has not addressed that concern as yet. He would like to meet with a member of the Board, the Library Director and Angie Otteson regarding the specific areas at the entrances.

He noted that there may be the possibility to add to a current City contract with a vendor to mow other city properties. He would have to look into that possibility. Currently there is no service scheduled at the library.

Ms. Dixon commented that they discussed having an anniversary celebration in September for the Library. She stated that they were looking for ideas and she will have more information after next weeks meeting.

There was no further discussion.

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

Boardmember Cogger will attend the Friends Meeting scheduled for July 13, 2011 at 6:00 p.m.

There were no further discussions.

C. Director's Report – July 2011

Ms. Dixon stated that the Sidney Laurence painting, "Evening Light, Mt. McKinley, Alaska" that is on indefinite loan from the Uminski Family Trust was hung in proximity to the Machetanz.

The last month has been very busy. The staff has noticed the adjustments and some uncomfortable as everyone noticed the changes. The staff will continue to monitor the CO2 levels and are learning to make manual adjustments. Maintenance personnel was in and out every day.

The Lego contest had approximately 25-30 entrants, the cartooning classes were full and there is a waiting list for the digital movie workshops and over 200 participants registered for the Summer Reading program. The Chicken Panel was well attended by a solid group of practicing poultry growers.

The policies are being reviewed to determine their status. It is a little overwhelming due to the enormity of them: a chart was made regarding the different sections of the policy. She noted that there were a

couple of new sections such as Social Media, Graphic Novels and Copyright. She noted that the circulation needed to be connected to collection issues, fines and fees, it is on the website and that it needs to be finished before approval from the Board and Council; the section on collection is in progress, not on the website and was last updated and approved in 2002, this needs work; the section on Complaints is okay as it is no updates required; Section on Display was last updated and approved in 2006 and is on the website, there was a question if item C was still required for displaying art, maybe for the kids art; Fines and Fees section is being updated; is on the website and requires updating, it was last updated and approved in 2004; the section on Gift Acceptance no updates are required.

Ms. Dixon noted that the Alaska State Library received a grant to improve access to the internet in underserved areas (mostly rural) through libraries. The Library will benefit from this project by receiving computer and videoconferencing equipment with possible bandwidth improvements as well. Boardmember Schroeder offered his expertise with the video conferencing component as he knew how to do that working at the college.

Chair Faulkner inquired about updating the computer equipment for staff. She inquired if Boardmember Schroeder would mind visiting the Library and reviewing the existing equipment. She is concerned about the staff equipment and capabilities. She was wondering if there would be an easy fix to something such as a "Slow" computer. Ms. Dixon stated her computer is so slow that it is actually hindering her productivity.

The part-time position for Library Technician I has been advertised and seven applications have been received. This position was opened with the retirement of Jolee Ellis.

There was no further discussion.

D. Monthly Statistics – June 2011

The Board expressed delight in the new font size of the statistics. Chair Faulkner expressed delight in the easily readable chart. There were a few comments on the comparison of the figures from 2010 to 2011 were basically within the same number range.

There was no further discussion.

E. Landscape Committee Report

Boardmember Munn was absent due to illness so there was no report.

There was no further discussion.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Library Capital Projects - Status Report on Energy Efficiency Measures

Public Works Director Meyer reported on the progress dealing with issues related to air handling and exchange. He stated that ACS has made all recommended changes to the computerized protocol regarding the reduction of air drawn into the building. Bill Smith has been a regular visitor speaking with staff and checking the computer to implement any additional "tweaks" are required. Comments have been received that it is warmer and stuffiness. It is more noticeable in the mornings and when there are a large number of visitors in the building. To combat this there will be windows that can be opened and a "panic button" being installed to allow staff to bring in approximately 20 minutes of fresh air.

Ms. Dixon stated that staff have been keeping track of the numbers regarding air quality so better control can be obtained.

Mr. Meyer noted that it is a work in progress but they are getting a handle on the issues and making sure that the computer protocols are at the best optimum working levels.

ACS has established that minor changes can be conducted over the internet and Mr. Smith does have some capabilities to make changes too. Mr. Meyer further elaborated that he has withheld making a decision on entering into a long term maintenance contract with ACS and has decided to pay for individual service calls as required. Mr. Smith noted that he believes his contract with the city will absorb the recent visit from ACS. It is believed that these recent measures will not exceed what council has approved.

The project will continue into the winter so this is not a finished project. Mr. Meyer next offered a brief history on the problems with the building and the intent for the benefit of the new Boardmembers.

Chair Faulkner requested information on when the remaining energy issues to the entry and the "smoke stack". Mr Meyer noted that these were not included in the allocated monies. Chair Faulkner commented that it would be very beneficial to turn that entry into a true arctic entry.

Ms. Dixon mentioned a few comments that were noted by staff regarding the hallway acting like a wind tunnel sucking in the cold air when the doors are opened in the winter time.

There was further discussion on noting the current conditions, monitoring the air exchange, energy used to heat cold air in winter from the main doors and the ongoing energy efficiency measures being conducted on all city owned buildings. They will continue to tweak and monitor the air handling systems.

Mr. Meyer commented on the drainage issue in the parking lot and he feels that due to the mild winter, and summarized the problems with the drainage related to ice heaving. Ms. Dixon questioned the safety concerns regarding the ice build-up in the parking lot. She expressed that saving money was a concern but did not want to sacrifice safety for dollars. She stated that reviewing the comments, input from staff, etc. she would like to see it addressed sooner rather than later. She doesn't want anyone falling. She additionally asked about the big pile of sand that still remains in the corner that encompasses almost the area of one parking space. Mr. Meyer stated he wasn't aware that they had not removed that as yet and will get that addressed.

Mr. Meyer responded that he is responsible for planting the tulips last fall in the garden under the new sign. He stated that 3 rows of tulips were planted and only one row has come up this year. He added additional delphiniums in the back to add more color later in the summer. There was further discussion on the additional perennials that were planted.

Mr. Meyer will attend the August meeting to give an update to the board members.

There was no further discussion.

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

There was no further discussion.

C. Policy and Procedures – Status Update on Completion Process

This item was addressed in the Director's Report.

NEW BUSINESS

A. Capital Improvement Plan 2012-2017

The Boardmembers reviewed the projects from the 2010 Capital Improvement Plan and the projects that were included in Resolution 10-78(A) and after a brief discussion submitted the following for recommendation:

1. Natural Gas Pipeline Anchor Point to Homer
2. Alternative Water Source
3. Sewer Treatment Plant Bio-Solids Treatment Improvements
4. Firefighting Enhancement – Aerial Truck
5. Downtown Restroom
6. Alaska Maritime Academy
7. Kachemak Bay/Cook Inlet Tidal Power

After further discussion on how the above projects would impact the Library and the community in general the projects were prioritized in the order given.

The list was approved in consensus as the recommendation to Council.

B. Discussion and Appointment of a Vice Chair for the Landscape Committee

Chair Faulkner noted that there will be two members that will be retiring next year and there is a need for an additional member to attend the Landscape Committee. She asked if Boardmember Cogger would become a member/vice chair of the committee to assist Boardmember Munn. Ms. Cogger agreed to accept the appointment.

Chair Faulkner noted that there may be another War on Weeds but she is not sure when. This time around better advertisement is needed to get more volunteers.

There was no further discussion.

C. Discussion on Items for the 2012 Budget for the Library

Chair Faulkner gave a brief outline on the Budget process. She noted in previous years that it was a concerted efforts by the Friends and the Community to cut a body and close the Library on Mondays. Last year it was cutting the budget by \$20,000. They showed that even Talkeetna has a budget of \$19,000. She noted that this year it will probably equally tough budget cutting issue to be fought for by the Board, Friends and the community.

There was no further discussion.

INFORMATIONAL MATERIALS

There were no informational materials.

COMMENTS OF THE AUDIENCE

Representative Paul Seaton noted that the legislature did approve an increased revenue sharing to the City so there are additional revenues that the Board/Library could lobby for; he noted that Homer did receive funding for downtown restrooms included in the cruise ship improvements. He wanted to stop by and say hello and answer any questions they may have. He was glad to see that the gas line was a top priority.

He gave some explanation on why the gas line was not approved by the Governor. He stated a grant was tied to AEA and they had not vetted the projects. There were a few energy projects tied to this grant of money. He offered a few suggestions that may get the approval next year for the project.

There were no further comments.

COMMENTS OF THE CITY STAFF

There were no staff comments.

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

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner had no further comments.

COMMENTS FROM THE BOARD

Boardmember Fletcher reported she will not be at the August meeting. She will gladly pick up here packet when she comes back in town.

Boardmembers Seaman, Cogger and Schroeder had no comments.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:35 p.m. The next Regular Meeting is scheduled for August 2, 2011 at 5:00 pm at City Hall, Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____