

Library Advisory Board
Tuesday
December 6, 2011
Regular Meeting
5:00 p.m.



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



**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. Meeting Minutes for the Regular Meeting on November 1, 2011 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – December 14, 2011 6:00 P.M. Library Conference Room
 - C. Director’s Report – December 2011 Page 11
 - D. Monthly Statistics - November 2011 Laydown
 - E. Landscape Committee Report – Monica Cogger/Tamara Fletcher
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Policies and Procedures – Fines, Fees and Copies – Revenue and Expenses
 - B. Budget 2012 – Amendments Proposed to the Preliminary Budget
- 10. NEW BUSINESS**
 - A. Memorandum dated November 2, 2011 Re: Approval of the 2012 Meeting Schedule Page 13
- 11. INFORMATIONAL MATERIAL**
- 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 JANUARY 3, 2012** at 5:00 P.M. in the Cowles Council Chambers located at City hall 491 E. Pioneer Avenue Homer, Alaska.

Session 11-08 a Regular Meeting of the Library Advisory Board was called to order on October 4, 2011 at 5:10 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 SEAMAN (EXCUSED)

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK RENEE KRAUSE

APPROVAL OF THE AGENDA

Chair Faulkner requested a motion to approve the agenda.

FLETCHER/MUNN – MOVED TO APPROVE 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 October 4, 2011

Chair Faulkner requested a motion to approve the minutes.

FLETCHER/MUNN - MOVED TO APPROVE THE MINUTES.

A brief clarification on the difference between grammatical corrections and corrections to content of minutes was stated by Ms. Krause in response to Ms. Fletcher's inquiry.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Friends Report

Ms. Cogger reported that the Friends moved her up on the agenda so she was free to leave as her schedule demanded.

The main topic of the meeting during her visit was the landscaping at the library. She reported that the Friends have agreed to fund the weeding efforts for another year. They would also approach the Garden Club to volunteer. Signage was discussed to denote the gardens on the property.

Ms. Dixon added that they have also approved purchasing six e-readers for the public to check out.

There was no further discussion.

B. Next Friends Meeting – November 9, 2011 at 6:00 P.M. Library Conference Room

There were no discussions.

C. Director's Report – October 2011

Ms. Dixon reported that the major events for the month were the plant and book sale. They raised \$2800.00 and had a \$1000 donation. There was a number of Halloween related events such as a costume swap, face painting class on Halloween there was a special reading with attendance around 80 persons, adults and children; they did hand out candy to those in costume between 4:00 p.m. and 6:00 p.m. She additionally reported on the training opportunities that staff members were able to attend.

She has met with Bonnie Betley who is one of the sponsors for the Imagination Library and is nationally sponsored by Dolly Parton. The program allows persons with children five and under to sign up to get free books mailed to them. This program is directed to get early literacy into the home and to those with no home. There is a local component requirement too. They are thinking of offering the space to allow a Saturday story time.

She noted that they should be receiving the video conferencing equipment soon and they are looking into relocating some of the existing equipment in the conference room so that the new equipment can be installed.

Ms. Dixon reported that she attended the meeting and assisted in forming an action plan for the library grounds and acknowledged receipt of a proposed policy from Mr. Schroeder.

Discussion ensued on relocating the various pieces of equipment in the conference room and possible options available.

There was no further discussion.

D. Monthly Statistics – October 2011

Library Director Dixon distributed the statistics.

There was a brief discussion on where the monies reported on the fines/fees line item were deposited; clarification that public outreach is listed under school classes and that new line item should be shown for the outreach that is done at the schools and home bound persons.

There was no further discussion.

E. Landscape Committee Report

Ms. Cogger and Ms. Fletcher explained the color coded map that depicted the grounds of the library. It was noted that Mary Lou will be the Friends representative and contact for the committee.

A discussion ensued on the plan that was created and where the mowing will be performed. It was agreed that mowing will be done for 2 hours each week for 18 weeks. There was further discussion on the history of the landscaping and the issues resulting in the big weed problems and lack of maintenance. The friends will take care of the established gardens. There was an idea proposed to install picnic tables in one area and child's play area in the future. Ms. Cogger reported and Ms. Dixon confirmed that the City Manager has given a three year commitment to trim shrubbery each season.

A special note was made on the invasive species of Reed Canary Grass and staff looked online regarding this plant and stated she would forward the information link, <http://www.kenaiwatershed.org/reedcanarygrass.html>, to them on this grass. It was noted that while not much can be done at this time they can get prepared to address the problem first thing in the spring.

The committee members assured the Board that they will be able to have a plan suitable to present to council by the deadline established. They further expounded that they have just recently seen this information and will need to put some more time into these issues. They will cover the most important issues as they are informed.

There was no further discussion.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

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

There was no discussion.

B. Review on the Updated and Revised Sections of the Library Policies and Procedures Manual

The discussion opened with a recommendation to increase fees for library cards and leaving it to the Library Director's discretion on offering a reduction of 50%. It was also recommended to consider establishing a tiered fee system for cards based on age. Ms. Dixon did not agree with the added headache and work for staff to offer a tiered fee system or increasing the existing fee for a library card. She stated that for most it may be a hardship.

Circulation Policy - In response to questions on what method are late notices delivered to patrons and who determines the amount as a large delinquency. What is the limit \$50? \$100? Ms. Dixon stated that the notices are sent via US Mail and the amount is at the discretion of the Library Director. She noted that staff was just discussing this and deleting the name of the collection agency from the policy also. It was also noted under the Lost Materials there is mentioned a "processing fee" but there is no amount. A recommendation to charge a \$7.00 processing fee for incomplete materials and it should be consistent throughout.

Ms. Dixon noted that one reason not to do that is there is a separate Fines and Fees Policy and if you update one you would have to update the other. It was recommended to remove all mention of dollar amounts to be consistent.

Chair Faulkner stated that she recalled a previous discussion on increasing the late fees was held and asked if there was consensus on increasing the fees for overdue materials. She stated that this is the time to make those changes. She preferred to increase the fee to \$0.25. Mr. Schroeder again recommended a tiered fee schedule and Ms. Dixon said that would cause too much additional work on staff. Ms. Dixon reported that Fairbanks does not charge overdue fines and if you have overdue materials then you cannot check out any materials. She would like to have the same policy since it would save on staff time needed to send out the notices. Chair Faulkner stated this is the time to make those changes. Ms. Dixon felt that council would not look favorably on reducing or canceling fees since it helps fund the overhead incurred. It was noted that most public libraries have a longer check out period and this may be a consideration too.

There was discussion on coming back to the December meeting with the fines fees and copies amount broken down to reflect the amounts collected for each for the last three months, September, October and November.

Further discussion in response to a question on addressing people with general delivery addresses to get a library card, and Ms. Dixon has decided that coming up with a new category was a possibility. Staff expressed concern that currently an address was required to get a card. There are a number of patrons that live and get mail but it is addressed as general delivery. Staff was split on establishing a new policy and Ms. Dixon will be making an executive decision and bring it back at the December meeting.

Chair Faulkner stated that it has always been the policy to submit the policies as a whole to Council. Ms. Dixon that maybe in a year that could happen. She further stated that there are some new policies that are needed such as copyright, social media, graphic novels, and video conferencing. It was recommended to add WI-FI under the Internet Policy. There are some policies that require no changes. The main ones that staff have been working on is the library registration card policy, circulation policy, and confidentiality which has been the toughest one which after thought needs a bit more time. Ms. Dixon elaborated on the issues with the confidentiality law. The problem with the confidentiality law is the state is very simplistic stating all records are confidential. She will be speaking with the City Manager and get his recommendation. Library cards are issued under a toddler's name. This allows twelve items for each person in the family. When the materials are overdue and a minor then the parent is informed since they are legally responsible for the fees. Then they are allowed to know the title of the materials so they could collect and return the materials. It is a frequent occurrence that parents come in and check out materials under each card without the person present.

Further comments on the age of certain policies and that there have been changes over the last 10 years so it really needs to be done. It was recommended to get the policies they could be approved and start a rolling review policy, numbering the policies, establishing a Table of Contents and make sure that all the editing is completed.

Display and Exhibit Policies – Discussion on this policy included pros and cons on keeping it in the manual to allow for possible future use or deleting altogether. It was agreed by consensus that it should be left in the policies. If they delete this policy there will be a loss of all this work and it does state "may be allowed".

It was agreed by consensus to include the policy.

It was noted by Ms. Dixon that there may be up to three or four policies that the Board can review and submit to council in January for approval.

There was no further discussion.

C. Discussion on the Status of the 2012 Budget and Update

Ms. Dixon reported that the budget was before council and it has been very quiet.

Chair Faulkner remembered what set it off last year and advised the Boardmembers that if they heard anything negative regarding the budget let the clerk know so she can pass the information on to the remaining members of the board.

It was noted by the staff that there were only two more council meetings scheduled this year November 28, 2011 and December 12, 2011.

There was no further discussion.

NEW BUSINESS

A. Changing the Review Requirements on the Library Policies and Procedures

FLETCHER/SCHROEDER – MOVE THAT THE LIBRARY ADVISORY BOARD REVIEW POLICIES ON A ROLLING BASIS EVERY FOUR YEARS AND UPDATE THEM ACCORDINGLY.

Discussion included having the ability to add or delete policies as needed; changing and revising the policies to review and update four policies every year which will be on a four year review period. Once the policies are reviewed it would have a date and then approved four years from that time period. Chair Faulkner expressed her main concern was updating the nearly ten year old policies. It was noted that Ms. Dixon will direct this issue on completion of the policies and to forego the request to change to review schedule at this time.

The motion on the floor was pulled from consideration.

It was noted by the Chair there was an error in the Homer City Code reflecting the minimum number of members residing in the city. The Clerk acknowledged that error was already noted and scheduled for correction.

There was no further discussion.

INFORMATIONAL MATERIALS

There were no informational materials.

COMMENTS OF THE AUDIENCE

There were no audience comments.

COMMENTS OF THE CITY STAFF

There were no comments from staff.

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

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner inquired if there was interest to have appetizers and finger foods at the December meeting. She commented that the Board did this last year and it made the last meeting of the year fun and a small celebration of the Christmas Season.

COMMENTS FROM THE BOARD

The Board commented agreeably to Chair Faulkner's suggestion. It was noted that the Board should bring a tad extra just in case there were members of the public present. They would eat during the meeting and not set aside a limited time to break from the meeting.

Boardmember Fletcher stated that the committee will have a meeting in December and will notify the Clerk on the day and time.

Boardmember Munn thanked the other members for taking on the Landscape Committee roles.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:53 p.m. The next Regular Meeting is scheduled for December 6, 2011 at 5:00 pm at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____

Director's Report
Homer Public Library
November 29, 2011

November began with some great news: the Homer Library was recognized as one of six Alaska "All Star" libraries in an annual ranking conducted by *Library Journal*, a well-known publication in the library world. Rankings are based on factors such as per capita use of the library's books, audio-visual materials, and Internet computers, as well as number of visits to the library and attendance at programs. Of course, we know the Library is heavily used and highly valued by the community; but it's nice to be recognized nationally.

Despite the shortness of the month, with three days of closure for holidays, the Library hosted several community events with the assistance of the Friends of Homer Library. The Kodiak Island Drummers gave everyone who attended a fabulous evening of fun with their amazing rhythms, all the more inspirational because the performers are students. We also held the second in our winter series of readings by local authors, this time an "open mic" night. (December will be Holiday Haikus – don't miss it!) On-going activities included the Knitting Group, Book Club and our Tech Help, which covered Video Basics this month.

The OWL project is moving along. The Maintenance Department is in the process of mounting the monitor for our new video conferencing equipment. The IT Department is preparing our system to accommodate the new download station for audio and e-books.

Thanks to the Friends of the Library, we were able to order six e-readers and some mp3 players, which we hope to have ready for check-out by the end of December. Several other e-readers and tablets were also ordered to use for staff training and technology classes for the public.

Three staff members attended a free workshop in Kenai, sponsored by the Alaska State Library, on Reader's Advisory, or in other words, "how to help people find books they'll like." We've been somewhat short-staffed, due to one person on vacation and several out sick, but managed to keep everything running.

I've spent much of my time this month working on updating Library policies, with more progress made in some than in others. End-of-the-year ordering, accounting, and grant report writing is consuming the rest of my time.

Library story of the month: This morning I helped a woman who needed to use a computer to take an online test in order to keep her job. She'd never taken a test online before and was delighted to find out that she could use her library card to do so. She must have passed, because she left smiling.

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: COUNCIL'S ADVISORY BODIES

FROM: JO JOHNSON, CITY CLERK

A handwritten signature in cursive script, appearing to read "Jo Johnson", is written over the printed name.

DATE: NOVEMBER 2, 2011

SUBJECT: 2012 MEETING SCHEDULE

Please review the 2012 meeting schedule for your Advisory Body and approve with or without amendments. The draft resolution includes the entire 2012 meeting schedule. The resolution will be presented to Council on December 12, 2011 for adoption.

A memo or excerpt from the meeting minutes noting the action by your advisory body is needed. Please return this to the City Clerk by December 6, 2011.

Thank you!

**CITY OF HOMER
HOMER, ALASKA**

City Clerk

RESOLUTION 11-XXX

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2012 REGULAR MEETING SCHEDULE FOR THE CITY COUNCIL, ECONOMIC DEVELOPMENT ADVISORY COMMISSION, LIBRARY ADVISORY BOARD, PARKS AND RECREATION ADVISORY COMMISSION, ADVISORY PLANNING COMMISSION, PORT AND HARBOR ADVISORY COMMISSION, LEASE COMMITTEE, PERMANENT FUND COMMITTEE, PUBLIC ARTS COMMITTEE AND TRANSPORTATION ADVISORY COMMITTEE.

WHEREAS, Pursuant to Homer City Code Section 1.14.020, the City Council annually sets the schedule for regular and some special meetings, noting the dates, times and places of the City Council, Advisory Commissions, and the Library Advisory Board meetings; and

WHEREAS, The public is informed of such meetings through the kiosks located at Captain's Coffee, Harbormaster's Office, Redden Marine Services of Homer, and the City Clerk's Office, Clerk's Calendar on KBBI, the City Clerk's Home Page on the Internet, and postings at the Clerk's Office at City Hall, and the Public Library; and

WHEREAS, HCC 1.14.020 - 040 states that meetings may be advertised in a local paper of general circulation at least three days before the date of the meeting and that special meetings should be advertised in the same manner or may be broadcast by local radio at least twice a day for three consecutive days or two consecutive days before the day of the meeting plus the day of the meeting; and

WHEREAS, HCC 1.14.010 notes that the notice of meetings applies to the City Council and all commissions, boards, committees, subcommittees, task forces and any sub-unit of the foregoing public bodies of the City, whether meeting in a formal or informal meeting; that the failure to give the notice provided for under this chapter does not invalidate or otherwise affect any action or decision of a public body of the City; however, this sentence does not change the consequences of failing to give the minimum notice required under State Statute; that notice will ordinarily be given by the City Clerk; and that the presiding officer or the person or persons calling a meeting are responsible for notifying the City Clerk of meetings in sufficient time for the Clerk to publish notice in a newspaper of general circulation in the City; and

WHEREAS, This Resolution does not preclude additional meetings such as emergency meetings, special meetings, worksessions, and the like; and

WHEREAS, Council adopted Resolution 06-144 on October 9, 2006 establishing the Regular Meeting site for all bodies to be the City Hall Cowles Council Chambers.

NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2012 meeting schedule is established for the City Council, Economic Development Advisory Commission, Library Advisory Board, Parks and Recreation Advisory Commission, Advisory Planning Commission, Port and Harbor Advisory Commission, Lease Committee, Permanent Fund Committee, Public Arts Committee and Transportation Advisory Committee of the City of Homer, Alaska, as follows:

Holidays - City Offices closed:

January 1*, New Year's Day, Sunday so will be observed on Monday, January 2	February 20*, Presidents' Day, the third Monday	March 26*, Seward's Day, last Monday	May 28*, Memorial Day, last Monday	July 4*, Independence Day, Wednesday	September 3*, Labor Day, first Monday
October 18*, Alaska Day, Thursday	November 11**, Veterans Day, Sunday so will be observed on Monday, November 12	November 22*, Thanksgiving Day, Thursday	November 23*, Friday, the day after Thanksgiving	December 25*, Christmas, Tuesday	

*Indicates holidays - City offices closed.

**If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules and Regulations.

CITY COUNCIL (CC)

January 9, 23	February 13, 27	March 12, 27*	April 9, 23	May 14, 29*	June 11, 25
July 9**, 23	August 13, 27	September 10, 24	October 2 Election	October 8, 22, for Oath of Office, 15	Canvass Board October 5 or 8
November 6 Run- Off Election	November 12**, 26	December 10****	December 17**** if needed		

City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m. prior to every Regular Meeting which are held the second and fourth Monday of each month at 6:00 p.m. *** The City Council traditionally reschedules regular meetings that fall on holidays or High School Graduation days, for the following Tuesday. Council will not conduct a First Regular Meeting in July.

AML Annual Conference Week is tentatively scheduled for November 12 - 16, 2012.

*Tuesday meeting due to Seward's Day/Memorial Day.

**There will be no First Regular Meeting in July or November.

**** The City Council traditionally cancels the last regular meeting in December and holds the first regular meeting and one to two Special Meetings as needed. Generally the second Special Meeting the third week of December, will not be held.

ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

January 10	February 14	March 13	April 10	May 8	June 12
July 10	August 14	September 11	October 9	November 13	December 11

Economic Development Advisory Commission Regular Meetings are held on the second Tuesday of each Month at 6:00 p.m.

LIBRARY ADVISORY BOARD (LAB)

January 3	February 7	March 6	April 3	May 1	June 5
July 3	August 7	September 4	October 2	November 6	December 4

Library Advisory Board Regular Meetings are held on the first Tuesday of each month at 5:00 p.m.

PARKS AND RECREATION ADVISORY COMMISSION (P/R)

January 19	February 16	March 15	April 19
May 17	June 21	July 19	August 16
September 20	October 25*	November 15	

Parks and Recreation Advisory Commission Regular Meetings are held on the third Thursday of each month, with the exception of December, at 5:30 p.m. *Rescheduled due to Alaska Day Holiday.

PLANNING COMMISSION (P/C)

January 4, 18	February 1, 15	March 7, 21	April 4, 18	May 2, 16	June 6, 20
July 18**	August 1, 15	September 5, 19	October 3, 17	November 7, 21	December 5**

Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of each month at 6:30 p.m. **There will be no First Regular Meeting in July or Second Regular Meeting in December.

PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 25	February 22	March 28	April 25	May 23	June 27
July 25	August 22	September 26	October 24	November 21	December 19

Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of each month at 5:00 p.m. The Regular Meetings in the months of November and December are traditionally scheduled for the third Wednesday of the month.

LEASE COMMITTEE (LC)

January 12	April 12	July 12	October 11
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Lease Committee Regular Meetings are held quarterly on the second Thursday of each month at 3:00 p.m.

PERMANENT FUND COMMITTEE (PFC)

February 9	May 10	August 9	November 8
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Permanent Fund Committee Regular Meetings are held quarterly on the second Thursday of the months of February, May, August, and November at 5:15 p.m.

PUBLIC ARTS COMMITTEE (PAC)

February 9	May 10	August 9	November 8
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Public Arts Committee Regular Meetings are held quarterly on the third Thursday of the months of February, May, August, and November at 5:00 p.m.

TRANSPORTATION ADVISORY COMMITTEE (TAC)

February 21	May 15	August 21	November 20
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Transportation Advisory Committee Regular Meetings are held quarterly on the third Tuesday of the months of February, May, August, and November at 5:30 p.m.

PASSED AND ADOPTED by the Homer City Council this 12th day of December, 2011.

CITY OF HOMER

JAMES C. HORNADAY, MAYOR

ATTEST:

JO JOHNSON, CMC, CITY CLERK

Fiscal Impact: Advertizing of meetings in regular weekly meeting ad and advertising of any additional meetings.

