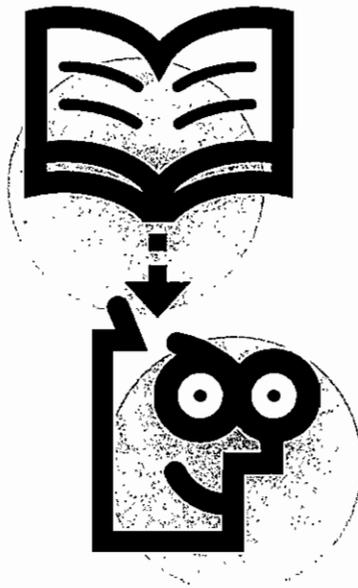


Library Advisory Board
Tuesday
November 6, 2012
Regular Meeting
5:00 p.m.



Conference Room - Upstairs
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 October 2, 2012 Page 5
- 6. VISITORS**
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report
 - B. Next Friends Meeting – November 14, 2012 6:00 P.M. Library Conference Room
 - C. Director’s Report November 2012 & Monthly Statistics for October 2012 Page 9
 - E. Landscape Committee Report – Monica Cogger/Tamara Fletcher Page 11
 - F. Budget & Statistics – Phil Gordon
 - G. Children’s Art – Eileen Faulkner
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. Library Policies – Updated Policy Chart (postponed from the October meeting)
 - B. 2013 Budget Discussion Page 13
- 10. NEW BUSINESS**
 - A. 2013 Meeting Schedule Page 15
- 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 DECEMBER 4, 2012** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 12-08 a Regular Meeting of the Library Advisory Board was called to order on October 2, 2012 at 5:08 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS COGGER, GROESBECK, FLETCHER, FAULKNER, AND GORDON

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK RENEE KRAUSE

APPROVAL OF THE AGENDA

The agenda was approved by consensus of the Board.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There was no audience present.

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 August 7, 2012

Chair Faulkner requested approval of the minutes.

There were three corrections regarding grammar noted and one correction in information.

Board member Groesbeck made a point of order that grammatical errors should be sent to the Clerk and not pointed out during the approval process.

The minutes were approved as amended by consensus of the Board.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Friends Report

There was no report given.

B. Next Friends Meeting – October 10, 2012 at 6:00 P.M. Library Conference Room

Ms. Cogger noted for the record that she will attend the meeting next week.

C. Director's Report November and Monthly Statistics October 2012

Ms. Dixon reviewed her report and commented on the OWL computer system; the conference high points; the US has fallen behind several other countries due to challenges and the state of Alaska is at the bottom. The state has high internet use but Alaska does not have the bandwidth, some governmental documents are only available online in the Lower 48; Public Libraries are considered anchor institutions

and are a priority for connectivity; plant sale made over \$3000; inquiry was made to have a wedding in the Library and there is no policy against this but there is nothing set up in the fee schedule, etc. This brought up some possibilities for the future. So when they look at the policies again they should address that issue.

There were a few comments on the statistics on meeting room usage, attendance for story hour and lap-sit and higher internet use. There were higher numbers in audio book check outs.

E. Landscape Committee Report – Monica Cogger/Tamara Fletcher

Ms. Fletcher reported that the committee is still meeting however have decided not to meet during the summer months. They did come up with some ongoing agenda items and will not be meeting from May through August since it is too hard to get people together. Ms. Fletcher noted that Angie Otteson was to have additional help through October and was scheduled to attack the alders.

There was a brief discussion on attending Council meetings for the budget; getting some interest of the Future Farmers group at the high school that may fit into their curriculum.

The next meeting is scheduled for October 25, 2012 at noon at the Library.

F. Budget & Statistics Report – Phil Gordon

Phil Gordon was researching what advice has been given to Council over the years and proposed to clearly advise them before the budget hearing when they are burdened with an avalanche of data and strident demands. He believed that a list of successes and the reasons for those successes and a second list of the obstacles to success in any areas they see the need for improvement. He suggested they brainstorm the two lists and then prioritize each list.

A discussion ensued on the role and job of the Library Advisory Board and how those recommendations were processed through memorandums submitted to the City Manager who forwards them to the City Council and Mayor and meeting attendance to inform Council on the sub committee's progress. It was noted that many of the other commissions and committees do attend the Council meetings with the exception of Planning Commission and Transportation Committee.

Further discussion on the drastic difference between the funding of libraries in other communities and the degree that Homer does not fund its library ensued.

Mr. Gordon noted the following in his report:

- Staff is excellent though over-worked
- Facility is good, if not perfect
- Programs are good if not meeting all community needs
- Circulation of materials and resources is good
- Patronage is excellent – a huge volunteer and support group
- Collection budget is poor, and has been poor for decades

It was noted that there has been published comment that the library is not part or considered one of the core city functions or services. The Council does not see the statistics and it may be beneficial for them to see the effects. The library was the busy place in the city on a daily basis and this information should be provided to council. Mr. Gordon noted that the other community's libraries have not won awards.

Staff provided information and guidance on advocating for the increases requested for 2013.

There was a discussion on the dynamic discussion on the budgets of the different cities and that those figures do not include charity. It was noted that grants took a significant amount of staff time for reporting requirements.

Mr. Gordon also noted that the Library does not fit in the requirements for State Funding and inclusion on the Capital Improvement Plan regarding book collection. He next reviewed the growth of the Materials

Budget for the 1990 – 2010 for Kenai, Soldotna, Kodiak, Seward and Homer with the other community's growth is over 100% and Homer is less than 10% growth.

Ms. Fletcher commented that this information Mr. Gordon provided was very powerful and recommended showing it in a graph format.

Ms. Fletcher departed the meeting at 5:50 p.m. for a prior commitment.

The Board continued a discussion on the aspects of presenting information to Council. Chair stated that this information can be used in supporting the budget request and her reason for testifying at the last meeting. Mr. Groesbeck recommended having it drafted for review and approval at the next meeting. That way it can be ready to go for December.

There was additional discussion on submitting an editorial to the local papers, Mckibben at Homer News was selected. It was recommended to provide Mckibben with some of the stats like how many customers are helped daily, the children's programs, and a shelter and safe place for the area homeless teens.

Ms. Dixon commented on a calculator application where you can input some data and it provides a value.

H. Children's Art/ Art Report – Eileen Faulkner

Chair Faulkner reported that new art is now hanging in the Children's Library from McNeil Canyon.

Ms. Dixon reported that they received a request from a teacher at Kachemak Kids but according to the policies it must be from a non-profit. So that has been under consideration.

Chair Faulkner commented on the bylaws state that they hang art from artists that are for profit so she did not see why they could not hang the art. It was noted that they could not have signs or sell why hanging.

It was asked if the Policy October agenda.

FAULKNER/COGGER – MOVED TO ALLOW THE ART FROM KACHEMAK KIDS BE DISPLAYED IN THE LIBRARY.

There was a brief discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Library policies – Updated Policy Chart

Chair Faulkner requested that this item be postponed until November since a few more things were added.

B. 2013 Budget Schedule and Discussion on the Needs of the Library

Chair Faulkner noted that this item was pretty much discussed during Mr. Gordon's report.

A brief discussion on testifying at Council meetings as private citizens was conducted.

NEW BUSINESS

A. October 5, 2012 Appreciation Party

Brief discussion on attending and what will be served and everybody should be there!

INFORMATIONAL MATERIALS

A. Memorandum to City Manager Re: Removal of Board member for Unexcused Absences

B. Memorandum to Mayor & City Council Re: Capital Improvement Plan 2013 Recommendations

There was no discussion on the materials.

COMMENTS OF THE AUDIENCE

There was no audience present.

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 commented that she will not be at the December meeting; down two members so need to get some new members.

COMMENTS FROM THE BOARD

Ms. Cogger and Mr. Gordon had no comments.

Mr. Groesbeck commented kudos to the Friends on the Book Sale and that they are greatly appreciated.

ADJOURNMENT

There being no further business to come before the Chair Faulkner adjourned the meeting at 6:20 p.m. The next Regular Meeting is scheduled for November 6, 2012 at 5:00 pm at City Hall Upstairs Conference Room 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved: _____

**Director's Report
Homer Public Library
October 30, 2012**

We received excellent news this month: A grant I submitted to the Rasmuson Foundation last June to purchase books and materials for the Library was fully funded at \$18,852. This means that we'll be able to purchase many more books, audio books, and DVDs than our baseline budget allows. We also plan to start a small music collection with the funds.

While we garner overwhelmingly positive feedback on our facility and staff service, our area of weakness for some time has been improving the collection itself. In addition to replacing damaged and worn-out books, patrons continually request more books, newer books, and a broader variety of materials than our budget has been able to fulfill. This grant will help us put a significant dent in the backlog of materials that need updating and expanding!

Special events this month included using our new OWL flat-screen monitor to stream the presidential debates; a second discussion in our Civil Discourse series (topic: the Homer gas line); and a Halloween program for children, featuring a fun-fest of scary stories for elementary age kids, a costume swap, and decorating monster cookies.

I spent three days at Dir Lead, an annual conference arranged by the Alaska State Library for directors of Alaska's larger libraries. There we caught up on what's happening in libraries around the state, learned about State Library initiatives, received a progress report on the OWL project, and exchanged ideas for programs and problem solving. The following week I attended FEMA emergency management training here in Homer. To our good fortune, fire chief Bob Painter is creating an emergency plan for the Library, as part of a master's degree program he is in. His plan will cover all types of emergencies, from natural disasters to violence in the workplace. Staff really appreciates this effort to provide some guidelines and suggestions for improving safety at the Library should any emergencies occur.

I began work on revising the facility use and videoconference policies but did not get as far as I'd hoped i.e. a finished draft. Progress is being made, however, and I hope to have a draft available for staff comment and LAB approval soon.

Just this morning we issued library cards to a couple who live across the bay. It had been many years since they'd come into the Library. They were as excited as children at a birthday party when they found out they could download audio books from home with their library cards. "This is fantastic!" the man said. "I can hardly believe it!"

It's amazing, what you can find out at the Library!

Library Advisory Board
Landscaping Committee
October 25, 2012 meeting
Library Conference Room

In Attendance: Angie Otteson, Kyra Wagner, Megan Murphy, Monica Cogger, Tamara Fletcher, guest David Grosbeck from the LAB Facility Committee

The Landscaping Committee members assigned individuals to be lead for each agenda item:

Invasives – Donna Aderhold

Garden Planning:

People's Garden – Kyra Wagner/Megan Murphy

Maintenance – Angie Otteson

Designed Beds – Marylou Burton

Forward Thinking – Monica Cogger/Tamara Fletcher

Funding – Monica Cogger/Tamara Fletcher w/ assistance from Marylou Burton

The committee discussed the importance of providing input to the City Council for the 2013 budget and each member was asked to do so by early December. Methods include direct testimony or by email to the City Clerk for inclusion in Council's packet.

Topics that should be mentioned include support by the Parks Department for on-going maintenance tasks on the grounds (mowing, alder eradication), support by Public Works for plowing/sanding and striving to solve parking lot drainage issues, and the importance of fully funding the library's budget including new books. The Friends of the Homer Public Library have made a significant financial contribution to the grounds (\$23,000 since 2010) and are willing to continue supporting the designed beds as long as the City will continue to do maintenance for weed suppression.

This committee will next meet January 31, 2013 at Noon in the Library Conference Room. The 2013 work plan and schedule will be the focus.

Meeting adjourned at 12:40 pm.

CITY OF HOMER

2013 PROPOSED BUDGET DEVELOPMENT SCHEDULE

DATE	TIME	EVENT
7/23/2012	6:00 PM	Budget Schedule to Council.
8/3/2012		Submit to departments, budget work sheets including salary and fringe benefit costs.
8/13/2012	5:00 PM	During Committee of the Whole, Council to discuss budget priorities for the coming year.
8/13/2012	6:00 PM	Regular Meeting-Public Hearing ; Council to seek public input on budget priorities for the coming year.
8/17/2012		Complete budget work sheets, including narratives, and justifications to Finance.
8/27/2012	5:00 PM	During Committee of the Whole, Council to discuss Revenue Sources for General Fund.
9/4/2012		Compile data and return copy to departments for review.
9/10/2012	Week of	City Manager & Finance Director review budget requests with Department Heads.
9/10/2012		Preliminary budget assumptions to Council.
9/24/2012		City Manager submits Draft Proposed Budget to Council.
10/8/2012	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour.
10/8/2012	6:00 PM	Regular Meeting - Public Hearing .
10/22/2012	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour
10/22/2012	6:00 PM	Regular Meeting-Budget Ordinance and Fee/Tariff Resolutions Introduced ;
11/26/2012	5:00 PM	During Committee of the Whole, Council to discuss budget - 1 hour
11/26/2012	6:00 PM	Regular Meeting - Public Hearing .
12/10/2012	6:00 PM	Regular Meeting - Public Hearing & adoption of Proposed Budget.

Office of the City Clerk

Jo Johnson, CMC, City Clerk

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



491 E. Pioneer Avenue
Homer, Alaska 99603-7624

(907) 235-3130
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Email: clerk@ci.homer.ak.us

MEMORANDUM

TO: LIBRARY ADVISORY BOARD

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: OCTOBER 31, 2012

SUBJ: 2013 MEETING SCHEDULE

Background

The following is the 2013 Regular Meeting Schedule. The is approved by resolution during the December Council meeting.

Please review the dates and make any changes at this time to be approved as your regular meeting date.

Recommendation

Make a motion to approve the regular meeting schedule as presented for 2013.

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**CITY OF HOMER
HOMER, ALASKA**

City Clerk

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DRAFT RESOLUTION 12-XX

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA, ESTABLISHING THE 2013 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.

47 NOW, THEREFORE, BE IT RESOLVED by the Homer City Council, that the 2013
 48 meeting schedule is established for the City Council, Economic Development Advisory
 49 Commission, Library Advisory Board, Parks and Recreation Advisory Commission, Advisory
 50 Planning Commission, Port and Harbor Advisory Commission, Lease Committee, Permanent
 51 Fund Committee, Public Arts Committee and Transportation Advisory Committee of the City of
 52 Homer, Alaska, as follows:

53
 54 Holidays - City Offices closed:

January 1*, New Year's Day, Tuesday	February 18*, Presidents' Day, the third Monday	March 25*, Seward's Day, last Monday	May 27*, Memorial Day, last Monday	July 4*, Independence Day, Thursday	September 2*, Labor Day, first Monday
October 18*, Alaska Day, Friday	November 11*, Veterans Day, Monday	November 28* Thanksgiving Day, Thursday	November 29*, Friday, the day after Thanksgiving	December 25*, Christmas, Wednesday	

55
 56 *Indicates holidays - City offices closed.
 57 **If on a Sunday, the following Monday is observed as the legal holiday; if on a Saturday, the
 58 preceding Friday is observed as the legal holiday pursuant to the City of Homer Personnel Rules
 59 and Regulations.
 60

61 CITY COUNCIL (CC)

January 14, 28	February 11, 25	March 11, 26*	April 8, 22	May 13, 28*	June 10, 24
July 8***, 22	August 12, 26	September 9, 23	October 1 Election	October 14, 28, for Oath of Office, 21	Canvass Board October 4 or 7
November 5 Run- Off Election	November 12**, 25	December 9****	December 16**** if needed		

62
 63 City Council's Regular Committee of the Whole Meetings at 5:00 p.m. to no later than 5:50 p.m.
 64 prior to every Regular Meeting which are held the second and fourth Monday of each month at
 65 6:00 p.m. ***The City Council traditionally reschedules regular meetings that fall on holidays or
 66 High School Graduation days, for the following Tuesday. Council will not conduct a First
 67 Regular Meeting in July.
 68

69 AML Annual Conference Week is tentatively scheduled for November 11 - 15, 2013.

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

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

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

75
 76 ECONOMIC DEVELOPMENT ADVISORY COMMISSION (EDC)

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

77
 78 Economic Development Advisory Commission Regular Meetings are held on the second
 79 Tuesday of each Month at 6:00 p.m.

80
 81 LIBRARY ADVISORY BOARD (LAB)

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

82
 83 Library Advisory Board Regular Meetings are held on the first Tuesday of each month at 5:00
 84 p.m. *Wednesday meeting due to New Year's Day.

85
 86 PARKS AND RECREATION ADVISORY COMMISSION (P/R)

January 17	February 21	March 21	April 18
May 16	June 20	July 18	August 15
September 19	October 17	November 21	

87
 88 Parks and Recreation Advisory Commission Regular Meetings are held on the third Thursday of
 89 each month, with the exception of December, at 5:30 p.m.

90
 91 PLANNING COMMISSION (P/C)

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

92
 93 Advisory Planning Commission Regular Meetings are held on the first and third Wednesday of
 94 each month at 6:30 p.m. **There will be no First Regular Meeting in July or Second Regular
 95 Meetings in November and December.

96
 97 PORT AND HARBOR ADVISORY COMMISSION (P/H)

January 23	February 27	March 27	April 24	May 22	June 26
July 24	August 28	September 25	October 23	November 20	December 18

98
 99 Port and Harbor Advisory Commission Regular Meetings are held on the fourth Wednesday of
 100 each month at 5:00 p.m., with the exception of May, June, July and August meetings that are
 101 held at 6:00 p.m. The Regular Meetings in the months of November and December are
 102 traditionally scheduled for the third Wednesday of the month.

103 LEASE COMMITTEE (LC)

January 10	April 11	July 11	October 10
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104
105 Lease Committee Regular Meetings are held quarterly on the second Thursday of each month at
106 3:00 p.m.

107
108 PERMANENT FUND COMMITTEE (PFC)

February 14	May 9	August 8	November 14
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109
110 Permanent Fund Committee Regular Meetings are held quarterly on the second Thursday of the
111 months of February, May, August, and November at 5:15 p.m.

112
113 PUBLIC ARTS COMMITTEE (PAC)

February 21	May 16	August 15	November 21
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114
115 Public Arts Committee Regular Meetings are held quarterly on the third Thursday of the months
116 of February, May, August, and November at 5:00 p.m.

117
118 TRANSPORTATION ADVISORY COMMITTEE (TAC)

February 19	May 21	August 20	November 19
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119
120 Transportation Advisory Committee Regular Meetings are held quarterly on the third Tuesday of
121 the months of February, May, August, and November at 5:30 p.m.

122
123 PASSED AND ADOPTED by the Homer City Council this 10th day of December, 2012.

124
125 CITY OF HOMER

126
127
128
129 JAMES C. HORNADAY, MAYOR

130 ATTEST:

131
132
133
134 JO JOHNSON, CMC, CITY CLERK

135
136 Fiscal Impact: Adverting of meetings in regular weekly meeting ad and advertising of any
137 additional meetings.

10