

**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 March 3, 2015 **Page 3**
- 6. VISITORS** *(There were no visitors scheduled for this meeting)*
- 7. STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**
 - A. Friends Report – Sue Mauger
 - B. Next Friends Meeting – Wednesday, May 13, 2015 at 6:00 p.m. Library Conference Room
 - C. Director’s Report & Statistics **Page 7**
 - D. Facilities Report
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
 - A. If Money Were No Object What would You Like for the Library? A Presentation by Boardmember Utley **Laydown**
 - B. Updated Library Policy Status Chart – What Policy is Next? **Page 19**
- 10. NEW BUSINESS**
 - A. Welcome Newest Boardmember! **Page 23**
 - B. Library Landscaping Plan **Laydown**
 1. Western Library Lot Planning
 - C. Next Meeting Deliverables and Discussion Topics **Page 29**
- 11. INFORMATIONAL MATERIAL**
 - A. Strategic Plan 2014 **Page 31**
 - B. 2015 Board Member Attendance at Council Meetings **Page 33**
 - C. 2015 Regular Meeting Schedule **Page 35**
 - D. Reappointments – Terry Smith, Amy Alderfer **Page 37**
- 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 JUNE 2, 2015** at 5:00 P.M. in the Council Chambers at City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 15-02 a Regular Meeting of the Library Advisory Board was called to order by Vice Chair Patricia Utley at 5:02 p.m. on March 3, 2015 at the City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARD MEMBERS UTLEY, STROBEL, ALDERFER, SMITH, AND BRAUND

STAFF: LIBRARY DIRECTOR DIXON
DEPUTY CITY CLERK KRAUSE

AGENDA APPROVAL

Vice Chair Utley requested a motion to approve the agenda.

ALDERFER/SMITH – MOVED TO APPROVE THE AGENDA.

There was no discussion.

The agenda was approved as presented by a consensus of the Board members.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There was no public present.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Minutes for the Regular Meeting on February 3, 2015

Vice Chair Utley requested a motion to approve the minutes.

SMITH/ALDERFER – 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 for this meeting.

STAFF AND COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

A. Friends Report

Library Director Dixon provided a brief synopsis of the meeting. Most of the discussion was focused on the clearing project and the development of that land.

B. Next Friends Meeting

The next meeting is scheduled for Wednesday, March 11, 2015 at 6:00 p.m.

Board member Alderfer will try to attend that meeting.

C. Directors Report and Monthly Statistics –

Library Director Dixon provided a summary of her report for February. Ms. Dixon distributed the statistics.

Library Director Dixon reported on the following:

- Attendance and circulation is way up making her very nervous on what to expect this summer
- Maintenance personnel remodeled the closets to accommodate the new folding chairs that they purchased
- Gas fireplace is operational, this can be used at anytime
- Legislature is planning on cutting the Best Beginnings, OWL and Life Homework Help Funding

An intense discussion ensued on what could the Board members do to advocate for these valuable programs after Library Director Dixon explained that in losing the funding for these programs it would mean the loss of early literacy programs for children, students of all ages would not be able to get the needed assistance with schoolwork and the cost of internet would rise. They would lose federal monies.

After many suggestions it was agreed by consensus that Vice Chair Utley would submit an email on behalf of the Board to Senator Stevens and Representative Seaton advocating for the funding to remain.

D. Facilities Report

There was nothing further to report.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Changing the Membership Makeup of the Board to Allow for Additional Non-City Residents

Chair Utley brought the item to the floor for discussion and inquired if the Board was willing to amend and resubmit to Council.

Staff brought up briefly the discussion and hesitation by Council to approve the request to have 4 non-city residents on the board making decisions about a city funded library.

After a thoughtful discussion it was determined to postpone the request and see if a previous applicant was interested since they currently had one vacancy.

B. Library Policy Review – Collection Development Policy
1. Homer Public Library Policy Status Chart

Vice Chair Utley brought the Collection Development to the floor for discussion by inquiring if there were any comments or items in the policy that the Board members wanted to discuss.

A brief round of discussion by the board on how well prepared and written, the length of the policy, citations noted ensued.

STROBEL/SMITH - MOVED TO APPROVE THE COLLECTION DEVELOPMENT POLICY AS PRESENTED.

There was a brief discussion on wording but no changes were recommended.

VOTE. YES. BRAUND, ALDERFER, UTLEY, SMITH, STROBEL

Motion carried.

C. If Money Were No Object What Would You Like for the Library?

Vice Chair Utley explained where she was in the process of the project and hopes to have this completed by the May 5, 2015 meeting.

NEW BUSINESS

A. Next Meeting Deliverables and Discussion Topics

The following was requested and briefly discussed:

- Board Elections
- Protection of the Valuable Artwork Collection
 - Why and How did it Get into the Library
- Rare Books at the Library
- Updated Library Policy Chart

INFORMATIONAL ITEMS

- A. Strategic Plan
- B. 2014 Board Member Attendance at Council Meeting
- C. 2015 Regular Meeting Schedule

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF CITY STAFF

Ms. Krause commented on the upcoming Highland Games and wanted to ask if there was anyone interested in performing or participating in the Fairytale Story Walk that they are looking had having at this year's Highland Games. Ms. Krause provided a brief concept of the idea.

Ms. Dixon had no comments.

COMMENTS OF THE COUNCILMEMBER

There was no Council member in attendance.

COMMENTS OF THE CHAIR

There was no comments from the Vice Chair.

COMMENTS OF THE BOARD

There were no comments from the board members.

ADJOURN

There being no further business to come before the Board the meeting adjourned at 6:56 p.m. The next regular meeting is scheduled for Tuesday, May 5, 2015 at 5:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, and Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

**Homer Public Library
Director's Report
April 3, 2015**

April is another busy month with two major events: the annual Celebration of Lifelong Learning and the spring Book and Plant Sale. As well, we'll celebrate National Poetry Month with a reading and talk by Homer-area resident Linda Martin, in honor of her newly-published, first book of poems.

March Special Events and Programs

- Big Read book discussion at K-Bay Caffe.
- Big Read showing of the classic François Truffaut film, *Fahrenheit 451*.
- Friends of HPL Book Club discussion of *Fahrenheit 451*.
- Big Read writing class taught by Sam Weller, official biographer of Ray Bradbury.
- Big Read capstone presentation by Sam Weller at Islands and Ocean Center.

Meetings and Trainings

- Friends of HPL.
- Library Advisory Board.
- Two Work Sessions for interviews of City Manager candidates.
- Two City Council meetings.
- One staff meeting – Discussed various policies and procedures.
- Claudia is taking a local class on American Sign Language.
- I am taking a 6-week online class on American Sign Language for Librarians.

Issues of Interest

Western Lot: Friends of Homer Library (FHL) have drawn up a timeline with objectives. Landscape architect has been contacted to meet with the FHL Western Lot Committee in April. Kachemak Heritage Land Trust, which owns nearby property, has invited FHL members to their meeting on 4/25 from 10 AM-2 PM to discuss development and best use of their land.

Behind the Scenes

I've been working on a few tasks associated with my role as chair for the Alaska Library Association's Public Library Roundtable. I worked with a State librarian to get a listserv set up for public libraries in Alaska and sent out an opening message. I also worked with an ad hoc group of educators, writers, and librarians to formulate a first draft of a white paper on the need to improve access to culturally relevant and accurate books about Alaska for Alaska's kids.

I worked with Nick Poolos, IT Manager, to complete and submit our application for e-rate funding for the coming year.

I completed our annual application to the Alaska State Library for the Public Library Assistance Grant.

Our Collection Development Policy was accepted by City Council – hooray! I’m very pleased to have that core policy in place, at last.

Claudia is planning and preparing for the Summer Reading Program. We’re very excited about the part-time intern the Friends of Homer Library are funding to help Claudia prepare for and implement the program. Our hope is that the extra help will make the program and the events more manageable for Claudia and improve our ability to respond to the public.

Facility

Thanks to a maintenance contract we hold with IBM, a repairman came up from Seattle (really!) to repair two security system book sensitizers and perform maintenance on the security gate.

The Maintenance department supplied new metal shelving for the staff break room and the janitor’s closet. Both are wonderful improvements. Piles of paraphernalia for events (coffee urn, paper plates, silverware, left-over refreshments, etc.) that were threatening to overtake the break room are now tidily corralled and organized.

Upcoming

This month Claudia is representing Alaska at a national conference on Summer Reading Programs, paid by the Alaska State Library.

We will be advertising for a temporary Library Aide to work the front desk for twelve weeks during the busy summer months.

Ongoing

Story Times – Tuesdays & Wednesdays 10 AM; Small Fry Thursdays 11:30 AM

Knitting – Mondays, 3-5 PM

Book Club – Third Tuesdays, 4:30-6:30

Drop-In Tech Help – First Fridays and Third Saturdays, noon to 2

Genealogy – First Saturdays, 2-4 PM

SPARC Meetings and Ham Radio Classes – First Tuesdays 5 PM and Second Saturdays noon-2

LEGO Club – Every second Thursday from 3:30-5 PM. Kids 7-12 and parents.

Ongoing for 2015

- Adult reading program “15 in ’15.” March’s drawing prize was a \$25 gift certificate to Far Out Cafe, awarded to Kate Meyer. Congratulations!
- Flipster – Check it out! Free digital magazines accessible on any e-reader, phone, or tablet.
- America’s News – Read current or past newspapers from Alaska and around the country, online, no cost, free of ads and pop-ups, from home or the library. Just Click on the “America’s News” logo on the library’s home page.

**Homer Public Library
Director's Report
April 29, 2015**

The Library was busy this month with the Celebration of Lifelong Learning and the spring Book and Plant Sale. Both went very well. We also celebrated National Library Week and Poetry Month.

April Special Events and Programs

- Celebration of Lifelong Learning – around 75 attendees.
- Book and Plant Sale.
- Reading by local poet Linda Martin, in honor of her new, first book of poems.
- Cyber Safety information table “manned” by Jackie McDonough and Claudia Haines at the Safe and Healthy Kids Fair.

Meetings and Trainings

- Friends of HPL.
- Two City Council meetings.
- Library staff meeting.
- Department heads staff meeting with new City manager.
- Homer Early Childhood Coalition “Community Café” planning session.
- Kachemak Heritage Land Trust, Poopdeck Park Planning
- Friends of HPL and landscape architect Peter Briggs re: western lot.

Issues of Interest

Western Lot: At the invitation of Kachemak Heritage Land Trust, Sue Mauger (Friends of HPL) and I attended their Poopdeck Park Planning meeting on Saturday 4/24. Following that, we and several more Friends walked the western lot with landscape architect Peter Briggs. We then met for several hours to formulate preliminary plans and objectives.

Donated Books: We've consistently been receiving many book donations, most of which go into the twice-yearly Friends book sales. In an effort to put these books to good use, Friends and library staff have been finding new homes for materials the Library can't use, including: Haven House; the jail; the Food Pantry; and discarded large print books to the Senior Center. We also use them to fill the Little Free Library at Fritz Creek as needed. In addition, we continued the book sale for a full week and have a plan to rotate books more often in the year-round “for sale” shelves to keep the selections fresh.

July 4: The holiday falls on a Saturday this year so City offices will be closed on Friday. We do not have enough money in our budget to pay overtime/holiday pay for Friday or Saturday, so the Library will be closed on both days.

Legal Opinion on Religious Pamphlets (attached): After receiving a request by a local religious group to distribute information on library premises, I sought legal clarification to insure that our

policies are consistent with current law. An opinion from the City's legal firm is attached. In general, our policies are compatible with the law but we need to do some fine-tuning of our policy regarding bulletin boards and pamphlets. Staff and I will work on this soon.

Tax Forms: The IRS was not very forthcoming with paper forms this year. Their explanation for this was budget cuts. Staff spent a fair amount of time helping people locate and print forms and booklets at the IRS website. For some people this was a frustrating situation; others took it in stride. Staff found it a noticeable, but manageable, addition to the work load.

Temporary Library Aide: We are currently advertising for a temporary Library Aide for twelve weeks this summer to help out with the summer increase in library use. This is not an additional funded position. Funds are coming from the existing allocation for part-time/on-call wages.

ADA Accommodations: I recently took a six-week course on American Sign Language for library staff, which made me aware that we are not currently offering accommodations for the deaf and hard-of-hearing in the area of programming. I'd like to explore ways to make sign language interpretation available upon request for programs. I'd also like to investigate funding sources (grants?) to obtain magnification equipment for the visually impaired for in-library use and possibly for check-out.

Behind the Scenes

Volunteers: I just want to take a moment to recognize and thank the huge number of volunteers who help keep the Library operating at its current level. From LAB members and Friends, to shelvers, menders, Story Time helpers, and book sale assistants – a huge thank you! My grandma used to say “Many hands make light work” and that certainly applies to libraries!

CPR: The Fire Department is no longer able to train City staff on first aid and CPR (except for EMS and Police) due to lack of staff. We at the Library like to keep CPR certified since we work with the public so much. All our certifications have lapsed so we're looking into alternative and affordable ways to get the training.

Summer Reading Program: Claudia is in full gear, planning, organizing, and preparing. Next month she'll do several school visits to promote the program, which is designed to keep kids and families reading over the summer and to prevent that “summer slide” in reading skills that can occur if kids aren't reading.

Potential Intern: At the urging of LAB Vice-President Kat Utley, Claudia Haines and I worked on job descriptions for a Youth Services intern and a Collection Development intern. These will be posted at the University of Washington's School of Information and Library Science internship positions board. Maybe we'll get lucky!

Facility – Brenda Adams is overseeing a Spring Spruce-Up to clean up the garden beds around the Library. The remodel of cabinets in the meeting room to hold 50 folding chairs purchased by the Friends is working out well.

Upcoming

Summer Reading Program – Registration begins May 1, online or at the Library. Program begins May 26.

Ongoing

Story Times – Tuesdays & Wednesdays 10 AM through May 12; after May 12, Wednesdays only until fall. Small Fry Thursdays 11:30 AM

Knitting – Mondays, 3-5 PM

Book Club – Third Tuesdays, 4:30-6:30

Drop-In Tech Help – First Fridays and Third Saturdays, noon to 2

Genealogy – First Saturdays, 2-4 PM

SPARC Meetings and Ham Radio Classes – First Tuesdays 5 PM and Second Saturdays noon-2

LEGO Club – Every second Thursday from 3:30-5 PM through May. Kids 7-12 and parents.

Ongoing for 2015

- Adult reading program “15 in ’15.”
- Flipster – Check it out! Free digital magazines accessible on any e-reader, phone, or tablet.
- America’s News – Read current or past newspapers from Alaska and around the country, online, no cost, free of ads and pop-ups, from home or the library. Just Click on the “America’s News” logo on the library’s home page.

MEMORANDUM

TO: ANN DIXON, LIBRARY DIRECTOR
CITY OF HOMER

FROM: KATHERINE S. DAVIES

RE: RELIGIOUS GROUPS DISTRIBUTING INFORMATION ON LIBRARY
PROPERTY

CLIENT: CITY OF HOMER LIBRARY

FILE NO.: 506,742.900

DATE: APRIL 6, 2015

This memorandum is in response to the question of whether the Homer Public Library must accommodate individuals who wish to distribute religious materials in or around the Library. Below you will find an analysis of the law, as well as an explanation of what the Library is required to do in terms of accommodating any request to distribute religious pamphlets on the Library's premises. I have also enclosed a copy of an article from The American Library Association that provides guidance to libraries and librarians when dealing with First Amendment issues involving religion.

1. Regulating Speech on Government Property

The First Amendment of the United States Constitution, and the corresponding provisions of the Alaska Constitution,¹ protects speech from government interference or censorship. The courts apply these protections to the government's regulation of speech on government property.

The U.S. Supreme Court has developed a complex maze of categories and subcategories to determine whether a government restriction on expressive use of a government place or resource is subject to strict or lax constitutional scrutiny.² These categories include: 1) the traditional public forum (e.g., the village green); 2) the limited public forum (e.g., where the government has designated space open for limited expressive activity); and 3) the non-public forum (e.g., the courthouse lobby).

Public libraries are considered limited public forums. Therefore, for the purposes of this memo, I will primarily discuss the status of the law as it pertains to limited public forums.

¹ Alaska Const. art. I, § 5.

² Lyrisa Lidsky, *Public Forum 2.0*, 91 B.U.L. Rev. 1975 (2011).

2. Public Libraries: Limited Public Forums

A public library is a limited public forum. Consequently, “the Library is obligated to permit the public to exercise rights that are consistent with the nature of the Library and consistent with the government’s intent in designating the Library as a public forum.”³ However, the library need not be open “for the exercise of all First Amendment activities merely because it is open for the exercise of certain specified First Amendment activities.”⁴

“In public libraries content-neutral ‘time, place, or manner’ regulations that limit permitted First Amendment activities within a designated public forum are constitutional only if they are ‘narrowly tailored to serve a significant governmental interest, and . . . leave open ample alternative channels of information.’”⁵ “The requirement of narrow tailoring is satisfied so long as . . . the regulation promotes a substantial government interest that would be achieved less effectively absent the regulation.”⁶

Below is a discussion of what is required of the Homer Public Library in light of the Jehovah’s Witnesses’ request to distribute religious pamphlets in or around the library.

a. **The Homer Public Library should allow religious groups to leave educational information on the bulletin boards and in the information racks.**

Generally speaking, if the Homer Public Library designates space for community groups to leave literature on the bulletin boards and in the information racks, then it should accommodate the Jehovah’s Witnesses’ request to leave their pamphlets in the same area.

The Homer Public Library utilizes a bulletin board and information rack. The Library’s *Display and Exhibit Policy*, which governs the use of the bulletin board and information rack, states: “As a service to the City of Homer, the Library is a designated posting place for notices issued by the City. Space permitting, other public notices that meet the following guidelines will be posted.”

The policy specifically permits the posting of: 1) Official notices of borough, state, and federal agencies relevant to the Homer area; 2) Notices for public meetings and fundraising events for non-profit organizations; and, 3) *Notices of educational courses sponsored by a recognized community organization (but not those publicizing*

³ *Kreimer v. Bureau of Police for the Town of Morristown*, 958 F.2d 1242, 1262 (3d Cir.1992).

⁴ *Id.* at n.21.

⁵ *Id.* at 1257.

⁶ *Ward v. Rock Against Racism*, 491 U.S. 781, 791; 109 S.Ct. 2746; 105 L.Ed.2d 661 (1989)(quoting *United States v. Albertini*, 472 U.S. 675, 689; 105 S.Ct. 2897; 86 L.Ed.2d 536 (1985)).

*instruction by individual teachers or private firms).*⁷ The policy goes on to state: “Library bulletin boards may not be used for commercial sales, announcements for political candidates or causes, *religious services*, or personal services.

Regardless of the disclaimer stating that the bulletin board cannot be used for religious services, the Library should accommodate any religious group’s request to utilize this same space. This is because the library has made the areas available to “recognized community organizations” promoting “educational courses.” Arguably, a court would find that an organized religion’s church is a “recognized community organization,” and that the pamphlet is educational in nature as it, presumably, discusses the teachings of the religion.

The American Library Association provides the following recommendation for libraries when they are presented with similar requests:

If the library provides space for community groups to leave literature, religious groups should be allowed to do so on an equitable basis to all groups that use this space, regardless of the beliefs or affiliations of individuals or groups leaving such literature.

Policies covering the number of individual items of literature, the size and definition of such items and the length of time that items will be left out for distribution should be considered.⁸

Because the Homer Public Library has made the bulletin board and information racks available to “community recognized organizations” “promoting educational courses,” it should make the same space available to any religious group should they request to leave information in this area. The same restrictions that apply to other groups using this space apply to religious groups.

b. The Library is not required to permit religious groups to distribute information inside or near the entrance of the Homer Public Library.

If the Library strictly enforces its *Display and Exhibit Policy* restricting the solicitation or distribution of literature in the library and at the entrance of the library, the Library is not required to accommodate the Jehovah's Witnesses’ request to distribute pamphlets in the lobby area.

While dissemination of written materials is a protected form of speech and is one of the purposes that a public library serves, a library is not required to provide a forum

⁷ Emphasis added.

⁸ American Library Association, *Religion in American Libraries: Questions and Answers*, <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms/religion-q-a>, (last visited April 6, 2015).

for pamphleteering inside the library.⁹ The creation of a limited public forum does not mean all library facilities have been opened for all purposes.¹⁰ However, a library cannot pick and choose among groups if it permits literature to be handed out in the public areas of the public library.¹¹ If the Library allows certain community groups to distribute information in the relevant areas, it must allow all community groups the same access.

According to the Homer Public Library's *Display and Exhibit Policy*:

No solicitation or active distribution of literature is permitted inside the Library or at the entrance of the Library. Advertising literature and petitions are strictly forbidden within the Library.

If the Library strictly enforces this provision, then it is not required to accommodate any request from a community or religious group to distribute their pamphlets inside the Library. If, however, the Library has permitted any community groups, religious or otherwise, to distribute informational pamphlets in the Library, then it must allow the Jehovah's Witnesses equal access.

Per Ms. Ann Dixon's March 05, 2015 email:

The only groups that distribute literature that I can think of have been governmental or quasi-governmental entities such as Family Planning, Public Health, and Emergency Services, usually in association with an educational outreach activity for which they have booked our meeting room and asked prior permission. Such information pertains to health and safety.

The Library's decision to allow only governmental or quasi-governmental groups access to distribute literature, while denying other community groups, would likely survive judicial review. The type of information being distributed concerns public safety and health issues and, consequently, serves a legitimate public interest. Additionally, the other community groups still have access to the meeting rooms, public bulletin boards, and information racks, which provide alternative channels for communication.¹² Therefore, the Library does not have to accommodate the Jehovah's Witnesses' request to distribute materials in the Library's entrance.

c. Religious groups can distribute pamphlets on the Library's public sidewalks and other public areas around the Library.

⁹ Anti-Defamation League, "A New Forum for Extremists." http://archive.adl.org/civil_rights/library_extremists.html#back (Last visited April 03, 2015).

¹⁰ *Id.*

¹¹ *Id.*

¹² *Kreimer*, 958 F.2d 1242, 1264 (3d Cir. 1992)(citing *United States v. Kokinda*, 497 U.S. 720; 110 S.Ct. 3115; 111 L.Ed.2d 571 (1990)).

Religious and other community groups are permitted to distribute and/or discuss their beliefs in public areas, including the library's sidewalks and parks. These areas are traditionally treated as public forums because they are open to the public for expressive activity. Local officials may implement reasonable content-neutral time, place and manner regulations on certain activities. For example, regulations may prohibit the distribution of materials that disturb the work of the Library or interferes with the well-being of its patrons.

Based upon a review of the Library's *Facility Use Policy* and the Homer Municipal Code, there do not appear to be any regulations or restrictions on a community group's ability to distribute information in a public area. Therefore, the Library should not attempt to interfere with the Jehovah's Witnesses distribution of their materials in the public areas outside the Library.

3. Conclusion

The government's regulation of constitutionally protected speech is a dynamic and constantly shifting area of the law. As you can see, the analysis is very often fact driven. With this in mind, please feel free to clarify any of the information that was used in this memorandum if you believe it would change our analysis.

Generally speaking, if the Library accommodates one community group, it must accommodate all community groups. Therefore, the Library must provide equal access to the meeting rooms, bulletin boards and information racks to all community groups in light of its written policy.

Given the Library's strict policy prohibiting the solicitation or distribution of any materials inside or at the entrance of the Library, the Library is not required to accommodate a community or religious group's request to distribute materials inside these areas. Finally, the Library should not prohibit the Jehovah's Witnesses from distributing their materials on the public sidewalks and park areas outside the Library.

Please contact me if you have any questions or concerns regarding this memorandum.

KSD/KSD



City of Homer

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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: APRIL 29, 2015
SUBJECT: HOMER PUBLIC LIBRARY POLICIES

Library Director Dixon requested the updated Policies Chart at the February meeting for review. According to my files I have updated the chart to reflect all the policies that have been updated.

Recommendation:
Informational in Nature. No Action Needed.

Status of Homer Public Library Policies

Policy	Need to create	In process	Approved by LAB	Approved by Council	On website	Comments
Collection Development Policy			2015	2015	yes	Completed
Complaints			December 2011	January 2012	Yes	Completed
Display			December 2011	January 2012	Yes	Completed
Fines & Fees			May 2013	July 2013	Yes	Completed
Gift Acceptance			December 2011	January 2012	Yes	Completed
Privacy & Confidentiality			2002	2002	Yes	Reviewing – one small change for sure; may need more
Circulation			Yes	Yes	Yes	Completed
Library Card Registration			January 2012	January 2012		Completed
Interlibrary Loan			2002	2002	Yes	Should review
Computer and Internet Use			February 2012	March 2012	Yes	Completed
Unattended Children			December 2011	January 2012	Yes	Completed
User Conduct			December 2011	January 2012	Yes	Completed
Copyright	yes	No	No	No	No	
Social Media	yes	Yes (Citywide)	NA	No	No	
Graphic Novels	?	No	No	No	No	Need to look at or perhaps incorporate into Collection policy



City of Homer

www.cityofhomer-ak.gov

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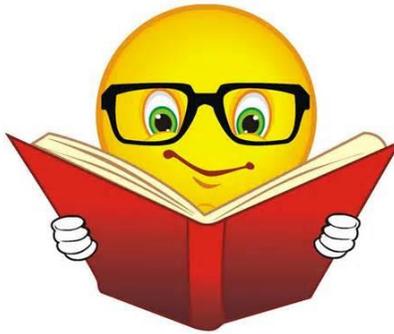
(p) 907-235-3130

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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: APRIL 29, 2015
SUBJECT: WELCOME NEWEST BOARD MEMBERS

Welcome to our Newest Board member, Patrick Brown. Thanks for Signing Up!!!



Recommendation

Informational in Nature. No Action Needed.



City of Homer

www.cityofhomer-ak.gov

Office of the Mayor

491 East Pioneer Avenue
Homer, Alaska 99603

mayor@ci.homer.ak.us

(p) 907-235-3130

(f) 907-235-3143

March 24, 2015

Patrick Brown
40996 Woodman Lane
Homer, AK 99603

Dear Patrick,

Congratulations! Council confirmed/approved your appointment to the Library Advisory Board during their Regular Meeting of March 23, 2015 via Memorandum 15-038.

Your 2014 Public Official Conflict of Interest Disclosure Statement is on file with the City Clerk. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Also included is the Code of Ethics as outlined in Homer City Code 1.18. This provides important guidelines in your role as a commissioner as to conduct and conflicts of interest.

Thank you for your willingness to serve the City of Homer on the Library Advisory Board. There certainly are exciting times ahead.

Your term will expire April 1, 2017.

Cordially,



Mary E. Wythe, Mayor

Enc: Memorandum 15-038
Certificate of Appointment
Library Advisory Board Bylaws

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Appointment

Greetings

Be It Known That

Patrick Brown

Has been appointed to

serve as

“Boardmember”

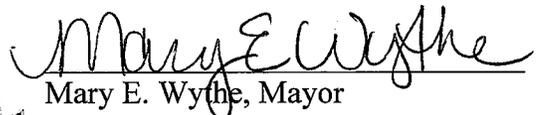
on the

“Library Advisory Board”

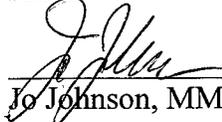
This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

In Witness whereof I hereunto set my hand

This 24th day of March, 2015


Mary E. Wythe, Mayor

Attest:


Jo Johnson, MMC, City Clerk





**CITY OF HOMER
COMMISSION, COMMITTEE, BOARD & TASK FORCE
APPLICATION FORM**

CITY CLERKS OFFICE
CITY OF HOMER
491 E. PIONEER AVENUE
HOMER, ALASKA 99603
PHONE 907-235-3130
FAX 907-235-3143

MAR - 6 2015

RECEIVED BY CLERK'S OFFICE

The information below provides some basic background for the Mayor and Council.
This information is public and will be included in the Council Information packet.

Name Patrick Brown Date March 6 2015

Physical Address 40996 Woodman Lane City Homer

Mailing Address Same Zip Code 99603

Phone / Work # / Cell # 907 775 4638

Email Address PBrown5@yahoo.com

NOTE: The above information will be published in the City Directory and within the City web pages if you are appointed by the Mayor and your appointment is confirmed by the City Council.

Please indicate the commission(s), committee(s), board or task force you are interested in:

Select	COMMISSION/COMMITTEE/BOARD.TASK FORCE	REGULAR MEETING SCHEDULE
<input type="checkbox"/>	ADVISORY PLANNING COMMISSION	1ST & 3RD WEDNESDAY OF THE MONTH AT 7:00 P.M. WORKSESSIONS AT 5:30 P.M.
<input type="checkbox"/>	ECONOMIC DEVELOPMENT ADVISORY COMMISSION	2ND TUESDAY OF THE MONTH AT 6:00 P.M.
<input checked="" type="checkbox"/>	LIBRARY ADVISORY BOARD	1ST TUESDAY OF THE MONTH AT 6:00 P.M.
<input type="checkbox"/>	PARKS & RECREATION ADVISORY COMMISSION	3RD THURSDAY OF THE MONTH AT 6:30 P.M.
<input type="checkbox"/>	PORT & HARBOR ADVISORY COMMISSION	4TH WEDNESDAY OF THE MONTH AT 6:00 P.M.
<input type="checkbox"/>	PUBLIC ARTS COMMITTEE	3RD THURSDAY OF THE MONTH AT 11:00 A.M. WORKSESSIONS AT 10:00 A.M.
<input type="checkbox"/>	TRANSPORTATION ADVISORY COMMITTEE	3RD TUESDAY OF THE MONTH AT 5:30 P.M.
<input type="checkbox"/>	PERMANENT FUND COMMITTEE	QUARTERLY - 2ND THURSDAY OF THE MONTH AT 6:00 P.M.
<input type="checkbox"/>	LEASE COMMITTEE	QUARTERLY - 2ND THURSDAY AT 3:00 P.M.
<input type="checkbox"/>	OTHER - PLEASE ENTER THE COMMITTEE/TASK FORCE	

I have been a resident of the City for 2 mos. yrs I have been a resident of the area for 2 mos.

I am presently employed as: SPITwSPOTS Newsletter Editor

List any special training, education or background you have which is related to your choice of commission, committee, board, or task force:

Involved with Wasilla AK Planning Commission including the new library project. Advocate and educator for education, reference libraries and Talking Book Library. Video Descriptive Media and audio transcriber

Have you ever served on a similar commission, committee, board or task force? Yes

If so, when & where: Wasilla 2011-2012

When are you available for meetings? Weekly Monthly Bi-Monthly

I am interested in serving on the above because:

I believe in the moral, social and economic benefits of a robust library serving our communities which promotes economic prosperity

Do you currently belong to any organizations specifically related to the area of your choice(s) you wish to serve on?

Yes No If yes, please list organizations: Homer Economic Development Advisory Commission

Questions regarding the Homer Advisory Planning Commission: n/a

Have you ever developed real property, other than your personal residence? If yes, briefly describe the development

n/a

Questions regarding the Port & Harbor Advisory Commission: n/a

Do you use the Homer Port and/ or Harbor on a regular basis?

If yes, is you use primarily: Commercial Recreational Both

Please include any additional information that may assist the Mayor in his decision making:

n/a



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

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clerk@cityofhomer-ak.gov

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(f) 907-235-3143

Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: APRIL 29, 2015
SUBJECT: NEXT MEETING DELIVERABLES AND DISCUSSION TOPICS

Due to timing the following items are scheduled for the June Board agenda assuming that there will be a quorum of 4 members present.

- Election of Chair and Vice Chair
- Protection of Valuable Artwork within the Library
- Rare Books at the Library
- Start of the 2016 Budget Discussion
- Appointment of LAB member to the Western Lot Park project

Recommendation:

Review items listed and approve or add as required.

Homer Public Library Advisory Board

2014 Strategic Plan

Mission Statement

The Homer Library Advisory Board is formed pursuant to Chapter 1.48 of the Homer Municipal Code to advise and to advocate for the needs of the Homer Public Library.

Library Advisory Board Values

The members of the Library Advisory Board (LAB) will represent the LAB and will advocate for the needs of the Homer Public Library (HPL) to the public, library staff, city government and the city council.

The LAB will develop a unified vision and message that embodies the HPL.

The LAB will collaborate with stakeholders, library staff and city staff on a comprehensive plan to establish a library that meets 21st century standards.

The LAB will encourage communication and collaboration between and among community, staff, volunteers, policy makers and the media around the needs of the HPL.

Library Advisory Board Goals

To advocate for the needs of the HPL, the staff, patrons and activities.

To recommend increased funding for books to modernize and broaden the collection.

To communicate the strengths and assets of the HPL to the public and to policy makers.

To establish operational policies in collaboration with library staff and recommend those policies to the Mayor, City Manager and City Council for action.

To advise the Library Director on the development of budget priorities as well as to recommend additional sources of funding.

To advocate for adequate staffing to address the changing needs of the HPL including supporting the Library Director's request for seasonal, temporary help.

To strengthen ties with advocacy groups, most especially, the Friends of the HPL.

To identify safety and other facility issues and to bring them to the attention of the Library Director and the appropriate city staff.

To recommend that the City's Economic & Community Development Coordinator assist the Library Director in identifying potential sources of revenue and seeking said grants.

To develop with library staff, the Friends and other interested stakeholders a comprehensive plan for the HPL that includes a vision of where the library will be in 5 years.

To develop an ongoing media campaign to disseminate and promote the Library's vision.

Attend City Council meetings.

Library Advisory Board Priorities:

(Recommend that the LAB prioritize goals into immediate and long-term.)

At the December 10, 2013 Special Meeting the following was prioritized:

1. To advocate and support the Library Director's request for seasonal, temporary help.
2. Further increase in collection development funds
3. To develop with library staff, the Friends and other interested stakeholders a comprehensive plan for the HPL that includes a vision of where the library will be in 5 years.
4. Correct the lack of drainage and subsequent icing in the handicapped parking area.
5. Writing and Updating Policies –
 - ~~Collection Development Policy which includes the Selection Policy~~
 - Internet and Security Policy
 - ~~Social Media Policy~~
6. Strengthen ties with Advocacy groups, especially the Friends of the Homer Public Library.

2015 HOMER CITY COUNCIL MEETINGS
LIBRARY ADVISORY BOARD MEMBER ATTENDANCE

It is the goal of the Board to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Board is currently addressing, projects, events, etc. **A Board member is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for 2015 is as follows:

January 12,26 2015	_____
February 9, 23 2015	_____ UTLEY _____
March 9, 23 2015	_____ UTLEY _____
April 14, 28 2015	_____ ALDERFER _____
May 11, 26 (Tues) 2015	_____ PORTER _____
June 8, 22 2015	_____
July 27 2015	_____
August 10, 24 2015	_____
September 14, 28 2015	_____
October 12, 26 2015	_____
November 23, 2015	_____
December 7, 2015	_____

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.

PLEASE NOTE: When additional Board members are appointed the proposed schedule above will reflect those added members.



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Memorandum

TO: LIBRARY ADVISORY BOARD
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK
DATE: NOVEMBER 25, 2014
SUBJECT: 2015 MEETING SCHEDULE

Jan – No Meeting	February 3	March 3	April No Meeting	May 5	June 2
July 7	August No Meeting	September 1	October 6	November No Meeting	December 1

Just a reminder what the meeting dates for the upcoming year will be for all existing and newly appointed members.



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Memorandum 15-038

TO: HOMER CITY COUNCIL
FROM: MARY E. WYTHER, MAYOR
DATE: MARCH 17, 2015
SUBJECT: APPOINTMENT OF PATRICK BROWN TO THE LIBRARY ADVISORY BOARD, REAPPOINTMENT OF THERESE SMITH TO THE LIBRARY ADVISORY BOARD, AND APPOINTMENT OF COUNCILMEMBER REYNOLDS TO THE ALL HAZARD MITIGATION PLAN GROUP.

Patrick Brown is appointed to the Library Advisory Board to replace outgoing member Phil Gordon. His term will expire April 1, 2017.

Therese Smith is reappointed to the Library Advisory Board with a term to expire April 1, 2018.

Councilmember Reynolds is appointed to the All Hazard Mitigation Plan Group.

RECOMMENDATION:

Confirm the appointment of Patrick Brown to the Library Advisory Board, the reappointment of Therese Smith to the Library Advisory Board, and the appointment of Councilmember Reynolds to the All Hazard Mitigation Plan Group.

Fiscal Note: N/A



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(f) 907-235-3143

March 24, 2015

Therese Smith
PO Box 1193
Homer, AK 99603

Dear Therese,

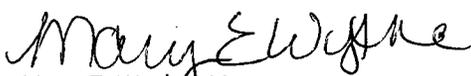
Congratulations! Council confirmed/approved your reappointment to the Library Advisory Board during their Regular Meeting of March 23, 2015 via Memorandum 15-038.

Your 2014 Public Official Conflict of Interest Disclosure Statement is currently on file in the City Clerk's Office. In October you will be notified to complete the 2015 disclosure statement. Public officials are required to comply with this reporting requirement pursuant to HCC 1.18.043.

Thank you for your willingness to serve the City of Homer on the Library Advisory Board. There certainly are exciting times ahead.

Your term will expire April 1, 2018.

Cordially,


Mary E. Wythe, Mayor

Enc: Memorandum 15-038
Certificate of Reappointment

Cc: Library Advisory Board

City of Homer

Homer, Alaska

Mayor's Certificate of Reappointment

Greetings

Be It Known That

Therese Smith

Has been reappointed to

serve as

“Boardmember”

on the

“Library Advisory Board”

This reappointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.

*In Witness whereof I hereunto set my hand
this 24th day of March, 2015.*

Mary E. Wythe
Mary E. Wythe, Mayor

Attest:

J. Johnson
Jo Johnson, MMC, City Clerk

