

MINUTES OF THE PETERSBURG LIBRARY BOARD, HELD WEDNESDAY, MARCH 27, 2013 AT 6:30 P.M. IN THE CITY COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.

1. **CALL TO ORDER** Present: Alec McMurran, Marilyn Meucci, Mary Ellen Anderson, Karen Dillman, Jon Wright, and Anne Hurt. Absent: Lizzie Thompson. Also in attendance: Tara Alcock; Kim Taylor; Kyle Hagerman
2. **APPROVAL OF MINUTES REGULAR BOARD MEETING MINUTES OF FEB 27, 2013**
3. **AMENDMENT AND APPROVAL OF MEETING AGENDA**
4. **VISITORS' VIEWS RELATED/UNRELATED TO AGENDA**
5. **LIBRARIAN'S REPORT**
 - a. **Petersburg Pilot Archives** Petersburg newspapers from 1913 - 1931 have been digitized and are available online. Library will continue to digitize the collection.
 - b. **Many Voices, One Community Project Updates** A written report outlining the grant activities in February and March was presented to the board for review.
 - c. **April Calendar Highlights** include a Tlingit Graduation Stole class taught by MaryAnne Rainey/Brenda Louise and Doris Olsen will teach two classes. May will be the last month of regular library programming until the new library opens.
6. **UNFINISHED BUSINESS**
 - a. **FY14 Library Operating Budget (Motion)**
7. **NEW BUSINESS**
 - a. **Library Safety and Security Policy (Motion)**
 - b. **Services of the Library Policy (Motion)**
 - c. **Art/Artifact Display Policy (Motion)**
8. **DISCUSSION ITEMS**
 - a. **Borough Boards** Discussion of the new borough boards was tabled by the borough assembly.
 - b. **New library transition schedule** The schedule for the transition to the new library was discussed. It is anticipated that the library will be closed for 5 weeks and reopen to the public the day after labor day. This still may change if there are changes to the construction schedule.
 - c. **New Library Construction**
 - i. **FF&E Bids** Both the shelving and miscellaneous furniture bids will be published

later this week.

ii. Questions/comments?

9. **COMMUNICATIONS**

10. **ADJOURN**

Date Approved

MINUTES OF THE PETERSBURG LIBRARY BOARD, HELD WEDNESDAY, FEBRUARY 27, 2013 AT 6:30 P.M. IN THE CITY COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.

1. **CALL TO ORDER** Present: Alec McMurran, Marilyn Meucci, Mary Ellen Anderson, Karen Dillman, and Anne Hurt. Absent: Lizzie Thompson, and Jon Wright. Also in attendance: Tara Alcock, Kim Taylor
2. **APPROVAL OF MINUTES REGULAR BOARD MEETING MINUTES OF JANUARY 30, 2013**
3. **AMENDMENT AND APPROVAL OF MEETING AGENDA**
4. **VISITORS' VIEWS RELATED/UNRELATED TO AGENDA**
5. **LIBRARIAN'S REPORT** Kyle Hagerman and Shalie Dahl have been hired as library pages. Owl IT Aid, Tara O'leary will be available on Thursday nights in March to demonstrate the library ereaders or help patrons with their own ereaders.
6. **UNFINISHED BUSINESS**
 - a. Crossing at Haugen and Second Street Sid Bacom from the Public Safety Advisory Board will contact DOT about the Haugen/Second St. safety issue. When the issue moves up to the Assembly, the Board will help advocate for improvements.
7. **NEW BUSINESS**
 - a. eReader lending forms: Attached are two new forms that will be used for our new eReaders. One is for an eReader that comes pre-loaded, and the other is for eReaders that have internet access and patrons check out their own books. (MOTION)
 - b. Customer Conduct Policy (MOTION)
 - c. Meeting Room Use Policy (MOTION)
 - d. FY14 Capital Budget (MOTION)
 - e. FY14 Operating Budget - DRAFT
8. **DISCUSSION ITEMS**
 - a. Borough Board Questionnaire
 - b. New Library Construction
 - i. Shelving purchase: TCPN Contract
 - ii. FF&E Bid
 - iii. Public Art: Currently working on drafting the RFP. Funded by private donations to the project, no public funds will be used to purchase art. A

committee will make the final selection.

9. **COMMUNICATIONS**

10. **ADJOURN (NEXT MEETING: MARCH 27)**

Date Approved

**MINUTES OF THE PETERSBURG LIBRARY BOARD MEETING, HELD
WEDNESDAY, JANUARY 30, 2013 AT 6:30 P.M. IN THE CITY COUNCIL
CHAMBERS OF THE MUNICIPAL BUILDING.**

1. **CALL TO ORDER** Present: Jon Wright, Mary Ellen Anderson, Alec McMurren, Lizzie Thompson, and Anne Hurt. Absent: Marilyn Meucci, and Karen Dillman. Also in Attendance: Tara Alcock, Kim Taylor, Kyle Hagerman
2. **APPROVAL OF MINUTES REGULAR BOARD MEETING MINUTES OF NOVEMBER 28, 2012**
3. **AMENDMENT AND APPROVAL OF MEETING AGENDA**
4. **VISITORS' VIEWS RELATED/UNRELATED TO AGENDA**
 - A. Welcome to new PHS library board rep Kyle Hagerman
5. **LIBRARIAN'S REPORT** February events will include a celebration of Elizabeth Peratrovich Day with parade, potluck and dancers from Kake. The Friends of the Library's annual used book sale is scheduled for Feb 22 and 23. Fun kid activities offered in February include Tlingit Valentines, Doodle-Art, Toothpick and Marshmallow Mega Structures, and especially for teens a class creating a Valentine's Day Gift Box of Chocolates. Tara reported the the new library hours are going well and have had a positive response from patrons. Tana O'Leary has been hired as the 'OWL IT Aide' to set up the 3 Kindles, 3 Nooks, and 3 iPads received from the Alaska State Library as well as help with expanding our use of the videoconferencing equipment.
6. **UNFINISHED BUSINESS**
 - A. Historic Canned Salmon Collection Donation: The donor has been contacted regarding the Board's decision to postpone this decision until after the move to the new library.
7. **NEW BUSINESS**
 - A. Rasmuson Grant for Collection Enhancement: The library has received a \$12,000 grant to purchase new material for the collection prior to the move to the new library.
 - B. Resolution #013013: A Resolution to support 2013 IMLS Enhancement Grant Application: The Petersburg Indian Association are partnering on a new Enhancement Grant application. The new project, entitled Rekindling Our Heritage, Awakening Our Future will build on the successes of the Many Voices, One Community project. The project abstract is attached. (MOTION) Motion offered by Lizzie Thompson, supported by Alec McMurren, to Approve Resolution #013013 Motion

passed unanimously.

C. A Resolution Establishing Public Notice Posting Areas for Borough Business: The Borough Assembly has passed a resolution designating the library as a public posting place for all Borough announcements.

D. Letter from local resident Marina Whitacre to John Barnett, DOT: This letter expresses concerns about safely crossing the road at the corner of Haugen and 2nd, in front of the new library. (MOTION)

8. **BOARD DISCUSSION ITEMS**

A. Borough Questionnaire Board members were encouraged to fill out questionnaire regarding the how boards are structured in the new Petersburg Borough. Discussion followed.

B. New Library Construction: * Interior color boards * Fixtures, Furnishings and Equipment (FF&E)

9. **COMMUNICATIONS**

10. **ADJOURN**

Date Approved

MINUTES OF THE PETERSBURG LIBRARY BOARD, HELD WEDNESDAY, NOVEMBER 28, 2012 AT 6:30 P.M. IN THE CITY COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.

1. **CALL TO ORDER** Present: Alec McMurran, Marilyn Meucci, Mary Ellen Anderson, and Anne Hurt. Absent: None. Also present: Tara Alcock, Kim Taylor
2. **APPROVAL OF MINUTES REGULAR BOARD MEETING MINUTES OF OCTOBER 24, 2012**
 4. **Amendment and Approval of Meeting Agenda**
 6. **Visitors' Views Related/Unrelated to Agenda**
 7. **Librarian's Report**
 - A. **Star Library Designation** Petersburg Public Library has been designated as a Star Library by Library Journal. This honor is based on circulation, library visits, program attendance, and public internet terminal usage per capita.
 - B. **December calendar/new hours** New library hours will begin in January 2013.
 - C. **December closure activities:** Activities will include continuing the transition to the word based classification, weeding, inventory of some areas of the collection, and minor maintenance.
 - D. **IMLS Grants update** The classes, events, and activities offered as part of the Many Voices, One Community project have been very well received by the community.
 8. **Unfinished Business**
 - A. **None**
 9. **New Business**
 - A. **Historic Canned Salmon Collection Donation:** Karen Hofstad would like to donate her historic canned salmon collection to the library. Attached is a letter from her attorney as well as the library's policy on Acceptance of Non-Library Related Collections and Deed of Gift form for your review. Acceptance of this gift requires Library Board approval. All Board members were excited about the possibility of displaying and showing this beautiful collection in the new library, but decided that they needed time to gain a better knowledge of the space in the new library and to clarify the expectations of the donor before moving forward. Some of the questions raised: How much will it cost the library? How will they be displayed and/of stored safely? Will they need to be insured and at what cost? What does "public display at all times" mean? Is it okay to digitize the collection? Will accepting this donation and the stipulations attached be limiting the library's ability to accept and display future collections? How will this collection fit into the space of the new library?
 10. **Board Discussion Items** The Holiday Literacy is being organized by Chris

Weiss. There was discussion about holiday events for the new library and the involvement of the Friends of the Library group in these future events.

A. Review of City Code Chapter 3.53 - Library Board

B. New Library Construction: The project is currently only slightly behind schedule and on budget. Discussions about shelving are beginning. The hope is to bid FF&E early in 2013.

11. Communications

A. None

12. Adjourn

Date Approved

MINUTES OF THE PETERSBURG LIBRARY BOARD, HELD WEDNESDAY, OCTOBER 24, 2012 AT 6:30 P.M. IN THE CITY COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.

1. **CALL TO ORDER** Also in attendance: Tara Alcock, Kim Taylor, Jessica Ieremia

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

A. Regular Board Meeting Minutes of August 29, 2012

4. Amendment and Approval of Meeting Agenda

6. Visitors' Views Related to Agenda

7. Visitors' Views Unrelated to Agenda

12. Librarian's Report

A. November calendar

B. Let's Talk Petersburg Jessica Ieremia spoke about the upcoming event, Let's Talk Petersburg...A Community Conversation. This event will be Nov 7 at 6:15pm at the Sons of Norway Hall.

13. Unfinished Business

A. None

14. New Business

A. E-Rate Tech Plan: The attached Technology Plan requires Board approval (Motion).

B. Children Behavior and Supervision Policy: The proposed policy is presented as part of the transition plan goal to review and update all library policies. (Motion).

15. Board Discussion Items

A. Borough Elections: The Borough formation election will be held December 18, 2012. If the community votes in favor of a Borough, in the short term advisory boards will remain intact for service area one (current city limits), as the petition says all existing ordinances stay in effect for the prior city until changed by the new Borough assembly.

This issue will probably be one of the first issues for the assembly to address. The assembly will need to determine whether to keep these boards as "borough wide" boards or change them or some of them to "service area boards".

They may consider making them appointed boards, or retaining them as elected; or maybe disbanding or expanding the boards; or broadening the board's purposes.

It is in the best interest of the Library Board to begin to

consider what they will recommend for the Library.

B. Request for letter in support of Borough The City of Petersburg will be running ads containing letters from city advisory boards in support of the borough. The board members present agreed that a consensus of all board member would be required prior to a letter being done. Tara will contact absent board members regarding this issue.

C. New Library

I. Construction Progress

II. Exterior Colors: A decision on the exterior colors must be made by Nov 1. Color boards have been provided for discussion. Board members present viewed three color boards and came to a consensus on option A.

16. Communications

A. Letter from Mary Ellen Anderson, School Library Media Specialist Mary Ellen shared with the board the difficulties that the school are having with the Sirsi automation system which they currently share with the public library. They have decided to withdraw from this system and switch over to Follett's Destiny program. School and Public library staff will meet to discuss the details of this transition.

17. Adjourn

Date Approved
