



## Meeting Minutes Library Board

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Tuesday, November 13, 2018

12:00 PM

Public Library

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### 1. Call to Order/Roll Call

- Present** 5 - Board Member Marilyn Menish-Meucci, Board Member Elizabeth Thompson, Board Member Barbara Fish, Board Member Chelsea Tremblay, and Board Member Mary Koppes
- Excused** 2 - Board Member Alec McMurren, and Board Member Cynthia McDonnell

### 2. Approval of the Minutes

Attachments: LIB111318 - 1. Minutes

### 3. Amendment & Approval of Meeting Agenda

### 4. Visitors Views Related/Unrelated to Agenda

Dave Berg spoke as a representative of UnCruise regarding using the Community Room between room. He spoke in favor of revising the current policy to accommodate bookings of this nature. Their booking in 2019 would be 8-4 PM every Friday from May 20 to the first week in September. Insurance requires that a library staff person be in the building at all times. Viking Travel contracted with a library employee to open the building from 8-9am Friday mornings. Member Tremblay expressed discomfort with the situation. The Library Director will confirm that this situation is acceptable with the Borough and with the Union. The conversation was continued under Unfinished Business.

**discussed**

### 5. Staff Report

- Thanks to everyone who helped out/took part in the Decolonizing Alaska reception!
- Writing classes are going very well and we have added more in response to the demand.
- Stained glass project: Pia will talk to Debi about the feasibility of the project. I've invited them to come to a future meeting and discuss the concept
- Internship application has been submitted to the Alaska State library for next summer to take us through User Experience Design
- Member Koppes mentioned that an evening session might be a good addition to the Writing Workshop schedule

**discussed**

## 6. Unfinished Business

### a. Meeting Room Policy Review

The Director requested that proof of insurance be added, Dave Berg mentioned that Rotary has provided insurance for local non-profits. Member Tremblay reiterated her concerns about a staff member opening for another employee prior to their shift. Member Koppes wanted to know what the purpose of the room was, stating that it's difficult to have the conversation without the purpose of the room being fully articulated first. The Library Director agreed that the library's mission and goals should guide the conversation. Member Koppes asked Dave Berg if other spaces in town are available for them to use instead. Berg mentioned that the ANB Hall was a possibility. The Library Director mentioned that if the board were to open up meeting room bookings prior to library open hours it would also need to consider what resources would be available (internet, AV equipment) and the impact that would have both on those resources and on staff. Member Tremblay asked that the issue of 8-9am Friday openings be set aside and the issue of accepting bookings when staff are already on the premises, but the library is closed first. Member Meucci suggested a work session to discuss the issue. The Library Director brought up that cuts to library hours were next on the agenda, so confirming a booking past 7/1/19 would not be possible and that if a fee structure is considered that the library avoids competing with other local rentals.

**discussed**

**Attachments:** LIB111318 - 2. Meeting Room Policy

## 7. New Business

### a. FY20 Budget

Member Koppes pointed out that Parks and Rec is open 98 hours per week/7 days per week, the library is open 50 hours per week/6 days per week. The library is being asked to cut 16% of their open hours, while P&R is being asked to cut 8% which is not equitable. To make it equitable both should be cut by 11%. Member Menish-Meucci brought up increased revenue from the Marine Passage Fee and State Marijuana tax. The Library Director let the Board know the process that the discussion will likely follow. The hours cut will be part of the budget process. It will be presented along with the Borough budget in April and subsequently voted on. Member Koppes asked about talking to the Borough Manager now, there was general agreement that this was a good idea as was talking to Assembly members. Member Menish-Meucci brought up the possibility of a KFSK commentary in the spring.

**discussed**

### b. Art Education Endowment Contribution

Diane Kaplan, CEO of the Rasmuson Foundation has contributed an \$8,000 CEO Discretionary Grant to the Arts Education Endowment. This comes after John McCabe, founder of the endowment, wrote her a letter telling the Foundation about the fund and inviting the Foundation to make a contribution. The balance of the fund is now \$70,218.

discussed

**c. Fine Revenues Report**

Fine revenues report was presented. The possibility of eliminating fines was discussed. We would continue to collect fines on materials from other libraries. It is projected that by the end of the year fine revenue will be about \$2,000, this will go into the General Fund. This discussion will continue during the Planning Sessions in February

discussed

**8. Discussion Items**

**a. Friends of Petersburg's Libraries updates**

Booksale - last half hour will be free. Nearly \$1400 has been made at the book sale this year to date.  
Amazon Smile - \$101 this year to date and over \$900 in the last 5 years, some discussion was had about the pros and cons of promoting Amazon Smile

**b. Planning Session Dates**

Saturday, Feb 23 - possible meeting with Friends  
Sunday, Feb 24 - Board/Staff Workshop 9 am - 3 pm  
Monday, Feb 25 - Board/Staff Workshop 8 am - 10 am (library closed)

**c. Date for next regular meeting**

There will be a worksession to discuss meeting room policy on Tuesday Nov 27 at noon; January's regular library board meeting will be scheduled at a later date, Mondays at noon seemed to work best for all.

**d. Member Koppes requested that revenue from Marine Passage Fee be considered for cleaning during the increased use of the library in the summer as a result of visitors.**

**e. The Friends feel the Holiday literary has run its course and no volunteer has stepped forward to organize it. There will be no Literary.**

**f. Member Thompson sent a letter to Barry Morrison at Trading Union. She will now send one to Diane Kaplan. Member Koppes will submit a letter to the editor thanking the Decolonizing Alaska funders – Trading Union and the Petersburg Community Foundation.**

**9. Comments/Ideas from public & Board members**

**10. Adjournment**