

## **Kettleson Memorial Library Board Commission Meeting Minutes**

**June 4, 2008**

**Location: Rousseau Room in Harrigan Centennial Hall**

**CALL TO ORDER:** Curt Ledford called the meeting to order at 7:05 p.m.

**Roll Call:**

**Board Members Present:** Holly Keen, Curt Ledford, Jan Love, Barbara Bingham, Jane Eidler, Alice Johnstone, and David Kreiss-Tomkins.

**Staff Present:** Cheryl Pearson, Library Director and Maite Lorente, Youth Services Librarian.

**Guests:** None.

**Quorum:** Yes.

**Members Absent:** None.

**APPROVAL OF MINUTES:**

The May meeting minutes were unanimously approved.

**ADDITIONS /CHANGES TO AGENDA:**

None

**AGENDA DISCUSSION ITEMS:**

**Old Business:**

### Fundraising Calendar

Cheryl reported that a few calendars have been sold during the past month and the net profit for sales is \$135.85. It was agreed that the sales would end by the conclusion of the current tourist season. Jan mentioned that future calendar projects could be managed by the Friends of the Library, if the group becomes more active.

### Friends of the Library Update

Jan reported on the Friends of the Library Steering Committee meeting. They reviewed the Friends' by-laws and organizational structure. Cheryl reported that the Friends a corporation and dues are paid biennially. Betty Decicco is President, John Feryok is Vice-President, Linda Trierschild is Secretary and Cheryl Pearson is Treasurer. Cheryl reported that, for emergency purposes, Nancy Gustavson still had check signing privileges on the Friends' checking account. The steering committee proposed three types of projects that the Friends of the Library could undertake:

- Volunteers in-house to assist staff with general projects
- Volunteers to assist with special projects
- Promotion of special events, such as sing-a-longs. An example would be singing along to the Wizard of Oz.

The steering committee decided to have an annual meeting on July 9<sup>th</sup> in the Rousseau Room at Harrigan Centennial Hall at 7 p.m. Holly offered to make a poster and write a PSA to advertise the meeting. At the meeting, new officers would be elected and membership fees could be discussed. Cheryl reported that the Friends account had a balance of \$1,314.79 in July, 2001, when she was hired as Library Director. The current balance is \$20,433.05. The increase is due primarily to book sales.

Jan and Curt asked about other library accounts that weren't part of the City's General Fund. Cheryl reported that the heirs of Molly Ahlgren made a large donation for library expansion but wanted it the fund to be administered by the Alaska Community Foundation, located in Anchorage. Two other funds include the endowment account, in which money from various estates or specially-designated contributions are deposited and the Eleanor Rowe account, which can be used to purchase children's books and activities. The library may spend interest annually accrued from the Rowe and Endowment accounts but not the principal. Curt asked the balances of these accounts, and Cheryl said she'd check and submit a report at the next Library Board Commission Meeting.

### FY09 Budget Process Update

Cheryl handed out an itemization of the Draft FY09 Budget for the library, which changed at the May 23<sup>rd</sup> Assembly Budget Work Session. She noted that the book, video, audio and periodical line item had been reduced to \$75,000 and the tools and small equipment had been reduced to \$6,000. Curt asked if all departments had received reductions during the recent budget work sessions and Cheryl reported no. There was discussion regarding the reductions. Curt expressed disapproval of the process of line item reductions by the Assembly. Cheryl reported that most municipalities allow their department heads to choose specific ways to reduce their budgets, if needed; but aren't typically directed to reduce certain line items. The first reading of the budget will be at the next Assembly Meeting, to be held on June 10<sup>th</sup>.

## **New Business:**

### Youth Services Update

Maite discussed youth activities. The last two weeks of the academic year were busy with elementary and high school class visits to the library. Maite presented a program about the Summer Reading Program to the classes.

The Reading Buddies' orientation was Saturday, May 31<sup>st</sup> and it will continue through August 9<sup>th</sup>. There are 30 first and second graders and 31 adults in the program. After the orientation, the reading buddies were introduced and many read to each other. They also scheduled their meeting times.

The Summer Reading Program theme is "bugs." The registration and kick-off party for the Summer Reading Program will be at 11:00 a.m. on Saturday, June 7<sup>th</sup>. Joy Steiner, a popular storyteller, will give a program featuring "bugs." There are three components for the program:

- *Spin a Tale* for toddlers and their parents
- *Catch the Reading Bug* for pres-school to twelve years old
- *Metamorphosis@Your Library* for tweens and teens

On July 19<sup>th</sup> and 20<sup>th</sup>, author and illustrator Mindy Dwyer will offer a reading program and a paper painting workshop, culminating in collaged illustrations for teens. On August 2<sup>nd</sup> at 6:00 p.m., Jeff Brown and other performers will be part of a very "buggy" party. On August 29<sup>th</sup>, there will be a Metamorphosis Party for teens. The Teen Advisory Board will also meet this summer. An origami workshop with Yoko, presentations about bugs, a writing workshop with library employee Brooke Schafer, and possibly a puppet show with Doug and Mary are planned. The dates are pending.

Curt requested a self check-out machine be included in the library budget. Cheryl reported that she has been an advocate of self-checkout equipment because models are now smaller than they were, can help alleviate staff work and insure patron privacy. Last year, she'd discussed purchasing self-checkout equipment with her staff and some were very opposed to the idea. Maite explained that some staff thought their hours would be reduced, which Cheryl said wasn't ever considered. Cheryl believes the library should own security equipment before a self-checkout machine is purchased. The equipment cost and labor needed to sensitize materials has been a major factor prohibiting the serious consideration of the purchase. Curt suggested the library use a self-checkout machine without security/alarm equipment. Library material theft was discussed. Curt also wanted to adopt Seattle Public Library's policy of allowing patrons to have access to open hold shelves. Cheryl mentioned that many libraries have open access to hold shelves, but they've had security/alarm systems in place. Cheryl noticed that the Seattle Public Library has a confidentiality policy yet offers public access to open hold shelves, which seems contradictory. Cheryl believes Alaska State confidentiality laws may prohibit public access to open hold shelves, but she'll check into it.

Jan mentioned difficulties she experienced trying to download an audiobook from Listen Alaska, and thought it was due to her Mac computer or its outdated software. Jan will try her PC. Cheryl reported that the staff is excited about the library's new service of offering a wide variety of downloadable audio books to patrons with computers and Internet access.

### Library Director's Report

Staff has been very busy with tourists.

Ravenous Readers met on May 19<sup>th</sup> to discuss *City of Ember* by Jeanne DuProu.

The Teen Advisory Board met at 8 p.m. on May 23<sup>rd</sup>. They discussed the Poet Café, which was held at the library on April 27<sup>th</sup>. They had some teen booktalks and developed meeting agendas for this summer.

Twenty boxes of books and VHS tapes were donated to the library in May. Library staff and the Director research each donated title. Some donations are added to the library collection and many are put in the book sale or given away.

The May Babies and Books Program was cancelled, as it would have occurred on Memorial Day weekend, which also included a Salmon Derby weekend.

The Dragonflies Family program was postponed until later this summer due to a death in the family of the presenter.

As new substitutes will be trained to work this summer, the Library Policy Manual is under revision and will include ASEA union contract applications. The Library Procedures Manual is under revision to incorporate changes in the Sirsi software.

### Adjournment:

The meeting adjourned at 7:55 p.m.

### Next Meeting:

July 2<sup>th</sup> at Harrigan Centennial Hall.

Respectfully Submitted,  
Cheryl Pearson, Library Director

Approved,  
Curt Ledford Library Board Commission Chair