

Sitka Public Library Commission
November 1, 2023

The meeting was called to order at 6:04 p.m.

Roll Call

Present: Jeff Budd (Chair), Margie Esquiro (Commissioner), Tommy Martin (Commissioner), Sandy Fontaine (Commissioner), Callie Simmons (Commissioner) attended on speaker phone due to illness, Jessica Ieremia (Library Director), and Scott Saline (Assembly Liaison)

Excused: Allison Lawrie (Commissioner) **Unexcused:** Rachel Worthey (Commissioner)

Members of the Public: No members of the public present

Public Comment: None

Approval of the Agenda - Approved with the added discussion of the need for a December meeting to New Business

Approval of previous Minutes from October 4, 2023 meeting

M/S by Sandy Fontaine/Tommy Martin to approve the Minutes of October 4, 2023

Reports:

Jessica Ieremia (Library Director) – Report for September & October

- Slight drop in visitor numbers in October after the tour season ended.
- Surprise donation of \$204.00 received from Tucker Ellingsen, a young man who sold cookies in front of the library this summer.
- Klyr Oines was hired as a P/T library assistant.
- Jessica, Margot, and Jeff participated in a panel at the Unitarian Church regarding the mission of public libraries and the current challenges faced by libraries.
- Replacing lighting above the circulation desk has been difficult due to no access being provided to replace lightbulbs.
- Study Room 1 closed due to a leak and was still waiting for roofers.
- A new door counter (Trafsys) was installed and should be providing more accurate numbers of patrons.
- Service Desk Accuracy Project (working to improve circulation desk customer service) highlights include improved workflow, reduced lost items, increased repaired items, books from other libraries shelved instead of returned, reduced billing of patrons, and the Service Delivery Project has seen reduced logjams in providing items to patrons, acquiring a local vendor to speed up the process, having a mailing and processing station for books.

Scott Saline (Assembly Liaison) - was welcomed to the Library Commission and responded that he was happy that Sitka had a great library with many resources for locals and visitors.

Friends Liaison (Jeff Budd) - No report

Commissioners – Tommy reported that he has heard from others in the community that they are very happy with the library’s many offerings; Sandy reported that her granddaughter had checked out one of the library’s new cooking kits and it was a tasty experience; Margie reiterated how important it was to read all the information we receive before the meetings.

New Business –

- FY '23 Annual report was reviewed. Highlights include: over 8,000 items repaired; items borrowed from other libraries were down, number of patrons (over 4,000 library cards are out there) has gone up, \$7,000 collected for copies, \$27,000 was billed in lost items but \$25,000 of that was recovered!
- Discussion of the need for a December Meeting – it was decided that a meeting wasn’t necessary at this time.

Old Business –

- Art Donation of Willis Oaken items – photos of the carved items were reviewed, and we discussed the need for the items to stand alone in a display case so that the items could be packed away at times. M/S by Margie Esquiro/ Sandy Fontaine to accept the donation from the Calvin family.
- AKLA Conference – Dates are set for March 26 – 29, 2026. The Friends of the Library will have a Silent Auction; Jeff will be working on entertainment; Joanna Perensovich will serve as Treasurer of the event; other ideas include a walking tour of libraries.
- IT Update – Computer updates still need to happen; we need an audio system for the large room to be used during some events.

Items for the next meeting’s agenda - City Code 2.16 - should be done by then; Endowment Fund amount available and ideas for spending.

Public Comment: None

Next Meeting: Wednesday, February 7, 2024 at Harrigan Centennial Hall

Meeting was adjourned at 7:35 p.m.

Minutes submitted by Margie Esquiro, Secretary; approved on February 7, 2024, meeting.

Back Burner Items: City Code 2.16 for Library Commission, Marg Ward Donation, and Curt Ledford Bench

We will meet 7 times during 2024: February 7th, March 6th, April 3rd, May 1st, September 4th, October 2nd, and November 6th. We can meet more often if needed.