

Sitka Public Library Commission Meeting Minutes January 2022

Scheduled to meet in-person at Harrigan Centennial Hall and via Zoom Videoconference, (Meeting ID 89554876165) at 6:00 p.m. on January 12, 2022

The meeting was called to order at 6:07 pm. by Chair, Nicole Filipek.

Roll Call

Present: Nicole Filipek (Chair), Jessica Ieremia (Library Director), Jeff Budd (Commissioner), Dave Miller (newly-appointed Assembly Liaison), Darryl Rehkopf (Commissioner), Tommy Martin (Commissioner) and *via Zoom* Stephen Morse (Commissioner). **Absent:** Margie Esquiro (Commissioner), excused.

Public Comment

No members of the public present.

Changes to and Approval of the Agenda

No changes; agenda is approved.

Approval of Previous Meeting Minutes (from 12/1/21 meeting)

Zoom meeting ID added and Jess not Jeff had asked to revisit the Assembly's inquiry regarding commission duties under Old Business; minutes are approved.

Reports

Jessica Ieremia (Library Director):

- After previous meetings with Melissa Haley and the director of IT, Jess met with John Leach last week to discuss the lack of communication between the IT department and the library. *Dave Miller and Jeff Budd both say they will be in touch with the city administrator regarding this matter.*
- Maintenance has rearranged some shelving.
- The reference section has been 'pared down' (by half) due to lack of use as the public now wants to go online for the latest information.
- A library closure is scheduled for February 16-18 for annual maintenance on floors, upholstery and electrical work.
- Slide is being removed from the kids' room and coat hangars will be installed. Shelving will be rearranged to improve reader-level traffic flow.

- Jess and Melissa Haley met and put money in the draft budget for the copy machine and printers to be replaced and have computers (staff and public) put on rotation. Melissa will also have IT come and check our hardware inventory against IT records. Otherwise, draft budget numbers have not changed since the last meeting.
- Jess has been having a discussion with Steve Lawrie about an art exhibit entitled ‘This Is Us’ which could raise money (through art sales) to benefit the library’s endowment fund.
- Jeff Budd will be the next ‘Armchair Traveler’.
- The library is creating a ‘Zine collection.
- The library is creating a ‘seed bank’—Margot is researching the setup and collecting information and seeds.
- Jess would like to install a credit card reader in the library in order to make it possible for cashless tourists to purchase library ‘swag’.

Dave Miller

The Assembly is just starting on the budget process.

Jeff Budd (speaking as Friends of the Library liaison)

Sitka Book Challenge will be February 19th with four teams so far. The spelling bee will be in March.

Centennial Committee Report (by Jess)

The committee would like to pursue the tagline ‘Place of Stories’ as the theme around which the celebration can be structured. The next step would be to have someone create a logo based on this tagline. *(The Library Commission members present agree to this action by the Centennial Committee.)* Funds raised by the Committee will be deposited in a project-numbered account with the city to be managed by the Library. The Committee is also creating a survey for the public to encourage suggestions regarding the centennial celebration.

Old business

None.

New business

Discussion of the Planning Commission’s plan for next summer’s tourism season.

- Covid may impact projected numbers, making it difficult to anticipate demand.
- Will need trash cans placed around the building and emptied during the day (and then removed during the winter.)

- Will there be dedicated parking spaces for the library?
- Bathrooms, which are really not adequate for handling high volume, will need to be cleaned and restocked several times a day. There will be a need for additional (temporary?) restrooms.
- Need to be able to offer printing services, most likely in the form of a printing app.
- More outdoor seating will be needed.
- Library WiFi is good, but will it meet this level of demand?
- Weather may create crowded conditions in covered areas, such as the Harbor Drive ‘rock garden’ area.
- This coming tourism season will be a ‘test case’ to learn from; needs and how to address them should become apparent.
- Need to be mindful of the building’s legal capacity.
- Library tends to be treated as a visitor center. Other comfortable, WiFi’d areas need to be identified/created.
- Summer hours could be adjusted (perhaps) to better accommodate Sitkans’ schedules and avoid high-traffic times.

Develop a list of these areas of concern and forward it to Amy and the Planning Commission for their consideration:

- more paper towels/toilet paper
- water bottle ‘filling station’ (changing the filter?)
- additional garbage containers and pickup
- parking and parking signage
- outdoor seating
- cloud-based printing ability (including additional paper and toner)

(Nicole and Jess will get the list of the Commission’s concerns to the Amy and the Planning Commission ASAP.)

Items for the next agenda

- *Nominations for Chair, Vice-Chair and Secretary.*
- *Resolving IT issues (including consideration of an IT person for the library.)*
- *Update on the Art Donation Policy*

Public Comment

No members of the public present

Next meeting is scheduled for February 2nd at 6 p.m. in the Centennial Building and via Zoom.

Meeting is adjourned at 7:57 p.m.

Minutes submitted by Darryl Rehkopf, Secretary