

MATANUSKA-SUSITNA BOROUGH LIBRARY BOARD

Chairperson – Janel Gagnon- Palmer
Vice Chair – Marci Hawkins - Sutton
Secretary – Deena Carlos - Wasilla

Ginny Robson – Trapper Creek
Carol Goltz - Willow
Jennifer Rinaldi - Big Lake

Diane Holl-Rambo – Talkeetna
Bonnie Cavanaugh – At Large 1
Virginia Richey – At Large 2

AGENDA

REGULAR MEETING Willow Public Library

**October 15, 2016
10:00 A.M.**

- I. CALL TO ORDER
- II. ROLL CALL – DETERMINATION OF QUORUM
- III. APPROVAL OF AGENDA
- IV. PLEDGE OF ALLEGIANCE
- V. MINUTES OF PRECEDING MEETING
 - A. September 17, 2016
- VI. BOROUGH STAFF REPORTS
 - A. Julie Mitchell – Willow Librarian
 - B. Hugh Leslie – Recreation and Library Services Manager
 - C. August 2016 stats
- VII. PERSONS TO BE HEARD / AUDIENCE PARTICIPATION – 3 minutes per person
- VIII. UNFINISHED BUSINESS
 - A. MSLN Participation
 - B. MSLN Strat Plan 2014 update
- IX. NEW BUSINESS
- X. CORRESPONDENCE
 - A. Palmer Library August 2016 Stats
- XI. MEMBER COMMENTS
- XII. NEXT MEETING
 - A. November 19, 2016 – Big Lake Public Library
- XIII. ADJOURNMENT

1 **MATANUSKA-SUSITNA BOROUGH**
2 **LIBRARY BOARD**

3 Chair – Marci Hawkins - Sutton

 Ginny Robson – Trapper Creek

 Deena Carlos – Wasilla

Vice Chair – Bonnie Cavanaugh - At-Large 1

 Virginia Richey - At Large 2

 Diane Holl-Rambo - Talkeetna

Secretary – Jennifer Rinaldi - Big Lake

 Carol Goltz - Willow

 Janel Gagnon – Palmer

4
5 **DRAFT MINUTES**
6

7 **REGULAR MEETING**
8 **Sutton Public Library**

September 17, 2016
10:00 A.M.

9
10 I. CALL TO ORDER

11 Meeting was called to order at 10:02 am

12
13 II. ROLL CALL-DETERMINATION OF QUORUM

14 A. Members present and establishing a quorum were: Deena Carlos, Carol Goltz,
15 Marci Hawkins, Virginia Richey, Diane Holl-Rambo, Ginny Robson, Bonnie
16 Cavanaugh, Janel Gagnon

17 Members Absent and Excused: Jen Rinaldi

18 B. Staff Present: Jill Irsik, Recreation Services Secretary
19 Nancy Bertels, Sutton Librarian

20 C. Guest Present: Beth Skow, Palmer Librarian

21
22 III. ELECTION OF OFFICERS

23 Ms. Cavanaugh opened the floor for nominations for Chair.

24 MOTION: Ms. Richey nominated Ms. Hawkins. Ms. Carlos 2nd. Ms. Hawkins accepted
25 the nomination.

26 MOTION: Ms. Goltz nominated Ms. Gagnon. Ms. Cavanaugh 2nd. Ms. Gagnon
27 accepted the nomination.

28 Board voted to hold the election of Chair via secret ballot. When ballots were counted 6
29 were in favor for Ms. Gagnon as Chair, and two in favor of Ms. Hawkins.

30
31 Ms. Gagnon opened the floor for nominations for Vice Chair.

32 MOTION: Ms. Robsin nominated Ms. Hawkins. Ms. Holl-Rambo 2nd. Ms. Hawkins
33 accepted the nomination for Vice Chair. No other board members were nominated.

34 Unanimous vote in favor of Ms. Hawkins for Vice Chair.

35
36 Ms. Gagnon opened the floor for nominations for Secretary.

37 MOTION: Ms. Richey nominated Ms. Goltz. Ms. Goltz declined nomination.

38 MOTION: Ms. Robson nominated Ms. Carlos. Ms. Cavanaugh 2nd. Unanimous vote in
39 favor of Ms. Carlos for Secretary.

40
41 IV. APPROVAL OF AGENDA

42 MOTION: Ms. Hawkins moved, Ms. Holl-Rambo 2nd, to approve the agenda. Agenda
43 approved as written.

44
45 V. PLEDGE OF ALLEGIANCE
46

47 VI. MINUTES OF PRECEDING MEETING

48 A. August 17, 2016

49 MOTION: Ms. Goltz moved, Ms. Richey 2nd. Minutes approved as written.

50

51 VII. BOROUGH STAFF REPORT

52 Ms. Bertels reported the following for Sutton Library:

- 53 • The new Sutton Library has been open for four years. This year they had 4000
- 54 people participate in 312 programs. Average of 20,000 people have visited the
- 55 library since it has been opened.
- 56 • Ms. Bertels is most proud of the collaboration between the library and the
- 57 community.
- 58 • Some upcoming programs to note: Arm Chair Traveler, Common Threads,
- 59 Community Concert Series.
- 60 • The library is working to bring more adults into the library via programing geared
- 61 toward adults, as well as kids and teens.
- 62 • The library staff will soon begin their Sutton Elementary School classroom visits.

63 Mr. Leslie reported on the following:

- 64 • After last month's meeting, where we informed the board that it was the
- 65 borough's intention to withdraw from the MSLN, I received inquiries from both
- 66 the City of Palmer and the City of Wasilla. I encouraged both cities to send staff
- 67 to the this meeting with the their comments as to the reason they felt the network
- 68 was needed, given that the JLC was now duplicating most of the network's
- 69 function.

70

71 VIII. PERSONS TO BE HEARD

72 Eugene Carl Haverman – spoke to the public process, as well as to Assembly
73 Ordinance 16-111, which will be up for public hearing at the September 20th
74 Assembly Meeting.

75

76 IX. UNFINISHED BUSINESS

77 A. MSLN Participation:

- 78 • Board members were reminded that at the conclusion of the August meeting, they
- 79 were charged with going back to their respective librarians and speaking with
- 80 them regarding the Borough's decision to leave the MSLN.
- 81 • Ms. Skow mentioned she did not know about that decision until she received an
- 82 email stating that in order to lessen the duplication of effort and to save money the
- 83 borough will not support the Library Network anymore.
- 84 • Further conversation included the thought that it might look on paper like there is
- 85 a duplication of services, however, in reality there is no duplication of services.
- 86 • The JLC only deals with the automation of the catalog, not with any of the other
- 87 services that the MSLN handles, such as the libraries working together for the
- 88 good of community.
- 89 • The board would like to know what efforts the borough believes are being
- 90 duplicated by the MSLN, as well as what the cost savings would be if the MSLN
- 91 was eliminated
- 92 • Ms. Bertels spoke to the importance of having the borough and city libraries work
- 93 together.
- 94 ○ Informed the board that the biggest costs are the courier and mailing costs

- 95 • The board discussed the option of writing a resolution of support for the MSLN or
96 a letter to the Manager, Mayor, and staff stating that the board is in favor of
97 continuing with the MSLN.
98 • The board decided to wait until the librarians had a chance to meet and discuss the
99 issue before taking any further action. The librarians will be meeting on Tuesday,
100 September 20th.
101 • The board will continue this conversation at the October Library Board meeting
102 based on what comes from the librarians meeting.

103 B. MSLN Strat Plan 2014 Update:

104 MOTION: Ms. Richey moved, Ms. Hawkins 2nd to table discussion of Strat plan update
105 until October meeting. Motion to table passed with all in favor, none opposed.
106

107 X. NEW BUSINESS

108 None
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110 XI. CORRESPONDENCE

111 A. Palmer Library July 2016 Stats
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113 XII. MEMBER COMMENTS

114 Ms. Hawkins – thanked Ms. Gagnon for taking the Chair position. Spoke to the Wasilla
115 Library Grand Opening on September 2, 2016
116

117 Ms. Goltz – with the freeze on capital projects, the Willow Library development group
118 would be willing to meet to discuss what the options are concerning funding for the
119 Willow Library project. She will invite Assembly member Kowalke and Mayor Halter to
120 the October Library Board meeting.
121

122 Ms. Richey – Willow Library is enjoying their new employee. Willow library has a
123 survey out for different computer classes to be held at the Willow Library.
124

125 Ms. Holl-Rambo – Talkeetna Library is starting up their winter programs. They have a
126 K-2 mentoring program starting which will run through mid-October. The food bank will
127 provide snacks for this program.
128

129 Ms. Robson – Trapper Creek is doing their usual thing. The computers are full every
130 minute. Wednesday is kids day. Battle of the books is starting back up.
131

132 Ms Cavanaugh – encouraged everyone to be at the Wasilla Library’s grand opening on
133 September 22nd.
134

135 Ms. Carlos – The Friends of the Wasilla Library are holding their used book sale this
136 weekend.
137

138 Ms. Gagnon – Programming at the Palmer Library is coming back into full swing. The
139 Friends of the Palmer Library has a meeting on Monday, September 19. The Palmer
140 Library recently worked with Active Soles, which holds the Happy Run every Monday in
141 Palmer. They asked the runners to bring a book to donate. 130 runners showed up and
142 filled four totes with books.
143
144

145 XIII. FUTURE MEETING

- 146 • October 15, 2016, 10:00 am, Willow Public Library

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148 XIV. ADJOURNMENT

- 149 • Meeting was adjourned at 12:07 pm.

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Marci Hawkins, Chair

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159 ATTEST:

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163 Jill Irsik, Acting Board Secretary

August 2016 Statistics Report

Big Lake Library:

Programs:

Big Lake Teens	5 events	62 participants
Book Club	2 events	18 participants
Total Programs:	7 events	80 total participants

Use of Facility for Community/Other Functions:

Strong Women	9 events	85 participants
Fiber Arts	4 events	42 participants
Wild Bird Rescue	1 event	8 participants
Writer's Workshop	1 event	2 participants
Total Events:	15 events	137 total participants

Computer Usage:	1044 users
Wi-Fi Usage:	607 users
Job Service Computer Usage:	6 users
Total Computer Use:	1,657 users

Reference Questions Answered: 73

Interlibrary loan requests filled:

Incoming - 8
Outgoing - 5

Volunteers: 1

Volunteer Hours: 2.5

Carol helped prepare crafts for school visits and story time.

Community Work Service: 0 **Hours** 0

Monthly Patron Count: 5,916

Sutton Public Library: Summer reading wraps up, the State Fair and hunting season begin, people begin preparations for winter. August is traditionally one of the library's quieter months.

Programs: *(These are reoccurring, planned programs, put on by library staff)*

Preschool Summer Story Hour	2 events	37 participants
Summer Reading Program	1 events	60 participants
Teen Events	1 events	2 participants
Sutton Community Book Club	1 event	4 participants
Total Programs:	5 events	103 total participants

Library Events: *(These are non-reoccurring events put on or sponsored by the library)*

Sutton Community Concert Series (Sluetown Strutters)	1 event	50 participants
Total Events:	1 events	50 participants

Use of Facility for Community/Other Functions: *(These are events, programs, meetings, etc. that are held at the library, and are not run by library staff)*

Sutton Community Council	1 mtg.	13 participants
Election Day		250 voters
Alaska Green Party	1 mtg.	1 participant
Slipper Lake Committee Mtg.	1 mtg.	5 participants
Friends of the Sutton Library	1 mtg.	7 participants
Sutton Cub Scouts	1 mtg.	20 participants
Total Events:	5 events	296 participants

Computer Use:

Library Computers:	278 users
Wi-Fi Usage:	184 users
Job Service Computer Usage:	0 users
Total Computer Use:	462 users

Reference Questions Answered: 10

Interlibrary loan requests filled:

Incoming - 3
Outgoing - 0

Volunteers: 6 (Community Concert Set-Up and Take-Down)

Volunteer Hours: 6

Community Work Service: 0 **Hours** 0

Monthly Patron Count: 1969

Talkeetna Public Library: August is always a month when we regroup after the busy summer programs. Story time began right after school started in mid-August, and staff spent time planning for other programs throughout the coming winter season. Absentee in-person voting for the Primary election began in July and ended on August 9th. Staff reviewed paperwork required for personal use firewood permits, which is another service provided at Borough libraries.

Programs:

Story time	2 programs	29	participants
Total Programs:	2 programs	29	participants

Library Events:

Tests proctored	2 events	2	participants
Absentee in-person voting primary election	1 event	35	participants
Total Events:	3 events	37	participants

Use of Facility for Community/Other Functions: *(These are events, programs, meetings, etc. that are held at the library, and are not run by library staff)*

Talkeetna Community Council	1 event	55	participants
Denali Arts Council	1 event	11	participants
Friends of the Library	1 events	9	participants
Talkeetna Community Council	1 event	12	participants
Main Street Spud			
Talkeetna Parks Advisory Committee	1 event	12	participants
Mat-Su Borough Library Board	1 event	10	participants
Alcoholics Anonymous	4 events		Anonymous
Total Events:	10 events	109 +	participants

Computer Use:

Library Computers:	473
Wi-Fi Use:	1021
AWE Use	89
Job Service Computer Usage:	17
Total Computer Use:	1600

Reference Questions Answered: 210

Interlibrary loan requests filled:

Incoming -	10
Outgoing -	7
Total: requests	17

Volunteers: 32
Volunteer Hours: 64

Monthly Patron Count: 4592

Trapper Creek Public Library: Summer Reading wrapped up with a back to school special of some starter school supplies for all participants. Early voting for the August primary election took place at the library for those unable to participate on election day.

Programs:

Book Club	1 event	5 participants
Preschool Reading	2 event	8 participants
Summer Reading	2 events	27 participants
Total Programs:	5 events	40 total participants

Use of Facility for Community/Other Functions:

RSA-30 Road Service Mtg	1 event	5 participants
Total Events:	1 event	5 total participants

Computer Use:

Library Computers:	182 users
Wi-Fi Usage:	181 users
Job Service Computer Usage:	N/A
Total Computer Use:	363 users

Reference Questions Answered: 41

Interlibrary loan requests filled:

Incoming - 0
Outgoing - 0

Volunteers: 1
Volunteer Hours: 4

Community Work Service: 0 **Hours** 0

Monthly Patron Count: 506

Willow Public Library: August is recovery and get ready for Fall.

Use of Facility for Community/Other Functions: *(These are events, programs, meetings, etc. that are held at the library, and are not run by library staff)*

AM Book Club	1 event	7 participants
Better Breather's Club	1 event	4 participants
Total Events:	2 events	11 total participants

Computer Use:

Library Computers:	411 users
Wi-Fi Usage:	925 users
Total Computer Use:	1336 users

Reference Questions Answered: 52

Interlibrary loan requests filled:

Incoming - 19
Outgoing- 9

Volunteers:

Volunteer Hours:

Community Work Service: 0 **Hours** 0

Monthly Patron Count: 2730

Total Registered Patrons	12,454	
Total Mat-Su Borough Resident Patrons	9,601	77% of Palmer patrons are Mat-Su Borough Residents
Total City of Palmer Resident Patrons	2,853	
New Library Users	105	

Statistics:

Patron Visits/Count	10,165			
Reference Questions	1,281			
Library Computer Sessions	2162			
Website hits	110,864			
WIFI Sessions	3,495			
Circulation(PPL items)	13,689			
Circulation	12,442	(JLC items checked out to Palmer Patrons)		
Magazine circulation	445			
Take Home Paperbacks	240			
Inter Library Loans:		Incoming	Outgoing	OCLC website does not have Aug. stats.
Volunteers	12	Volunteer Hours	59	

Programs:

Children’s Programs	3	Events	872	Participants
Class Visits	0	Events	0	Participants
Young Adult Programs	9	Events	137	Participants
Adult Programs	10	Events	119	Participants
Total Library Programs	22	Events	1,128	Participants

<u>Community Events</u>	15	Events	127	Participants
Total Programs and Community Events	37	Events	1,255	Participants

Summer Reading Program (SRP) started June 6th

- Summer Reading Program final participant numbers was 1,318, (797 kids, 289 teens, and 332 adults)
- Back Pack Challenge: Three age groups 5-8, 9-12, and teens completed scavenger hunt sheets to be eligible for the drawing of a backpack stuffed full of school supplies. Total participation of 95 in the one-week challenge, 75 kids, 20 teens.

Banned Book display:

September 25th marks the kick off to Banned Books Week across the nation. Palmer Public Library is celebrating the right to read by displaying a selection of materials that have been challenged or banned in various schools, libraries, or bookstores throughout America. Banned Books Week started in 1982 in response to a large surge of challenged materials. Books are usually challenged with the best intentions—to protect others (frequently children) from difficult ideas and information. A challenge is an attempt to remove or restrict access to materials, based upon the objections of a person or group. A banning is a result of those challenges being accepted. Challenges do not simply involve a person expressing a point of view, but rather they are an attempt to have materials removed (from schools, bookstores, or libraries), thereby restricting access others may have to that material.

Postage: Total \$391.38 with 217 items mailed

Bills: \$58.31 Bills sent 119

ILLs: \$62.84 ILLs sent 22

JLC items: \$257.98 JLC items sent 66

Misc: \$ 12.25 items sent 10 (returns, thank you notes, funding requests, etc..)

Total Totes sorted 258

181 MSLN Mat Su Library Network Libraries (7 libraries)

118 MSB (MSB 5 Libraries) 63 Wasilla

Total JLC Totes sorted 77 These are totes with PPL items going between JLC libraries.

Activities:

- MTA technician was here on Tuesday and swapped out the old modem for a new modem that will allow MTA to look at the usage. This is an effort to figure out the phone issues and the slowness of the internet and WIFI at the library.
- Tekmate ran cabling in library that was partially funded ERATE. This was to clean up the spaghetti like cables hanging with duct tape from the walls and mount the cable boxes on the wall.
- Radio Free Palmer interview 12 August talked about the library being the hub of the City and what the library brings to the City.
- **Donation** from John Coyne: the Palmer Public Library is the proud owner of "The Valley" original oil painting. It will be displayed in the library as soon as it is framed.



- Attended MSLN directors meeting August 16: MSB libraries asked to add the mailing address on the MSLN brochure. Several libraries mailing and physical addresses are the same. Beth has the master and will wait to see the outcome of the MSB pulling out of MSLN.
- Attend JLC Member Council meeting at UAA/APU Consortium Library August 19.
The executive director report:
Joint Library Catalog will be transforming to the Alaska Library Catalog when UAF is added into the Consortium 2018. This addition will make resources stronger. Which means the tech. services would be assured to not be cut in future UAA budgets. Cuts would not come to JLC. UAF is a well-resourced and Sirsi user and would be able to resource share and offset costs.
Courier Billings for Anchorage JLC members- Anchorage agreed to pay half of the courier service bills for libraries paying courier costs to Anchorage. This is a decrease in cost (-\$2,969) leaving the JLC cost for 2017 at \$2,762.
A cross – JLC circulation study was completed for July. This study counts items owned, borrowed and lent by libraries. There should be a balance in lending and borrowing. Palmer Public Library was noted and talked about having a perfect score of 1.04. Most libraries were either heavy borrowers or lenders.
- Attended Mat Su Borough Library Board Meeting in Talkeetna August 20. Hugh Leslie MSB Community Development Director stated that the Mat-Su Borough does not support the MSLN anymore. That Borough Director sent an email stating that MSLN was a duplication of duties and it would be a cost savings to pull out. When asked what those duplication or cost savings were Hugh could not give an answer. He stated: Because we all are in JLC under the automation agreement it is a duplication of efforts to be in MSLN.
If they are pulling out of MSLN then Palmer does not need to be the hub for all of the MSLN totes. As you can see above the Palmer Library sorted items in 181 totes. The MSLN totes come filled with items that are for any MSLN library. Palmer staff open each tote and virtually empty it by placing each item in the receiving libraries tote. Palmer does this service for MSLN in exchange for not having to pay courier service fees between the MSLN libraries.
When asked what that meant for the Palmer and Wasilla representatives he told they would/could be removed, or the board could be dissolved. Hugh told all board members to talk to their respective librarians and to talk it over with their administrator on a response to the pullout from MSLN. That he expected a rebuttal.
There are many collaborative things that are done between all 7 libraries in the MSLN. We all agree on having the same policies, fees and other items to be consistent to the Mat Su Valley residents. Collective buying helps lower the cost of similarly bought items, (i.e. bar codes for books, patron cards among other items)
Most of the board members were in shock and did not understand what had happened. I was asked by several members what this action meant, and I could not explain. The Chairperson emailed me with assurance that the board members could not be removed unless the code was changed or the mayor removed them. She personally believes that all 7 libraries should be represented.
- PLA 2016/2017 partial grant money was received. Due to a typo at the State Library the incorrect amount was sent the additional \$210 is being sent for a total of \$6,900. The PLA Grant expenditures will include professional cleaning of the library carpet, patron black and white copier with coin operations upgrade, and patron Wi-Fi system.

- PLA 2015/2016 grant final reports: this year the State Library is updating the way final reports are done. The State Library contracted with Counting Opinions to create a report that all information is entered online. That system is not working. Until it is fixed, final reports are delayed. Typically, it is a 20+ page word document that is filled out with library statistics and emailed in. The State Library enters all libraries information into excel and publishes the reports.

Wasilla Library closing has increased traffic at the Palmer Library:

Moving the library will start **Monday, August 22nd**. Although the move itself will only take about a week, the remainder of the time that WPL closed, WPL will be training on the new systems (like the self-checkout), fine tuning policies and procedures in the space, doing dry runs, and doing staff training.

In regards to the book drop, WPL will keep the one at the current building open and use book drop check-in on the items returned there until such time as they are ready to use the book drop in the new building and then they will put up a sign asking people to return any materials there. They will also continue to do totes (courier) throughout their closure.

As for holds, a request has been made to have a 'block hold' line added to the hold map for Wasilla items on Friday, August 5th; this means it should go in effect after the halt/run Friday night and holds won't be able to placed on WAS items in WorkFlows without an override. So, **starting Saturday, August 6**, MSLN-WAS should *not* be an available pick-up location for a hold.

Katie and I had a sneak preview tour of the new Wasilla Library. It is beautiful and very roomy.