

**MATANUSKA-SUSITNA BOROUGH  
LIBRARY BOARD**

Chairperson – Diane Holl-Rambo -- Talkeetna	Big Lake – Paige Moore	Sutton -- Vacant
Vice Chair – Georgia Knazovich – At Large 2	Trapper Creek – Ann Yadon	Wasilla -- Vacant
Secretary – Susan Pougher -- Palmer	Willow – Carol Goltz	At Large 1 – Vacant

**AGENDA**

**REGULAR MEETING  
Zoom**

**JANUARY 16, 2021  
10:00 am**

- I. CALL TO ORDER
- II. ROLL CALL – DETERMINATION OF QUORUM
- III. APPROVAL OF AGENDA
- IV. PLEDGE OF ALLEGIANCE
- V. MINUTES OF PRECEDING MEETING
  - A. November 21, 2020
- VI. BOROUGH STAFF REPORT
  - A. Hugh Leslie
  - B. Librarians
- VII. PERSONS TO BE HEARD / AUDIENCE PARTICIPATION – 3 minutes per person
- VIII. UNFINISHED BUSINESS
  - A. Assembly report
  - B.
- IX. NEW BUSINESS
  - A. Review MSBLB Handbook
- X. ADVOCACY
  - A. Current needs
- XI. CORRESPONDENCE
- XII. MEMBER COMMENTS
- XIII. NEXT MEETING
  - A. February 20, 2021 - Zoom meeting

**XIV. ADJOURNMENT**



## MSB Library Advisory Board

### *2021 Meeting Schedule*

*All meetings are scheduled for  
10-12 pm unless otherwise specified*

*All meetings will have a Zoom component until further notice*

Meeting Date	Meeting Place	Annual Responsibility
January 16	Big Lake	<i>Review MSBLB handbook</i>
February 20	Zoom	<i>Review/recommendations for library budgets</i>
March 20	Palmer	<i>Review/recommendations for library budgets</i>
April 17	Wasilla	<i>Review of Library Strategic Plan</i>
May 15	Trapper Creek	<i>Review of Library Strategic Plan</i>
August 21	Willow	<i>"Year end" review/ Coming year planning</i>
September 18	Talkeetna	<i>Election of officers</i>
October 16	Sutton	<i>CIP Recommendations</i>
November 20	Zoom	<i>Begin Assembly Report</i>

No meeting during June, July, or December.

REMINDER: Please send an e-mail or call the Recreation & Library Services Division Administrative Specialist if you will not be attending a meeting. This is to establish a quorum and if any member has 3 or more unexcused absences, the board can request they be removed.

*~YOUR TIME AND EXPERTISE IS TRULY APPRECIATED. THANK YOU~*

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

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5 **Vice Chair** – Georgia Knazovich – At Large 2 Trapper Creek – Ann Yadon Wasilla -- Vacant  
6 **Secretary** – Susan Pougher -- Palmer Willow – Carol Goltz At Large 1 – Vacant  
7

8 **Draft Minutes**

9 **REGULAR MEETING**

**NOVEMBER 21, 2020**

10 **OWL/Zoom**

**10: 00 am**

11 **EXECUTIVE SUMMARY**

12 During the 21 November 2020 MSBLB meeting, the following actions/discussions occurred:

- 13 • Board’s report to the Assembly focus will be on how libraries have met the challenge of  
14 COVID-19 and remained a trusted and loved part of their communities. In addition, the  
15 report will include the role libraries will play in recovery efforts of the pandemic.
- 16 • Recommendation that the a request for a Pre-development plan for  
17 renovation/construction of an updated Big Lake Library be added to the 2022 CIP list.
- 18 • 2021 Meeting Schedule was accepted with Zoom available for each meeting until further  
19 notice.

20 I. **CALL TO ORDER**

21 Meeting was called to order at 10:02 am

22 In the absence of the Secretary, Ms Yadon volunteered to take the minutes.

23 II. **ROLL CALL – DETERMINATION OF QUORUM**

24 Members present and establishing a quorum were: Diane Holl-Rambo, Georgia  
25 Knazovich, Paige Moore, Carol Goltz, Ann Yadon

26  
27 Excused Absence: Susan Pougher

28  
29 Staff Present: Hugh Leslie – Recreation and Library Services (RLS) Division Manager

30 Juli Buzby – Sutton Librarian

31 Julie Mitchell – Willow Librarian

32 III. **APPROVAL OF AGENDA**

33 Motion: Approve agenda as it stands – Ms Knazovich moved, Ms Moore 2<sup>nd</sup> – motion  
34 passed

35 IV. **PLEDGE OF ALLEGIANCE**

36 V. **MINUTES OF PRECEDING MEETING**

37 A. October 17, 2020

38 1. line 51 – Change “Mitchel” to “Mitchell”

39 2. line 60 – Change “88” to “ADA”

- 40 3. line 77 – Change “Matrix for CIP” to “Library Construction matrix for the  
41 State”  
42 4. line 98-99 Delete sentence “There was a...Zoom”  
43 5. line 100 Replace “scheduled” with “is anticipated”

44 Motion: Approve minutes as amended: Ms Knazovich moved, Ms Goltz 2<sup>nd</sup>, motion  
45 passed

46 VI. BOROUGH STAFF REPORT

47 A. Hugh Leslie, Recreation and Library Services Division Manager –

48 Budget worksheets should be distributed to Librarians next week. Budgets should  
49 plan on status quo with the standard increases in matters such as salary/wages,  
50 utilities, etc. At this time, there are no opportunities for capital or replacement  
51 projects. Staffing under COVID-19 conditions has included staggering in-office  
52 days with at-home work days for RLS and Community Development secretaries.  
53 The new Borough Manager is Mike Brown who will be on board as of December  
54 7<sup>th</sup>. Two new assembly members will be from District 4 and District 5. District 4 is  
55 Mr. Yundt, District 4 assembly person will be determined by a recount. Libraries  
56 remain open at reduced capacity, and facility closure is not anticipated. Staff at  
57 Borough facilities must wear masks, and those visiting Borough facilities have been  
58 encouraged to wear masks. CARES monies will cover the new wifi arrangements at  
59 the libraries through December. Other CARES monies for libraires include the  
60 ADA doors at Sutton and Trapper Creek.

61 B. Librarians

62 Juli Buzby – Sutton Librarian – The contract has been awarded for installation of the  
63 ADA accessible doors. Winter programming will be virtual for adults, and will  
64 include Arm Chair Traveler, as well as reading stories not just for kids. Former  
65 librarian Nancy Bertels has volunteered to be the reader, and IT is working on  
66 various options for the program. Children’s winter programming is hoping for in-  
67 person, but this isn’t in place as yet.

68 Julie Mitchell – Willow Librarian – The library is set up in the hallway, and people  
69 are slowly beginning to realize that the library is open. The construction is ongoing,  
70 with more cement pouring, and review of the fabric boards for furnishings.  
71

72 VII. PERSONS TO BE HEARD / AUDIENCE PARTICIPATION – 3 minutes per person  
73 None

74 VIII. UNFINISHED BUSINESS

75 A. Assembly report -- Discussion centered on what to include. Suggestions included:

76 1. Highlighting the innovative ways the libraries have maintained community  
77 contact and service during the COVID-19 pandemic. These included the ways of  
78 thinking around things and coming up with solutions such as videos, kits, Facebook  
79 presentations of Storytime and STEAM programs, rearranging furniture, etc.

80 2. Cooperation among the libraries have also led to new ways of sharing not only  
81 among the libraries, but with the communities they serve. Examples included

82 newsletters to foster more connections within the communities, support for the many  
83 more homeschooling families, and sharing information in new and unique ways.

84 3. Focus to also include the role libraries will play in the recovery.

85 4. Trends in libraries as a result of the accommodations to COVID-19 such as ways  
86 to less expensively provide and expand access staff training through virtual  
87 conferences as well as connecting with communities in new ways.

88  
89 Ms Holl-Rambo will check with all libraries and will plan to have a draft to put  
90 forward at the January meeting.

91  
92 B. CIP Recommendations – CIP list nominations came out on the 20<sup>th</sup>, and have until  
93 December 11<sup>th</sup> to submit. Ms Moore asked about earthquake repair and whether it would  
94 meet State or Borough CIP level as opposed to budgeted maintenance. Mr. Leslie  
95 indicated that after the 2018 earthquake, engineers did assess all Borough facilities.  
96 Cosmetic repairs might meet Borough CIP lists while major structural damage might  
97 meet State CIP requirements.

98  
99 Discussion regarding construction of a new or renovated Big Lake Library led to a  
100 recommendation that Pre-Development Plan be requested for the Big Lake Library as  
101 part of the 2022 CIP.

102 Motion: Add Pre-Development for the Big Lake Library to the CIP list for 2022. Ms  
103 Knazovich moved, Ms Moore 2<sup>nd</sup>. All in favor. Motion passed

104  
105 C. Membership – Ms Knazovich reported that she had filed new paperwork to become  
106 Wasilla’s representative, and that the paperwork has been received at the Borough  
107 level, but it has not yet been put through the Assembly process.

108  
109 Ms Moore is reapplying as her term is up in December.

110  
111 Efforts to find At Large members are continuing.

112  
113 IX. NEW BUSINESS

114 A. 2021 Meeting Schedule – Discussion included the following:

115 1. Replace OWL with zoom

116 2. Host library will be responsible for setting up/hosting Zoom until the board  
117 can meet in person again. On dates when OWL was to be the venue, the home  
118 library of the chairperson will set up the Zoom meeting.

119 3. Pending approval by the librarians of each location, venues will remain as  
120 those on the 2020 schedule

121 4. Responsibilities listed drawn from the Handbook will remain as those on the  
122 2020 schedule.

123 Motion to accept all the above for the 2021 Meeting Schedule. Ms Yadon moved, Ms  
124 Knazovich 2<sup>nd</sup>. Motion passed

125  
126 X. ADVOCACY

127 A. Current needs

128  
129 1. Ms Holl-Rambo noted that United for Libraries will present a free webinar for  
130 members on Baker & Taylor’s Sustainable Shelves program on Wednesday,  
131 December 9<sup>th</sup>. Sustainable Shelves is a weeding and book resale service and  
132 provides a path for libraries and Friends groups to turn weeded, unwanted, and  
133 donated books into money for their library. United for Libraries is an ALA  
134 organization for Friends groups, individuals, and affiliated organizations and  
135 persons.

136  
137 2. From the American Libraries magazine, an article discussing a “A Transition  
138 Plan for Library Advocates.” The article states that now is the time for library  
139 advocates to engage with decision makers, to get to know newly elected leaders,  
140 and acquaint themselves with those who are reelected or who remain in office.  
141 Need is to show how libraries serve and why libraries should remain a priority.  
142 Article is available as: [https://americanlibrariesmagazine.org/blogs/the-scoop/a-](https://americanlibrariesmagazine.org/blogs/the-scoop/a-transition-plan-for-library-advocates/)  
143 [transition-plan-for-library-advocates/](https://americanlibrariesmagazine.org/blogs/the-scoop/a-transition-plan-for-library-advocates/)  
144

145 XI. CORRESPONDENCE  
146 None

147  
148 XII. MEMBER COMMENTS  
149

150 1. Trapper Creek – Ms Yadon reported that Absentee-in-person was held at the library  
151 between October 19 and November 2, and voting was brisk. The afternoon Art and  
152 Science program for home schoolers is continuing. Thanks to Willow library for an extra  
153 DVD rack that provided more shelf room for the DVD collection. As noted earlier,  
154 Trapper Creek will be getting ADA doors  
155

156 2. Wasilla – Ms Knazovich reported that the Wasilla Library is currently providing only  
157 curbside service.  
158

159 3. Willow – Ms Goltz stated that Hats Off to Julie Mitchell and her staff for their efforts  
160 in keeping the library open and available during the construction. The design committee  
161 has received the fabric boards for the furnishings for the new library.  
162

163 4. Big Lake – Ms Moore reported that an alcove in the library has become a display area  
164 for local artists, and has received compliments from the community. STEAM kits are  
165 available and STEAM and storytime are continuing as FB live events. May begin  
166 sharing STEAM kits with Talkeetna.  
167

168 5. Talkeetna – Ms Holl-Rambo was joined by Assistant Librarian Cassidy Owen who  
169 reported that Teen and Tween kits include the book of the month, popcorn, and a cookie.  
170 The DVD that contains the movie based on the books is available for checkout.  
171 Storytime grab bags are popular. Absentee-in-person voting at the library had 400 plus  
172 voters.  
173

174 XIII. NEXT MEETING  
175 A. January 16 2021 – host will be Big Lake Library via Zoom

176

177 XIV. ADJOURNMENT

178 Motion to adjourn – Ms Knazovich moved, Ms Moore 2<sup>nd</sup>, motion passed. Meeting  
179 adjourned at 11:17