

## **Library Advisory Board Meeting Minutes – January 8, 2020**

Present: Kerry Watson (Chair); Dave Kiffer; Bob Simpson; Maureen Eldridge; Austin Otos; Pat Tully (Library Director)

1. The meeting was called to order, and a quorum was present.
2. The minutes of July 10, 2019 and October 9, 2019 were approved.
3. There was no correspondence.
4. There was no public comment.
5. Reports:
  - 5.1. Friends of the Library: June Dahl was not present but sent a provided a report (see attached).
  - 5.2. City Council: Dave Kiffer.
  - 5.3. Borough Assembly: Austin Otos.
  - 5.4. Teen Advisory Group: Bob Simpson.
  - 5.5. Librarian: Pat Tully (see attached).
6. Unfinished Business:
  - 6.1. Board vacancies: We have a vacancy on the Board for someone who lives in the Borough but not in the City of Ketchikan. Suggestions were made to advertise on Facebook, our webpage, and KRBD.
7. New Business:
  - 7.1. Introduction: Amie Toepfer, Senior Librarian Children's Services.
  - 7.2. Review of the Library's goals for 2020 (see attached).
  - 7.3. Joint meeting with Friends of the Library on April 8 – Approved.
8. The meeting was adjourned.



Pat Tully &lt;patt@firstcitylibraries.org&gt;

---

## ADVISORY BOARD MEETING

---

**June Dahl** <june.dahl@ymail.com>  
To: Pat Tully <patt@firstcitylibraries.org>

Wed, Jan 8, 2020 at 4:45 PM

If I am able to attend this evening, I will present the following:

The Friends of the Library conducted its regularly scheduled meeting on October 16, 2019 and requested that Pat present us with any requests for budget requests for 2020.

On December 10, we held a work party to review the bookkeeper's records for the previous 12 months. This is an annual procedure we do to provide oversight of this function. All accounts agreed with back up documentation. A second activity of the meeting is to examine the requests from library staff as well as the proposed annual budget prepared by the treasurer, Jeannette Rosier. There were some questions about the necessity of some requests, which Pat agreed to review with staff.

On December 11, we held our board meeting and passed the 2020 budget. We anticipate \$16,000 in income and \$18,000 in expenses. We will have a work party meeting in the spring to discuss our strategy for determining how spending should look in future years--do we want to continue spending more than we take in?

We find passing a budget for the coming year is very helpful in that library staff know what they have to spend, and the treasurer does not have to come to the board to approve each and every expenditure. If an unanticipated need should arise, we can always consider whether or not we can approve it.

Our next one-day book sale will be February 22 in the small conference room of the library. If you'd like to volunteer, call June Dahl at 220-4348.

Our next scheduled board meeting would be April 8, which is the next Advisory Board meeting. Would you like to consolidate the meetings again? Would you have any suggestions for a guest speaker? We always seem to have to contact two or three folks until we get someone to agree to fill the slot.

## **Ketchikan Public Library Director's Report, October – December 2019**

### **Strategic Goal 1: The Library is Ketchikan's Town Square:**

- Children's Community Garden programs concluded for the year on November 23 with a carrot harvest followed by the making of microwave carrot cake.
- The Teen Advisory Group (T.A.G.) continued its Next: Real Life series for high school students about life after graduation, with two programs in October and two in November.
- The Library was the site of the Tlingit Language Learners' Group, which met twice a month from September through November.
- On December 1, the Ketchikan Theatre Ballet performed selections from the Nutcracker Suite, with an opportunity for children to talk to the dancers after the performance.

### **Strategic Goal 2: The Library serves the Ketchikan community:**

- In November, Outreach Services began a new weekly program of Chair Yoga led by Hilary Koch.
- Children's craft programs included Make Broomsticks and Creepy Collages in October, Paper Thankful Wreaths and Recycled (Non-Robotic) Robots in November, and Gingerbread House Construction and Snowball No-Bake Cookies in December.
- T.A.G. held its Not-Quite-Halloween party in October. The November event was 'Go For a Ride Day', and the December event was a Steampunk Christmas Celebration.
- Adult Services held two craft programs—Fall String Art in October, and Christmas Cards in December.
- In November, Outreach Services conducted a Bazaar Booth Marketing program with Julie Lekwauwa.

### **Strategic Goal 3: The Library engages with the community:**

- On November 14, a Celebrating Heritage Storytime featured Nathan Jackson performing a Raven Dance.
- On November 2 the Library hosted a Harvest Hoe-Down with The Free Radicals, and premiered the Western Corner collection.
- The Library celebrated its third annual National Novel Writing Month (NaNoWriMo) in November, with events and activities for aspiring writers.
- In November, Outreach Services partnered with KPU Telecommunications on a 3rd Senior Tech Talk.
- On December 26 Chef Christopher from Cape Fox Lodge conducted a Soup Storytime, followed by soup for all participants.
- On December 31 from 11am-noon, the Children's Library hosted a Noon Year's Eve Party.

### **Strategic Goal 4: The Library is a growing, vibrant organization:**

- Amie Toepfer started as the Library's new Head of Children's Services on November 15. She is working with Ann Marie Meiresonne and Rebecca Jackson on programming, updating collections and changes in the physical layout of the Children's Library.
- Pat attended the annual DirLead meeting for directors of the largest twenty public library systems in Alaska. Susan Hildreth of the Aspen Institute conducted leadership training, and Melissa Shaginoff, Curator of Indigenous Art/Culture at the Anchorage Museum, spoke on land acknowledgement.
- Adult Services LA I Michelle Lampton was promoted to an LA II position at UAS-Ketchikan Campus Library. We miss her! The part-time LA I position has been posted and we are reviewing applications.
- The Library was closed on November 19 for the annual First City Libraries staff meeting, a KPL staff discussion of 2020 goals, and active shooter training with officers from the Ketchikan Police Dept.

### Ketchikan Public Library Sustaining Values

*As an organization, we:*

- *Provide a big world of opportunity;*
- *Are committed to excellence, and always strive to do better;*
- *Make everyone feel welcome and fairly treated;*
- *Minimize barriers to Library use;*
- *Ensure privacy to everyone using the Library;*
- *Perform a vital service to democracy by engaging an informed citizenry;*
- *Encourage individuals' passion for books, reading and learning.*

**Goal 1: The Library is Ketchikan's Town Square:** *The Ketchikan Public Library is a welcoming, beautiful, inviting place that is rooted in the community and allows people to be themselves—alone or with each other. The Library fosters a more cohesive, healthy and informed community.*

- Pave the overflow parking lot.
- Complete the landscaping of the Children's Library exterior corner.
- Create a walking path from the sidewalk to the Children's Community Garden.
- Continue to maintain all exterior spaces.

**Goal 2: The Library serves the Ketchikan community:** *The Ketchikan Public Library promotes learning, growth and personal enrichment for people of all interests, abilities, and needs, in every stage of life. The Library provides services both within the facility and throughout the Ketchikan Gateway Borough for a community of diverse backgrounds, cultures and languages. The Library delivers materials in a variety of formats, and provides updated equipment, Internet access, and assistance using digital and online materials.*

- Consider eliminating passwords for wifi access.
- Look again into providing wireless printing for patrons using a third-party system.
- Upgrade all computers still using Windows 7.
- Weed and rearrange the Children's Library to create displays similar to a bookstore experience.
- With UAS-Ketchikan Campus Library, community partners and volunteers, organize and host the Library's third annual Geek Fest.
- Continue to provide assistance to patrons who come in for Permanent Fund Dividend (PFD) forms.

**Goal 3: The Library engages with the community:** *The Library effectively markets its services, programs and resources to the Ketchikan community. The Library invites community input and participation in its work, to meet the needs of both currently served and underserved constituencies. The Library works with other partners to pursue goals of community importance.*

- Rebrand the Children’s Summer Reading Program as the Summer Learning Program.
- Based on responses to the 2019 Summer Survey, change the Adult Summer Reading Program to a Winter Reading Program, when more adults have time to participate.
- Provide computers and assistance to patrons who come in to fill out the 2020 Census online.
- During April’s National Library Month, reach out to City and Borough departmental staff to outline the benefits of using the Library and get staff signed up for Library accounts.
- Implement a pilot project to provide pop-up libraries in various places and at events throughout Ketchikan.
- Provide Outreach services to the Reentry Coalition as it serves people released from the Ketchikan Correctional Center.
- Explore a project to digitize old editions of Ketchikan newspapers.

**Goal 4: The Library is a growing, vibrant organization:** *The Ketchikan Public Library has a culture of outstanding customer service and a commitment to the concept of the Library as a community good. Library managers value and respect all staff members in their pursuit of excellence, and foster support through advocacy, professional development and an atmosphere of creativity and open-mindedness. The Ketchikan Public Library has a nimble organizational culture that adapts to changes in the community of Ketchikan.*

- Successfully complete the search for a part-time Library Assistant I in Adult Services.
- Revisit the possibility of First City Libraries becoming a consortial member of the Alaska Library Catalog in 2022, sharing an online system and collections with other member libraries throughout Alaska.
- Consider eliminating fines for some or all patrons, after an analysis of the impact this would have on the Library, the City and the community.
- Analyze the circulation of Large Print books by genre, to determine what genres are most popular and make purchasing decisions accordingly.