

Unfinished Business

2.80.040 Library advisory board.

There shall be a library advisory board created by a resolution. (Ord. 13-18 § 2 (part), 2013.)

From: [Sonja Marx](#)
To: [Admin Manager](#); [Lori Goodell](#)
Cc: [Assistant](#); [Robert Mawson](#); [lee ann andrew](#)
Subject: Important info from our LAB meeting to pass on and ask about
Date: Thursday, February 16, 2023 1:29:37 PM

- They would like to make the LAB a 5-seat board instead of 7-seats since we no longer have a consortium library agreement with the DCSD and the Campus. UAF BB campus pulled out, so they no longer have a rep for seat G. The DCSD is supporting the library through the LINKED grant. The superintendent appointed Sarah Bailey to be the school rep. The LAB would like to move Sarah Bailey to the vacant seat E and do away with seats F & G. They understand that changing the LAB from seven to five seats needs to go before the City Council to be approved. For the next city council meeting in March? Little too late for tonight's meeting?
- They were working on the volunteer forms/agreement for the library. Instead of reinventing the wheel, they want to know what the city already has in place (paperwork) for volunteers to fill out before volunteering, Kelsa? What forms do they fill out? Are background checks required? Who pays for those? Liability & Insurance coverage needed, Anita? When volunteers fill out the necessary paperwork, who do they turn it in to, Library or City? Who does the screening, checking references, and approves of them volunteering? The city, librarian, LAB?
- The library is extending the hours we are open to:

Monday and Friday open 10 am to 6 pm (10:30 am for story time on Friday and 6-8 pm every other Friday for game night)

Tuesday, Wednesday, and Thursday open 12 noon to 4 pm

Saturday open 10 am to 3 pm

This new schedule can be posted on the city's website and Facebook page. We will also let the FOL know to post it, and we will make signs for the library.

Thanks,
Sonja

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2013-71

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL CREATING A CITY OF DILLINGHAM LIBRARY ADVISORY BOARD

WHEREAS, the Library Board had offered some changes to Dillingham Municipal Code Chapter 2.080, Public Library; and

WHEREAS, the City Council recommended vetting those suggested changes through the Code Review Committee; and

WHEREAS, the City has been working to standardize the format of the various boards and committees, following the adoption of DMC Chapter 2.90, Advisory Boards and Commissions, enacted June 24, 2010, that established future advisory boards and committees of the council would be authorized by resolution; and

WHEREAS, at the October 10, 2013, Regular Council Meeting, Ordinance No. 2013-18 was introduced as approved by the City Council, and scheduled for a public hearing and adoption at the November 7, 2013 Council meeting;

WHEREAS, Ordinance No. 2013-18 would replace the Library Board with a Library Advisory Board structured after Chapter 2.90;

WHEREAS, the existing members of the Library Board would be seated on the newly formed Library Advisory Board through the remainder of their terms;

NOW, THEREFORE, BE IT RESOLVED, that the Dillingham City Council establishes a Library Advisory Board with the following structure and responsibilities:

1. The Board shall be made up of seven members nominated by the Mayor and confirmed by the Council. At least two of the members will represent the University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School.
2. A member shall be a resident of the greater Dillingham area and be a registered voter with the State of Alaska.
3. The presiding officer shall be recommended by the Library Advisory Board, nominated by the Mayor and confirmed by the City Council.
4. Members of the Board, with the exception of the two representatives, shall serve for three years with seats staggered that expire in September or until their successors are appointed and qualified; provided that the terms of no more than three members shall expire in any one calendar year. The University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School representatives will be appointed annually in September.
5. The Board shall be advisory to the City Manager and Librarian recommending operational policies for the library program, and submitting same to the City Council for approval.

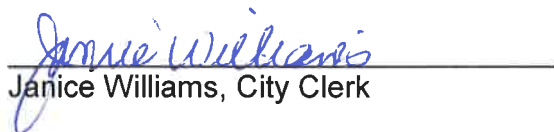
6. The Board shall prepare rules for the operation of the library, including, but not limited to, general promotion and community outreach, the hours of operation, length of time books or other items may be borrowed and fines. All rules must be approved by the City Council.
7. The Board may not obligate the City of Dillingham, but may serve as advisory to the City Manager on application for, receipt of and/or management of any funds for or by the City of Dillingham for the Public Library.
8. The Presiding Officer shall ensure that written minutes of every meeting are kept and provide copies of the minutes to the City Clerk. All meetings shall be conducted in accordance with Robert's Rules of Order and DMC Chapter 2.90.050, Procedures.
9. The Library Advisory Board shall remain in existence unless otherwise notified by the City Council.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on
Nov. 7, 2013

SEAL:


Alice Ruby, Mayor

ATTEST:


Janice Williams, City Clerk

Subject: An Ordinance of the Dillingham Municipal Code amending Chapter 2.80 to create a Library Advisory Board by resolution and remove reference to Library Board in the Dillingham Municipal Code

Agenda of: **November 7, 2013**

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Library / Sonja Marx	SM	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

Other Attachment(s): None

Summary Statement.

The Library Board had recommended some changes to the library code, which were then added to the Code Committee's to do list. As a result of examining the recommendations, the Code Review Committee discussed the differences between the Library Board and the Friends of the Library, and advised recreating the Library Board as an advisory board to bring it more in line with the committee process.

The Library Advisory Board follows the parameters adopted in Ordinance No. 2010-08, June 2010, establishing future advisory boards and commissions.

The Code Review Committee is recommending to the Council that this resolution be adopted.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2015-12

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE PROCESS FOR APPROVING THE OPERATIONAL PROCEDURES AND RULES RECOMMENDED BY THE LIBRARY ADVISORY BOARD AND REPEALING RESOLUTION NO. 2013-71

WHEREAS, the Library Board had offered some changes to Dillingham Municipal Code Chapter 2.080, Public Library; and

WHEREAS, the City Council recommended vetting those suggested changes through the Code Review Committee; and

WHEREAS, the City has been working to standardize the format of the various boards and committees, following the adoption of DMC Chapter 2.90, Advisory Boards and Commissions, enacted June 24, 2010, that established future advisory boards and committees of the council would be authorized by resolution; and

WHEREAS, at the November 7, 2013 Council Meeting the Council adopted Ordinance No. 2013-18 which replaced the Library Board with a Library Advisory Board structured after Chapter 2.90;

WHEREAS, the existing members of the Library Board would be seated on the newly formed Library Advisory Board through the remainder of their terms;

WHEREAS, at their November 7, 2013 the Dillingham City Council adopted Resolution No. 2013-71 establishing a Library Advisory Board;

NOW, THEREFORE BE IT RESOLVED that the Council wishes to retain the Library Advisory Board's structure and responsibilities as follows and outlined in Resolution No. 2013-71, but designate the City Manager, instead of the City Council, as approving library rules and to report those actions to the City Council:

1. The Board shall be made up of seven members nominated by the Mayor and confirmed by the Council. At least two of the members will represent the University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School.
2. A member shall be a resident of the greater Dillingham area and be a registered voter with the State of Alaska.
3. The presiding officer shall be recommended by the Library Advisory Board, nominated by the Mayor and confirmed by the City Council.
4. Members of the Board, with the exception of the two representatives, shall serve for three years with seats staggered that expire in September or until their successors are appointed and qualified; provided that the terms of no more than three members shall expire in any one calendar year. The University of Alaska Fairbanks Bristol Bay Campus and Dillingham Middle/High School representatives will be appointed annually in September.

5. The Board shall be advisory to the City Manager and Librarian, and shall assist in preparing rules for the operation of the library, including, but not limited to, general promotion and community outreach, the hours of operation, length of time books or other items may be borrowed and fines, for approval by the City Manager to be reported to the City Council.
6. The Board may not obligate the City of Dillingham, but may serve as advisory to the City Manager on application for, receipt of and/or management of any funds for or by the City of Dillingham for the Public Library.
7. The Presiding Officer shall ensure that written minutes of every meeting are kept and provide copies of the minutes to the City Clerk. All meetings shall be conducted in accordance with Robert's Rules of Order and DMC Chapter 2.90.050, Procedures.
8. The Library Advisory Board shall remain in existence unless otherwise notified by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City Manager will approve the rules for the operation of the library, including, but not limited to, general promotion and community outreach, the hours of operation, length of time books or other items may be borrowed and fines, and report those items to the Council

BE, IT FURTHER RESOLVED, that Resolution No. 2013-71 is repealed in its entirety.

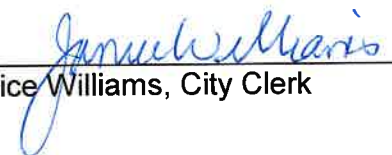
PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

2/5/15


Alice Ruby, Mayor

ATTEST:

[SEAL]


Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: February 5, 2015

Attachment to:

Ordinance No. _____ / Resolution No. 2015-12

Subject:

A Resolution of the Dillingham City Council amending the process for approving the operational procedures and rules recommended by the Library Advisory Board and Repealing Resolution No. 2013-71

City Manager: Recommend Approval

Signature: Rose Deera

Route to	Department Head	Signature	Date
	Finance Director		
X	City Clerk	<i>J. Williams</i>	<i>1/28/15</i>

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

At their December 4, 2014 Council meeting, the City Manager requested the Council send the resolution back to Code that was passed in 2013 designating the Council to approve library operational procedures, including hours of operation. This was not consistent with other City departments, and felt these were procedural issues not policies.

This resolution was vetted through the Code Review Committee and is being recommended for adoption to reassign the approval of library rules to the City Manager and to report back to the Council.



Ordinance No. _____ / Resolution No. 2015-12 _____

Summary Statement continued:



Library Advisory Board

The Library Advisory Board advises the Council on policies and procedures established for library operation. All policies of the program established by the board are effective until review by the Council.

Regular meeting location

Meetings are held in the Dillingham Public Library.

Regular meeting schedule

Library Advisory Board meetings are held quarterly.

This board consists of seven members nominated by the Mayor and confirmed by the Council and serve three-year staggered terms.

Current Members	First Appointment	Current Term Expires
Seat A, Janet Diekgrafe	4/7/2022	9/1/2023
Seat B, Amy Ruby	3/1/2007	9/1/2025
Seat C, Rebekah Fonkert	5/31/2021	9/1/2024
Seat D, Lee Ann Andrew	11/7/2017	9/1/2025
Seat E, Sarah Bailey	Fall of 2022	9/30/2023
Seat F		
Seat G		