



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Library Board Regular Meeting

Tuesday, September 26, 2023

12:00 PM

Ruth Sandvik Conference Room

This meeting will be held in person at the library and via Zoom:
<https://us06web.zoom.us/j/89658340758>

1. Call to Order / Roll Call

2. Approval of Minutes

A. The minutes from the May 22, 2023 meeting are presented for review and approval.

The minutes from the May 22, 2023 meeting were approved.

3. Amendment and Approval of Meeting Agenda

The meeting agenda was approved as presented.

4. Persons to be Heard Related / Unrelated to Agenda

Board Chair Menish-Meucci expressed her appreciation for Board members and how much she enjoys serving on the Board.

5. Staff Reports

A. Director's Report

Library Director Alcock read her report into the record, a copy of which is attached and made a permanent part of these minutes.

B. Program Coordinator's Report

Library Director Alcock read Program Coordinator Kari Petersen's report into the record, a copy of which is attached and made a permanent part of these minutes.

C. "Library summer reading programs turned pages for prizes", Petersburg Pilot Sept 7, 2023.

An article about the library's summer programs that appeared in the Petersburg Pilot was reviewed and discussed by Board members.

D. Correspondance received from Gina Uppencamp regarding storytime.

An email received by Manager Giesbrecht and Library Director Alcock from Gina Uppencamp praising Program Coordinator Petersen's story times was discussed by Board members.

6. Unfinished Business

- A. FY24 Library Budget:** The FY24 Budget was approved in May and included changing one of our 12 hour Library Clerk positions into a 24 hour Library Tech 1 position. Beth Loesch, who was working in a temporary Library Tech 1 capacity has filled that position. This expansion will make library operations more durable when unexpected staffing changes occur. This level of cross training in and knowledge of our IT infrastructure will be extremely beneficial for the long term stability of the library. Spending from the Marine Passenger Fee fund was also approved to offset some janitorial costs. \$14,250 was approved - \$11,250 May-Sept janitorial service, \$2,500 post season carpet & upholstery cleaning, \$500 janitorial supplies.

The approval of the staffing change and Marine Passenger Fee request were discussed.

7. New Business

- A. APEI Safety and Human Resources Review :** The *APEI Safety and Human Resources Review* requested by the Assembly is attached for Board review and discussion. I met with representatives from APEI during the review process and gleaned many ideas on how to revisit and improve our safety practices at the library. This will be a lengthy process that I expect will extend well into 2024. In 2017 we did a staff initiative using the book "The Blackbelt Librarian". We all read it and, as a result, updated our safety and security practices. We'll be doing this again in the fall with the book "The Safe Library". In addition to that we'll be implementing some of the APEI Safety recommendations.

The APEI Safety and Human Resources Review and the library's current safety practices were discussed. Library staff will review the recommendations at an upcoming staff meeting. This will launch an overall department safety review. The Board will be kept updated on the progress and input will be sought at upcoming Board meetings.

8. Discussion Items

- A. Friends of the Library Updates:** The early bird gets the bookworm! A book sale is scheduled for Saturday Oct 7, 11-1pm

Board member Fish provided details about the upcoming book sale on Sat Oct 7.

- B. Next Meeting:** Tentatively scheduled for Wednesday October 25 at noon.

9. Adjourn

The meeting was adjourned at 1:14pm