



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

A handwritten signature in black ink, appearing to be 'J. Leach', is written over the 'Thru:' line.

From: Jessica Ieremia, Library Director

Date: December 18, 2024

Subject: Update SGC 2.35 Library Commission

Background

In 1923, the Sitka Library Association was formed to establish a public library in Sitka that was administered by a small group of dedicated volunteers and a small library board. In 1966, the Sitka City Council adopted an ordinance creating a municipal library and the Sitka Library Board. The City would own and operate the building and the board was in charge of running the library.

In October 1970, Sitka voters approved the management of library operation by the Borough of Sitka, and the Borough Assembly established the Sitka Library Commission. The City and Borough were unified in December 1971 and the Sitka Library Association was dissolved in 1974.

The current SGC 2.35 has not been updated to reflect the operations of the Sitka Public Library being taken over and managed by the City and Borough of Sitka.

Analysis

The purpose of this ordinance is to update SGC Chapter 2.35 "Library Commission" change the current code to update the frequency of meetings and the duties of the commission.

Fiscal Note

No financial expenditure is necessary at this time.

Recommendation

It is recommended that the Assembly adopt the updated SGC 2.35.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2024-32

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
AMENDING TITLE 2 "ADMINISTRATION" OF THE SITKA GENERAL CODE
BY UPDATING CHAPTER 2.35 "LIBRARY COMMISSION"

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code (SGC).

2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to update the Library Commission Code by updating the frequency of meetings and the duties of the commission.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 2, entitled "Administration", Chapter 2.35, entitled "Library Commission", at Sections 2.35.070 entitled "Organization" and 2.35.080 entitled "Duties" be amended to read as follows (deleted language stricken, new language underlined):

Title 2
ADMINISTRATION

Chapters:

2.35 Library Commission

Chapter 2.35
LIBRARY COMMISSION

Sections:

- 2.35.070 Organization.
2.35.080 Duties.

2.35.070 Organization.

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50 The board shall organize by electing a chairman and secretary who shall hold their offices for
51 such time as the board by resolution may prescribe.

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53 ~~A. The board shall adopt by laws for the conduct of its business; provided, that four~~
54 ~~members of the board shall constitute a quorum for the transaction of business, and four~~
55 ~~affirmative votes shall be necessary to carry any questions;~~

56

57 AB. Board meetings shall be held in the city and borough at least once each quarter month;
58 ~~unless otherwise changed by a vote of the board;~~

59

60 BC. Permanent records or minutes shall record the votes of every member on each
61 question and copies of the minutes shall be delivered to all members of the assembly and to
62 the municipal administrator;

63

64 CD. All meetings shall be open to the public except that the following may be discussed in
65 executive session (however, no member of the assembly or the municipal administrator
66 wishing to attend shall be excluded from an executive session):

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1. Matters, the immediate knowledge of which would adversely affect the finances of
68 the municipality;

69

2. Subjects that tend to prejudice the reputation and character of any person; provided
70 the person may request a public discussion;

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3. Matters which by law, municipal charter or ordinance are required to be confidential.

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73 **2.35.080 Duties.**

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75 The board of library commissioners shall:

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77 ~~A. Have general supervision and care of the municipal library and the buildings and~~
78 ~~grounds thereof and power to do everything necessary for the proper maintenance and~~
79 ~~operation thereof within the limits of appropriations authorized by the assembly;~~

80

81 ~~B. On or before March 1st of each year, submit to the municipal administrator a detailed~~
82 ~~and itemized estimate of probable revenues from sources other than taxation and a detailed~~
83 ~~and itemized budget for the next fiscal year;~~

84

85 AC. Make recommendations to ~~Subject to the approval of the assembly, on~~ make rules and
86 regulations for the administration and control of the municipal library;

87

88 ~~D. Make recommendations to the municipal administrator on the appointment of the library~~
89 ~~staff.~~

90

91 B. Advise the library director on the operation of the library;

92

93 C. Review the annual budget and operations;

- 94
- 95 D. Acts as a planning body for activities and special projects;
- 96
- 97 E. Work with the Friends of the Sitka Public Library;
- 98
- 99 F. Assist the municipal library to communicate with the public.
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104 **5. EFFECTIVE DATE.** This ordinance shall become effective the day after the

105 date of its passage.

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107 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of

108 Sitka, Alaska, this 14th day of January, 2025.

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112 _____

113 Steven Eisenbeisz, Mayor

114 ATTEST:

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117 Sara Peterson, MMC

118 Municipal Clerk

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120 1st reading: 12/30/2024

121 2nd and final reading: 1/14/2025

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123 Sponsors: Saline / Pike

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