

March 14, 2018
Library Commission meeting minutes
Sitka Public Library
DRAFT

The City and Borough of Sitka Library Commission met on March 14, 2018 at 6:00p in the Gus Adams Room of the Sitka Public Library. The meeting was called to order at 6:03pm.

In attendance:

Commissioners: Josh Thomas(Chair), Barbara Bingham(Vice Chair), Nicole Filipek(Secretary), Alice Johnstone, Cindy Litman, Dan Gunn
Library Director Andrew Murphy
Library Staff Liaison Maite Lorente
Assembly Liaison (substitute) Dr. Richard Wein
Citizen Bill Foster

Absences: Commissioner Darryl Rehkopf (excused)

February 7, 2018 library commission meeting minutes draft brought forth for approval- approved unanimously.

Library Commission reports:

Library Liaison- Greg Mandel's last week of work with SPL. Staff is concerned about hiring replacements and getting subs to cover open hours. Staff is concerned (Greg's position) is being posted w/ additional tasks to support the Director and only a modest wage increase. Ms. Lorente is interested to hear from the Commission their view of her role and responsibility as Staff Liaison.

Library Director- Reminds the Commission not to engage in serial communication or discuss commission business over e-mail at the risk of violating open-meetings act. Abstention from voting is not permitted. Two full time vacancies have been posted internally (CBS) and will be opened to public application March 22. Director has recently returned from the Alaska Library Association Conference and offers to provide an update on request. A brief mention of SPL appears in the article "Islands with Archives" online in Atlas Obscura. Job posting for substitutes will be published in the Sitka Daily Sentinel.

Assembly Liaison- Assembly/City is currently engaging in budget deliberations.

Commissioners- Ms. Filipek express sentiment that Library Programming report has value for informing the Commission. Chair Thomas asks the Assembly Liaison and Library Director for clarification regarding Robert's rules concerning the role of the Chair in motions and voting. According to Dr. Wein, for groups of less than 12 members, the Chair has the option to make motions, and the obligation to vote on all motions.

Guest comment- none

Library Programming:

Greg Mandel hosted the final Film Noir screening March 3. This program will go on hiatus with his departure. The Island Institute Writers Read program, separate author events with Joseph C. Wilson and Nicole Stellan O'Donnell, and a storytelling event with Tuli.Aan to take place. The storytelling event may become a monthly recurrence and is directed at engaging youth in the art of storytelling, but is open to all. Usual recurring weekly and monthly storytimes, and Youth Advisory and Babies and Books board meetings. Maite Lorente informs the commission that she has begun planning for the summer reading program.

Old Business:

Library Policy Revision Update-

Chair takes a moment to review the course of discussion and events from the previous meeting, during which time a vote was attempted but not allowed to stand in the record due to procedural irregularities. Discussion of the firearm policy. Current policy under section 5.8.1 Rules states- No one shall: possess or display weapons, including concealed handguns. Policy revision after consultation with City Attorney states- No one shall: possess or display a firearm in a manner inconsistent with state and federal laws. Though City Attorney was consulted regarding legalities (current policy is out of line with state open and closed carry law), he did not direct any change in policy. There is a majority sentiment that firearms do not belong in the library. Due to state law, current policy is unenforceable and excludes patrons carrying tools/weapons for vocational and recreational purposes. A consensus is reached that a statement of preference included in the Entitlements section of the policy will serve the interests of the commission, while providing a common sense means of protecting the interests of all patrons.

- Cindy Litman moves to incorporate the following statement (or a similar statement) to the Entitlements section of the Library Policy revision: "As a courtesy, for the enjoyment of everyone in the library, request firearms not be brought into the building". Alice Johnstone seconds the motion. The motion is passed unanimously.

Discussion of rationale and enforceability of clothing and footwear policy. The policy is drafted to ensure the health and safety of all patrons.

- Nicole Filipek moves to approve the Library Policy revision including the newly incorporated preference statement on firearms. Alice Johnstone seconds the motion. The motion is passed unanimously

Accessibility issues in the bathrooms-

Discussion regarding inaccessibility of the wash stations for youth and possible solutions. The discussion included consideration of other accessibility issues. The Director will research possibility of fold out/down step stools.

Building Update-

Public Works has been notified of a three foot long crack in the men's room wall. Currently monitoring for expansion of the crack. A short term solution will be to add caulking to the crack to avoid and safety issues.

Children's Room lighting was rewired. The lights were on a motion sensor, so there were issues of safety to patrons in the children's room and also causing the library to appear closed during operating hours. DVD shelving replacements are on order. Automatic door opener arm broke and was replaced. Lighting issues in the Gus Adams meeting room were addressed to the Director. Issues are similar to the Children's room and involve the motion/lighting sensor.

Computer IT issues-

Most issues have become less problematic over the course of the current Director's tenure, as confirmed by staff liaison. Print management software that was selected by external agents will not work as intended and will be discontinued. A new print management software has been identified that is widely used by other libraries in the state, will be compatible and is affordable. It will take a considerable amount of time to bring the new software online.

Multipurpose Room Guidelines-

This item is carried over from last month for approval. Mr. Gunn requests brief background.

- Nicole Filipek moves to approve the multipurpose room guidelines as drafted. Alice Johnstones seconds the motion. The motion is passed unanimously

Staffing Needs:

The proposal put forth last month for converting a full-time employee position to an exempt librarian position was dropped from the budget. Instead, the Director requests to fill an existing part-time position vacancy.

New Business:

SPL Social Media Campaign-

"Love your Library" has attracted 33 participants since rollout on February 14. Every Monday a new interview is posted to the FB page.

Library Commission meeting schedule-

After discussion

- Nicole Filipek moves to permanently change the meeting time to 6:00pm every 1st Wednesday of the month. Barbara Bingham seconds the motion. The motion is passed unanimously.

Commission Retreat-

Commission discusses intention to hold a special meeting or event to explore the purpose and responsibilities of the library commission per ordinance and otherwise, duties of the commissioners and a review of Robert's rules.

Library Intellectual Freedom-

Cindy Litman asks the commission to consider incorporating a broader statement to the policies to include not only the collections but programming, events and activities as well. Item to be included in the next agenda.

Agenda Additions-

Library Tours for the public

The meeting is adjourned at 7:57pm

Recorded, drafted and submitted by Nicole Filipek