

# MATANUSKA-SUSITNA BOROUGH LIBRARY BOARD

**Chairperson** – Georgia Knazovich - Wasilla  
**Vice Chair** – Susan Pougher - Palmer  
**Secretary** – Mary Fischer – Talkeetna

**Big Lake** – Karen Crandall  
**At Large 1** – Chad Scott  
**Willow** – Adam Jenkins

**Sutton** – Kathy Kyser  
**Trapper Creek** – Virginia Robson  
**At Large 2** – Martha Kincaid

## AGENDA

### **REGULAR MEETING**

#### **Willow Public Library and Zoom**

[https://us06web.zoom.us/j/85797999985?  
pwd=IYw7Xd1Dek21kT4GaZMNH0IxDG9iz6.1](https://us06web.zoom.us/j/85797999985?pwd=IYw7Xd1Dek21kT4GaZMNH0IxDG9iz6.1)  
Meeting ID: 857 9799 9985  
Passcode: 607606

**August 13, 2024  
1:00PM**

- I. CALL TO ORDER
- II. ROLL CALL – DETERMINATION OF QUORUM
- III. AGENDA APPROVAL
- IV. PLEDGE OF ALLEGIANCE
- V. MINUTES OF PRECEDING MEETING
  - A. May 31, 2024
- VI. BOROUGH STAFF REPORTS
  - A. Hugh Leslie
  - B. Librarians
- VIII. PERSONS TO BE HEARD/AUDIENCE PARTICIATION – 3 minutes per person
- IX. UNFINISHED BUSINESS
  - A. Board report to Borough
  - B. Bar Coding
  - C. Artificial Intelligence
- X. NEW BUSINESS
  - A. Strategic Plan Update
- XI. ADVOCACY
- XII. CORRESPONDENCE
- XIII. MEMBER COMMENTS
- XIV. NEXT MEETING
  - A. September 10, 2024 – Talkeetna Public Library
- XV. ADJOURNMENT

# MATANUSKA-SUSITNA BOROUGH

## LIBRARY BOARD

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## MINUTES

### REGULAR MEETING

**MAY 31, 2024**

### Big Lake Library and Zoom

**1:00 PM**

i. CALL TO ORDER

The May 31, 2024, meeting was called to order at 1:00 PM by Chair Georgia Knazovich, at the Big Lake Library.

ii. ROLL CALL

Roll was called determining that a quorum was present.

III. AGENDA APPROVAL

Kathy Kysar moved to approve the agenda as written. The motion was seconded and passed.

IV. PLEDGE OF ALLEGIANCE

The Pledge of allegiance was made.

V. MINUTES OF PRECEDING MEETING

The minutes of April 9, 2024, were approved with one correction. Kathy Kysar's name was misspelled. Moved by Susan Pougher. The motion was seconded and passed

VI. BOROUGH STAFF REPORTS

A. Hugh Leslie

Mr. Leslie introduced the new community development director, Jillian Morrissey. Director Morrissey gave her background with the school district.

The Library Citizens' Advisory Committee has been appointed with Chad Scott as chair and Michelle Dempsey as vice chair. The first meeting will be July 8<sup>th</sup> from 5 to 7 pm at the assembly chambers. The meetings are open to the public. They will be live streamed and archived on the Borough website. There is a page dedicated to the Library Citizen's Advisory Committee. They will be held the 2<sup>nd</sup> Monday of each month. She pointed out that the new Library Citizens' Advisory Committee and the Library Board have different purposes and scope. They are completely different groups.

Sarah Thomas is taking Alyssia's position.

## B. LIBRARIANS

Cassidy Drake, Big Lake

The after-school program was very successful. Had to split the sessions in two to accommodate all the kids. The summer reading registration is tomorrow. The programs include the Eagle River Nature Center and the Alaska Wild Bird people who will bring a bird. There will be a magician and our annual pet show and talent show. The Susitna Rotary club weeded the garden for the United Way Day of caring. The flower baskets are up. Last year Big Lake got a grant for automatic bathroom door openers which are finished. A bear safety class was held.

Julie Mitchell, Willow

The school year programs have wrapped up. The summer reading program is about to begin. Last year had between 70 and 90 kids each week. There will be a monthly Lego get together this summer. The library has lots of Legos and people are invited to bring their own. Thursdays there is lunch and kids are divided up by age. Many community members are going to be doing things with the kids. The recycling center is going to come, as well as a couple of artists and axolotls (a kind lizard). There will be robots! The kids will be planting all the planters. There will be an Iditarod sign going up in the parking lot to direct people to the start and gives them information.

Mary Fischer for Geri Denkewalter, Talkeetna

Yesterday there was a barbeque to kick off the Summer Reading Program. The kids planted the flowers and many of the herbs. There were about 50 people, including parents and children.

Trapper Creek. No report.

Julie Buzby, Sutton

Summer Reading Program is on Thursdays at 1:00 after lunch is served. There will be a bike rodeo, a visit from the animal shelter, the Eagle River Nature Center, the Fire Department, the Alaska Feeder farm will bring some reptiles, and there will be a magician to finish out the year.

The preschool story hour remains the same year-round: Thursdays at 11 AM. The youth program for middle and high schoolers meets twice a week and is supported by the Friends of the Library. The kids will create a float for the 4<sup>th</sup> of July parade. They will go swimming at the Borough pools and go on some hikes. They will grow a garden. Summer meal programs were explained.

Susan Pougher, for Beth Skow, Palmer

The Summer Reading Program runs through June and July with the final party on July 30<sup>th</sup> at the depot. The participants have a reading log and each week show that they've read at

least 5 days in the past week. For each week that they've made their goal, they get a new collectible pin. Adults can also sign up and do summer reading. There is a grand prize and grand prizes for all age groups. There are programs for various ages all year round.

There is also a Craft Club for adults the last Saturday of each month from 12 to 3:30 and they ask you do not bring kids. There will be a board game group for middle schoolers. The Summer Reading Program will include a bike maintenance workshop, a presentation on local bees and a pollinators fun run. A Red Tail Hawk presentation and an art class and nature journaling. This is the second-year birds for bike in memory of Bert \_\_\_\_\_. There are 6 bicycles from the Alaska Bicycle cent for grand prizes. There will also be things for adults such as the adult spelling bee. For the Summer Reading Program, there are story times 3 days a week and lots of activities. The magician will be there at the end. The bird festival will include a Kestrel.

Jeanie Trishinsky for Zach Treesh, Wasilla

Summer Reading Program starts June 1<sup>st</sup>. Wasilla had 800 people complete their logs last year with about 3,000 people at events. Next Saturday is a plant swap and book sale. Christina Day, an indigenous author for 5<sup>th</sup> and 6<sup>th</sup> graders will be here that's to the Library Association.

Geri Denkwalter, Talkeetna

Summer Reading Program includes an author, a trip to the recycling center. There will be people coming on pop-up Wednesdays, which could happen any day. Some presenters cannot come on Thursday. There will be a magician and snakes and reptiles and birds.

#### VIII. PERSONS TO BE HEARD/AUDIENCE PARTICIPATION – 3 minutes per person

Cris Tyree. Need to use common sense on porn. Need to protect children re porn in schools. Move porn to the adult section.

Jackie Goforth – Addressed Child grooming, Friends of the Library, and open meetings act.

Karen Lewis – Right thinking adults could see that “these things” are obscene.

Mary Robertson – Libraries are for everyone. Adults are responsible for what their children read. Thanked the librarians and the board for their work.

#### IX. UNFINISHED BUSINESS

##### A. Board report to the Borough

We need to work on the Board report to the Borough this summer. The presentation is 7 or 8 minutes. Perhaps we need to assign people to contact various libraries for information. We need a theme. A committee was formed last meeting. Georgia, Chad and Susan. Anyone can join. Try to think of a catchy title.

Georgia said she will work on this during the summer.

X. NEW BUSINESS

A. Amending MSB 4.40.020

Kathy Kysar: moved to amend code and how the library board members are chosen. Specifically, she moved to change “Board members may be recommended by the following group for consideration” to “shall”. Also change from “two members may be appointed at large,” to “shall.” Chad Scott pointed out that the Code is not drafted by the Board. The Board can make a recommendation to the assembly. Motion seconded. After discussion, Kathy called the question.

Roll call vote: Passed with 3 dissenting votes.

B. Amending Handbook

Kathy Kysar - look over the handbook to see if we need it to be updated. Put on August agenda.

C. Strategic Plan Update

Mr. Leslie reported that he met with the librarians to discuss the Strategic plan. They were fine with the scope of work, but the librarians were displeased with the end product from the consultant. There was a suggestion from Kathy that we add bar coding and AI to the plan to protect against new technologies. The board will need to further define these changes before they are put out for bid or for proposals. There was discussion regarding further bar coding on books.

Director Morrissey commented on the American Library Association (ALA). The terminology is very confusing. We are not part of the ALA. We are part of the Alaska Intra-library Catalog.

Mr. Leslie clarified possible changes to the barcode system. Changes would take a buy in from the majority of libraries in the state.

Director Morrissey pointed out that we have no language in our policy that comes from, the American Library association.

Marty Kincaid said she wanted to start a conversation about the possibility of librarians receiving books that were written by AI. Mr. Leslie and his secretary will look into this including other libraries AI policies.

XI. ADVOCACY

No advocacy

XII. CORRESPONDENCE

No correspondence

XII. MEMBER COMMENTS

Karen Crandall

Spoke to a concerned parent regarding "Let's Talk About It." Must keep the safety of families in mind.

Chad Scott

Don't rail at the librarians. Talk to your assembly person or the mayor. Kids should be under their parent's cards.

Director Morrissey

Please adhere to Robert's Rules of order. Get training. Refrain from comments over each other, Chad Scott said he doesn't see where policy says we have to use Robert's Rules.

Marty Kincaid

Asked if anyone has called Adam Jenkins our missing board member. Mr. Leslie will reach out to the Mayor's Office.

XIV. NEXT MEETING

Next meeting Aug 13<sup>th</sup> at 1:00 in Willow.

XV. ADJOURNMENT

Motion made to adjourn and seconded.

# **MATANUSKA-SUSITNA BOROUGH LIBRARY** **BOARD HANDBOOK**

*Updated April 2023*

## **Mission Statement**

The Mission of the Matanuska-Susitna Library Board is to strengthen library services within the Borough by acting as an advocate to ensure adequate funding, review policies, and aid in the development of long-term plans for libraries within the Borough.

## **Powers and Duties** (MSB Code 4.40.040)

- (A) The Matanuska-Susitna Borough Library Board (MSBLB) shall have the following powers and duties:
- (1) act in an advisory capacity to the Manager and the Assembly in the administration of the Borough non-area-wide library power;
  - (2) initiate and recommend to the Manager and the Assembly proposed ordinances and regulations pertaining to libraries;
  - (3) review the budget of the libraries and make recommendations to the Manager with regard to the proposed annual budget to be submitted to the Assembly;
  - (4) make investigations and reviews in the general field of libraries considered beneficial to providing library services within the Borough at the request of the Manager, Assembly, or on its own initiative;
  - (5) receive and consider recommendations from individuals and groups with regard to libraries and evaluate and refer these to the Manager and Assembly;
  - (6) recommend to the Manager and Assembly needed programs and expenditures for the promotion of library services in connections with any local, state, or federal program; and
  - (7) review and make recommendations to the Manager and the Assembly in regard to the long-range library capital improvement program.

(Ord. 00-127, § 4, 2000; Ord. 84-34, § 25 (part), 1984)

# **MATANUSKA-SUSITNA BOROUGH LIBRARY**

## **BOARD HANDBOOK**

*Updated April 2023*

### **Membership** (MSB Code 4.40.020)

The MSBLB is a nine-member board appointed by the Mayor with approval of the assembly. The members represent the public libraries and library patrons of the Borough with due consideration given to geographical distribution. A majority of the membership shall not be representative of a single profession. Appointments are chronologically staggered to promote continuity. Members should be active members of one of the library support groups listed in (A) (1) or an active patron of one of the libraries.

- (A) The mayor may appoint board members as follows:
- (1) One member shall be selected from a list of names presented by the:
    - (a) Big Lake Librarian and Big Lake Library Advocates;
    - (b) Palmer Librarian and Friends of the Palmer Library;
    - (c) Sutton Librarian and Friends of the Sutton Library;
    - (d) Talkeetna Librarian and Friends of the Talkeetna Public Library;
    - (e) Wasilla Librarian and Friends of the Wasilla Public Library;
    - (f) Willow Librarian and Willow Library Association;
    - (g) Trapper Creek Librarian and Trapper Creek Library Association.
  - (B) Two members may be appointed at-large by nomination of the Mayor and confirmation by the Assembly and as recommended by Borough librarians and/or library advocates.
  - (C) Each of the nine positions shall have one vote on the Matanuska-Susitna Borough Library Board.
  - (D) Membership consideration shall be given geographical distribution.
- (Ord. 00-127, § 2, 2000; Ord. 94-109, § 2, 1994; Ord. 94-001AM, § 5(part), 1994; Ord. 87-106, § 2, 1987; Ord. 84-34, § 25 (part), 1984)



# **MATANUSKA-SUSITNA BOROUGH LIBRARY**

## **BOARD HANDBOOK**

*Updated April 2023*

### **Organization and Compensation of MSLB Members** (MSB Code 4.40.030 & 4.40.025)

1. Meetings shall be held at regularly designated times and locations. The chairperson or vote of the Board can change meeting dates, time, and location. All meetings are open to the public, with public notice coordinated through the Clerk's Office.
  - (A) Regular meetings begin at 1:00 p.m. the second Tuesday of each month except June, July, and December, when no meetings are held. Special meetings may be called as needed.
  - (B) Meeting schedule and location will be determined by the end of the year for the following year. Meetings should be scheduled at least once a year at each of the 7 public libraries in the Mat-Su Borough and two (2) times a year electronically. In unusual circumstances, an electronic meeting may be substituted for a face-to-face meeting.
  - (C) Majority establishes a quorum, which are five members of this nine-member board. A vote of five is necessary for the board to take action.
  - (D) The Board shall use an adopted agenda format, Parliamentary Procedure, and Robert's Rules of Order.
  - (E) Minutes will be recorded by the Board secretary and approved by the Board.
2. Officers shall include Chairperson, Vice-Chairperson, and Secretary
  - (A) Elections are to be held during the meeting in September each year. Officers shall be elected by a majority of the Board members for a term of one year. Election of officers shall be the first order of business at any time that an officer's seat is not filled. As appointed board members, officers have full voting rights.
  - (B) Job Descriptions:
    - Chairperson
      - a. see that the purpose and duties of the Board are fulfilled
      - b. preside at all meetings of the Board
      - c. plan meetings and develop agenda
      - d. appoint committees and serve as ex-officio member of them
      - e. organize and supervise elections
      - f. receive and handle Board correspondence

# **MATANUSKA-SUSITNA BOROUGH LIBRARY**

## **BOARD HANDBOOK**

*Updated April 2023*

- g. prepare and deliver Board report to the MSB Assembly, approximately twice a year or as needed
- h. maintain file of pertinent documents pertaining to MSBLB during the current year plus one additional full year. Permanent records shall be archived by the MSB Recreation and Library Services Staff.

### **Vice-Chairperson**

- a. perform duties of the chair in his/her absence
- b. perform such duties as the chair requests
- c. assist the secretary in writing correspondence as needed
- d. serve as Parliamentarian at all meetings
- e. be responsible for maintaining and reviewing the MSBLB Handbook and Borough Codes and recommend updates to the Board.
- f. Facilitate updating phone/e-mail list for communication between board members, as needed

### **Secretary**

- a. record minutes and proceedings of all meetings
- b. transmit draft minutes to the Recreation and Library Services staff to include in MSBLB agenda packet for next meeting
- c. write and send correspondence as requested by the board and / or chair
- d. maintain file for pertinent documents pertaining to MSBLB during the current year plus one additional full year. Permanent records shall be archived by the MSB Recreation and Library Services Staff

3. Board members shall be reimbursed for mileage incurred in connection with meetings of the board in accordance with MSB Code. Board members are compensated for mileage expenses upon presentation of completed monthly mileage claim form to the Recreational & Library Services Manager. Mileage reimbursement based on availability of funding.

### **Procedural Considerations for Use of Committees**

#### **1. MSB Assembly**

- a. correspondence sent to Assembly and Mayor directly or through Clerk's Office
- b. correspondence sent to MSB Manager for immediate attention and copied to the Recreational & Library Services Manager
- c. presentations to the MSB Assembly are done as needed by one of three methods:
  - Board Report – request the Mayor, through the Clerk's Office, to be placed on the Assembly agenda

# **MATANUSKA-SUSITNA BOROUGH LIBRARY**

## **BOARD HANDBOOK**

*Updated April 2023*

- Persons to be Heard – notify Clerk’s Office in advance
  - Audience Participation – no prior notification necessary
2. Resolutions/Proclamations developed and written by the MSBLB are forwarded
    - a. to Recreation Services Administrative Secretary for distribution to the Clerk’s Office, MSB Administration, Mayor, and Assembly, as needed
    - b. through appropriate department to request corresponding resolution/proclamation from another board, as needed
    - c. through Recreation Services Administrative Secretary for distribution to the Clerk’s Office to request corresponding resolution/proclamation from the Assembly, as needed
  3. Approved MSBLB meeting minutes should be sent from the Secretary to the Recreation Services Administrative Secretary to be distributed to the Clerk’s Office to be included in the Assembly packet.
  4. Packets for board meetings shall include meeting agenda, draft minutes of proceeding meeting, and copies of all communications sent from or received by the board and/or members. Board packets will be mailed by the Recreation Services Administrative Secretary.
  5. Library Board members will adhere to standards set by Alaska’s Open Meetings Act (AS 44.62.310) for advisory bodies.

### **Board Responsibilities**

1. **Annually**
  - a. review Library Strategic Plan
  - b. review MSBLB Handbook
  - c. make recommendations to Capital Improvement Program
  - d. review and make recommendations for library budgets
2. **Periodically**
  - a. conduct a Board self-evaluation.
  - b. recommend updates of Library Strategic Plan to Assembly
3. **As Needed**
  - a. initiate and propose ordinances and policies for libraries
  - b. review all proposed ordinance and policies affecting libraries
  - c. appoint and suspend standing and special committees of the MSBLB