

# MATANUSKA-SUSITNA BOROUGH LIBRARY BOARD

**Chairperson** – Georgia Knazovich - Wasilla  
**Vice Chair** – Kathy Kysar - Sutton  
**Secretary** – Chad Scott – At Large 1

Big Lake – Karen Crandall  
Talkeetna – Mary Fischer  
Willow – Mark Spohn

Palmer – Vacant  
Trapper Creek – Virginia Robson  
At Large 2 – Martha Kincaid

## AGENDA

**REGULAR MEETING**

**Wasilla Public Library and Teams**

**Meeting ID: 289 421 144 590**

**Passcode: Zw9Cj63Y**

**March 11, 2025**

**1:00 pm**

- I. CALL TO ORDER
- II. ROLL CALL – DETERMINATION OF QUORUM
- III. AGENDA APPROVAL
- IV. PLEDGE OF ALLEGIANCE
- V. MINUTES OF PRECEDING MEETING
  - A. February 11, 2025
- VI. BOROUGH STAFF REPORTS
  - A. Hugh Leslie
  - B. Librarians
- VIII. PERSONS TO BE HEARD/AUDIENCE PARTICIPATION – 3 minutes per person
- IX. UNFINISHED BUSINESS
  - A. Minutes from January 14, 2025 meeting
  - B. Borough Presentation
  - C. Robert’s Rules of Order
- X. NEW BUSINESS
  - A. LCAC Scorecard (in packet)
  - B. Information from Alaska Library Association
- XI. ADVOCACY
  - A. Check articles in papers and blogs
- XII. CORRESPONDENCE
- XIII. MEMBER COMMENTS
- XIV. NEXT MEETING
  - A. April 8, 2025 at Talkeetna Library
- XV. ADJOURNMENT

**MATANUSKA-SUSITNA BOROUGH  
LIBRARY BOARD**

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**Meeting Minutes**

**REGULAR MEETING  
Willow Public Library and Teams**

**February 11, 2025  
1:00 PM**

**I. CALL TO ORDER**

- A. The Meeting on February 11, 2025 was called to order at 1:00 PM by Chairperson Georgia Knazovich at the Willow Public Library.

**II. ROLL CALL – DETERMINATION OF QUORUM**

- A. Present were Georgia Knazovich, Kathy Kysar, Chad Scott, Karen Crandall, Mark Spohn, Marty Kincaid, and Virginia Robson. A quorum was present.

**III. AGENDA APPROVAL**

- A. Agenda was approved with an amendment by Kathy Kysar to move discussion of the Open meetings act and Roberts Rules of order as they apply to the meetings minutes before accepting the previous meetings minutes.

**IV. PLEDGE OF ALLEGIANCE**

- A. The Pledge of Allegiance was made.

**V. MINUTES OF THE PRECEDING MEETING**

- A. Discussion was had about correcting the previous meeting minutes to reflect Robert's Rules of Order and asking for borough staff to help clarify the issue. Kathy Kysar made a motion to table the discussion until the next meeting. Karen Crandall seconded, and the motion was passed.

**VI. BOROUGH STAFF REPORTS**

- A. Hugh Leslie – Recreation & Library Services Manager: Mr. Leslie discussed the borough's calendar for public meetings around the valley and advocated for the opportunity to meet with the Assembly to discuss issues. Gave updates on the pre-development plan for Big Lake, the Borough Libraries Strategic Plan meetings and the LCAC.

- B. Julie Mitchell - Willow: Shared updates on Library programs and events like; Tuesday night chess, a local business event, a winter carnival, photo contest.
- C. Cassidy Drake - Big Lake Library: Talked about recent activities including the strategic plan meeting, Pre-K story time, Valentine's themed embroidery class, and a book sale. And upcoming events: high tea and book chat, annual wedding project, lattes and literature, PFD applications, Reading Dragons, and a blind date with a book program.
- D. Zane Treesh - Wasilla: Gave updates on IT projects, building expansions, and their recovery after some temporary flooding in their parking lot due to weather.
- E. Geri Denkewalter - Talkeetna: Shared about their mentor's program, movie story time, book club, the strategic plan meeting, and the bachleor auction. And new programs: unlock the power of your library card, puzzle contest, a senior writing program and the 52nd birthday of the Talkeetna Public Library on March 17th.
- F. Julie Buzby-Sutton: Talked about library programs, such as regular programming, preschool stories, after-school, book club, chess club, common threads, and strong people, home school, youth program hosted community skate night and trivia, and the community garden.
- G. Marita Crosby-Trapper Creek: gave updates on an escape room, holiday cards craft, and the strategic plan meeting.

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

- A. Marian Charles: Discussed the Willow strategic plan meeting
- B. Melinda Dale: Discussed the Willow strategic plan and Robert's Rules of Order.
- C. Jeanne Troshynski: Discussed Library Board Minutes and the LCAC.
- D. Jackie Goforth: Discussed the American Library Association, the Children's Internet Protection Act, The Supreme Court, the ACLU, and book challenges.
- E. Patti Bills: Discussed activities and staff at the Willow Library.

#### VIII. UNFINISHED BUSINESS

- A. Borough presentation: Kathy Kysar will be gathering information and taking over the presentation.

#### IX. NEW BUSINESS

- A. Under new business, it was mentioned that issues had been covered by previous

discussions: Minute taking, discussion of a new strategic plan with the committee, and members communicating with the public to get input.

X. ADVOCACY

- A. None

XI. CORRESPONDENCE

- A. None

XII. MEMBER COMMENTS

- A. Kathy Kysar discussed Roberts's Rules of Order and meeting minutes.
- B. Marty Kincaid: Discussed member comments etiquette, Artificial Intelligence, the Strategic Plan and national news pertaining to Libraries and culture.
- C. Mark Sphon: Discussed funding for the Rose Group and the Strategic Plan.
- D. Chad Scott: Discussed Robert's Rules of Order and asked for Borough Staff to clarify issues and accusations made about the minutes.

XII. NEXT MEETING

- A. March 11, 2025 at Wasilla Library

XIV. ADJOURNMENT

- A. Meeting adjourned at 2:11 pm

# MATANUSKA-SUSITNA BOROUGH LIBRARY BOARD

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## MEETING MINUTES

### **REGULAR MEETING**

**Willow Public Library and Teams**

**Meeting ID: 289 421 144 590**

**Passcode: Zw9Cj63Y**

**February 11, 2025**

**1:00 pm**

#### I. CALL TO ORDER

- A. Called to order 1:00 pm

#### II. ROLL CALL – DETERMINATION OF QUORUM

- A. Present: Georgia Knazovich, Kathy Kysar, Chad Scott, Karen Crandall, Mark Spohn, Virginia Robson, Martha Kincaid.
- B. Absent: Mary Fischer

#### III. AGENDA APPROVAL

- A. Ms. Kysar motioned for the approval of the minutes be moved below New Business. Discussion ensued regarding the reason. Motion failed 6 to 1.

#### IV. PLEDGE OF ALLEGIANCE

- A. Pledge of Allegiance was conducted.

#### V. MINUTES OF PRECEDING MEETING

- A. January 14, 2025
  - a. Ms. Kysar motioned to table the minutes until March 11, 2025 meeting, passed 6 to 1.

#### VI. BOROUGH STAFF REPORTS

- B. Hugh Leslie – Recreation & Library Services Manager – Gave information regarding Clerk’s training of OMA and Parliamentary Procedure. Provided information on the budgetary process and meetings for the Borough. Summed up the Rose Group Int’l meetings and the pre-development plan for Big Lake Library. Recapped the LCAC meeting.
- C. Librarians
  - a. Julie Mitchell – Willow – Spoke about the Chess club program, Get to Know your Local Business in Willow, Winter Carnival and Photo contest. The photo contest gained interest, and they’ll do another one in the summer. Mentioned the KTNA Library radio show.
  - b. Cassidy Drake – Big Lake – Informed the board about the good attendance of the programs at Big Lake Library and at the strategic plan public meeting. Gearing up for a book sale with the help the Big Lake friends group. Reading Dragons program is going well and Blind Date with a book program going on now.
  - c. Zane Treesh – Wasilla – Spoke about funding the RFID project, possible building expansion, they’ve had high checkout rates lately and good program attendance.

- d. Geri Denkewalter – Talkeetna – Spoke about the mentors program gaining traction again, other programs have been well attended lately and new programs coming soon. The Friends of Talkeetna Library will host an anniversary celebration to be held in June and they received a donation from the Talkeetna Bachelors Society from their annual auction. Started a senior writing program. Had a good turnout for the strategic planning meeting.
- e. Juli Buzby – Sutton – Overall they’ve had more patrons visiting this FY than last, attendance at programming is steady, youth community hosted a community skate night and preparing for a trivia night. Getting ready for the community garden and puzzles are popular.
- f. Marita Crosby – Trapper Creek – Attendance for programs is well attended, did an escape room game. Adult craft time made cards, a few people at the strategic plan meeting but several surveys submitted. Looking forward to summer.

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

- A. Marian Charles – Ms. Charles spoke about the strategic plan meeting; everyone appreciates the staff at the Willow Library.
- B. Melinda Dale – Ms. Dale thanked the board, spoke about the strategic plan meeting. Gave thoughts about the minutes and how to take them appropriately.
- C. Jeanne Troshynski – Ms. Troshynski corrected the spelling of her name in previous minutes. Gave thoughts on minute writing. Mentioned that individuals speaking at other meetings during the public comment period say that they’re representing themselves and not speaking on behalf of the Board that they may be a member of.
- D. Jackie Goforth – Ms. Goforth spoke about the Children’s Internet Protection Act and challenged books.
- E. Patty Bills – Ms. Bills thanked the board and commented that she loved the Willow Library.

IX. UNFINISHED BUSINESS

- A. Borough presentation
  - a. Ms. Kysar let the board know that she will take over the presentation to the Assembly.
- B. Roberts Rules tips for members
  - a. Revisited in minute taking.

X. NEW BUSINESS

- A. Minute taking – Kathy
  - a. Earlier in the meeting, copies of Robert’s Rules regarding minute taking and examples of minutes following the guidelines were distributed to the board. Follow up with the Clerk’s office for clarification is expected.
- B. Discussion of new strategic plan with committee
  - a. Chair acknowledged the consulting firm for the strategic plan seemed to be well versed in such assignments and looking forward to the report.
- C. Members communicating with public get input
  - a. Ms. Kincaid suggested more public outreach to inform about the libraries.

XI. ADVOCACY

- A. None

XII. CORRESPONDENCE

- A. None

XIII. MEMBER COMMENTS

- A. Kathy Kysar – Ms. Kysar encouraged the board to read Robert’s Rules to become more familiar with procedures.
- B. Martha Kincaid – Ms. Kincaid apologized for interrupting other members comments during the last meeting. Spoke about AI in libraries and book selection options in libraries.
- C. Mark Spohn – Mr. Spohn asked about how the Rose Group for the strategic plan was funded, informed it was federally funded.
- D. Chad Scott – Mr. Scott informed the board that he’s familiar with Robert’s Rules and asked for clarity from staff.

XIV. NEXT MEETING

- A. March 11, 2025 at Wasilla Library - Accepted unanimously

XV. ADJOURNMENT

- A. Meeting adjourned at 2:20 pm

EXAMPLE

minutes are one of the first documents that all parties will request. When ruling, a judge or jury will give much more weight to the official minutes of the meeting than to what any particular individual recalls happening.

## What to Put in the Minutes (and What to Leave Out)

*Robert's* recommends that minutes contain the following items:

- ◆ The kind of meeting (regular, special, and so on).
- ◆ The name of the organization.
- ◆ The date, time, and place of the meeting.

### Parliamentary Pearls



Although it's not necessary to include the full report of the treasurer in the text of the minutes, many groups find it helpful to include the previous balance, income totals, disbursement totals, and current balance.

- ◆ The names of the presiding officer and secretary or, in their absence, the names of their substitutes.
- ◆ The approximate number of members present (optional).
- ◆ The establishment of a quorum (optional).
- ◆ Record of the action taken on the minutes of the previous meeting.
- ◆ The exact wording of each main motion as it was voted on and whether it passed or failed, along with the name of the maker. In addition, if the vote was counted, the count should be included, as well as the tellers' reports, if any. In roll call votes, the record of each person's vote is included.
- ◆ Any notice given at the meeting. Previous notice is sometimes required, such as with amendments to the bylaws. If any such notice was given at the meeting, it should be included in the minutes.
- ◆ Points of order and appeals, including the reason given by the presiding officer for the ruling.

- ◆ For committee reports, the name of the committee and the reporting member. If the committee provides a printed report, attach it to the minutes and note that it is attached.
- ◆ The name and subject of any guest speakers.
- ◆ The hour of adjournment.

*Robert's* is equally clear about what should *not* be included in the minutes:

- ◆ The opinion or interpretation of the secretary.
- ◆ Judgmental phrases such as "heated debate" or "valuable comment."
- ◆ Discussion. Minutes are a record of what was *done* at the meeting, not what was *said* at the meeting.
- ◆ Motions that were withdrawn.
- ◆ The name of the person who seconded a motion.
- ◆ Flowery language.
- ◆ Reports in detail.
- ◆ Transcripts of the meeting. While some groups choose to have a transcript of the meeting, it should never substitute as the minutes of the meeting.

## Getting the Minutes Approved

The minutes are made official only after they are approved, which usually takes place at the next meeting.

If your organization frequently makes changes to the minutes, you might want to send out the initial, unapproved set with the word "draft" clearly printed on it. Then, when the minutes have been changed and approved, the official minutes can be sent out.

If your organization seldom has changes to the minutes, two sets, one draft and one approved, will probably be unnecessary.



### **The Least You Need to Know**

- ◆ The minutes should be a record of the actions taken by the group, not a record of what was said at the meeting.
- ◆ If your organization makes frequent changes to the minutes, create an unofficial version marked “draft” to send out to members for review.
- ◆ Once minutes are accepted by the membership, they become the official record of the meeting.
- ◆ Organizations that meet infrequently should consider using a minutes approval committee, which prepares and approves the minutes immediately after the meeting.
- ◆ The portion of the meeting that is held in executive session should have its own set of minutes and those minutes must be treated with utmost confidentiality.

Consent/Action Minutes

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Name of Meeting Body  
Day, Date  
Location  
Time

Members Present:

Name	Name
Name	Name
Name	Name
Name	Name

Members Absent:

Staff Present:

Guests:

I. Call to Order

A. Introduction of New Members

(Discussion)

B. Establishment of Quorum

The meeting was called to order at 7:30 p.m. A quorum was present.

C. Chairman's Report

(Report)

D. Executive Vice-President's Report

(Report)

E. Announcements

(Announcements)

II. Consent Calendar

A. Minutes of Date Meeting

No questions or comments on the Minutes.

B. Finance Report

No questions or comments on the Finance Report.

## C. Committee Appointments

(Announcement of names)

MOVED, SECONDED AND CARRIED TO APPROVE THE CONSENT  
CALENDAR.

## III. Action Items

## A. Item

(Discussion)

Motion

## B. Item

(Discussion)

Motion

## IV. Discussion Items

A. (Discussion)

B. (Discussion)

## V. Information Items

A. Item

B. Item

There being no further business, the meeting was adjourned at 10:00 p.m.

Secretary-Treasurer



**Matanuska-Susitna Borough**  
**Community Development Department**  
**Library Material Review Score Card**

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**Title:**

**Author:**

**Date:**

**Reviewer Name:**

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***Evaluation criteria:*** *The committee should consider the following acquisition and weeding criteria as applied to the challenged material.*

- Is the material in good condition or appearance?
- Is the topic of the material a priority for the collection?
- Is the format of the material a priority for the collection?
- Has the material been used frequently by patrons?
- Is the material factually accurate?
- Has the material been superseded by a new edition or a better source?
- Is the material relevant to the needs and interests of the community?
- Can the material be easily borrowed from another source?
- Does the material have literary, artistic, scientific, political, or educational merit?

- Does the material have positive review(s) in one or more appropriate professional journals?
- Does the material have positive reviews from critics, patrons or staff members?
- Are there sufficient materials available on the same subject?
- Does the material have reputation and/or significance of the author, publisher or producer?

***Suitability for Minors under 16*** (answer yes or no):

1. Does the material depict the following actual or simulated conduct?

- sexual penetration;
- the lewd touching of a person's genitals, anus, or female breast;
- masturbation;
- bestiality;
- the lewd exhibition of a person's genitals, anus, or female breast; or
- sexual masochism or sadism

Yes       No

2. Would the average individual, applying contemporary community standards, find that the material, *taken as a whole*, appeals to the prurient interest in sex for persons under 16 years of age?

Yes       No

3. Would a reasonable person find that the material, *taken as a whole*, lacks serious literary, artistic, educational, political, or scientific value for persons under 16 years of age?

(Note: Mark "Yes" only if the book lacks all of them)

Yes       No

4. Does the material depict actual or simulated conduct in a way that is patently offensive to the prevailing standards in the adult community as a whole with respect to what is suitable for persons under 16 years of age?

Yes       No

**COMMENTS** (this may include anything related to the challenge or notes about factors contained in the above evaluation and suitability criteria):

**SUGGESTED DISPOSITION:**

- Keep the book where it is
- Reshelve the book to the young adult section
- Reshelve the book to the adult section
- Remove the book from the library
- Other \_\_\_\_\_

**COMMENTS/REASONS REGARDING SUGGESTED DISPOSITION (if any):**