



## Meeting Minutes Library Board

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Wednesday, March 8, 2017

6:30 PM

Public Library

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### 1. Call to Order/Roll Call

**Present** 6 - Board Member Mary Ellen Anderson, Board Member Marilyn Menish-Meucci, Board Member Chelsea Tremblay, Board Member Mary Koppes, Board Member Alec McMurren, and Board Member Barbara Fish

**Excused** 1 - Board Member Elizabeth Thompson

### 2. Approval of the Minutes/Agenda

approved

Attachments: LIB03171 MINUTES

### 3. Visitors Views Unrelated to Agenda

### 4. Staff Report

**February Library Love Display** - Our wonderful displays in February were the work of Jessica and included vintage Valentines from Cathy Cronlund, a red display created by Pia Reilly, quilts from Marilyn Meucci and Sally Dwyer, as well as a 'why I love my library' post it note display. We'll be featuring Women's History month in March.

**Read Down Your Fines** - About 2,700 minutes of reading took place in the library during this very well received program.

**Training from Cyndy Fry** - Cyndy Fry (PCSD) provided staff with helpful techniques and tips during a recent staff meeting.

**Listening Project Reemerges!** Julie Hursey, who was the project coordinator back when the first started in 2008, has volunteered to record more interviews.

**New Website Launch** - The move to our new website is complete. We're now using Squarespace to host the site. There is a temporary issue with the Listening Project audio files that is being resolved.

**Alaska Section Rejuvenation Project** - The Alaska section is the least used section of the library. Many books have not circulated in over a decade and nearly all are now easily obtain through the Joint Library Consortium. Roughly, the rejuvenation plan is to weed items with low use or in poor condition, move some areas into the regular non-fiction (ie: nature books), redefine the section as a "Alaska History and Culture", and switch to WordThink. The result of

this is hoped to be a refreshed, browseable and appealing Alaska section with a broader appeal that is used more often.

**Grants** – We've received a \$3000 grant from First Bank for the Summer Reading Challenge. An application Public Library Assistance Grant (\$6250 - books, DVDs) has been submitted as has an IMLS Basic Grant Application (\$6000 - books, DVDs\$1,000 travel).

**Out of Office** - I'll be out of the office March 15-31 and then in only sporadically April 1 - April 15

discussed

Attachments:     [LIB03172 REPORT](#)

## 5. Unfinished Business

### a. Rasmuson Foundation Grant Application: I have just received word that this will go to the Foundation Board soon.

A program officer from the Rasmuson Foundation approached the Library Director and suggested that we reduce the amount of the original request from \$25,000 to \$15,000 to improve the chances of a successful application. As a result the amount of the request is \$15,000 and there is now a draft list of potential ways to make up the funding gap. These include using the Heritage of the Sea fund, submitting an application for a Petersburg Community Foundation Grant, approaching the Friends of the Library to increase their level of funding (currently \$4,000), and using the available spendable amount of the library's endowment fund. Reducing the size of the pole is also an option. The outcome of the application should be known by the next Board meeting at which time these options will all be discussed and prioritized.

discussed

## 6. New Business

### a. Draft memorandum of understanding between the Library Board/Public Library and the Friends of the Library.

The draft MOA was discussed. It was agreed that the MOA clearly outlined the various roles, duties and responsibilities of both groups and would be helpful if these ever needed clarification. The Library Director will now take the draft MOA to the Friends Chair for review.

approved

Attachments:     LIB03173 SAMPLE MOA

### b. Annual review of Service Plan

The Board reviewed the updates to the 2014 Service Plan. The need to not just complete, but potentially have regular forums for adding new things, was discussed and will be included in the updated plan. The Library Director will now take the document and convert it into a more readable (Excel) format.

approved as amended

Attachments: LIB03174 SERVICE PLAN

## **7. Communication/Discussion Items**

### **a. Friends of Petersburg Library Updates**

Member Fish reported that Friends book sales revenue in 2016 were \$1,031. It was felt that the changes made last year to the book sale hours had been advantageous and lessened the work load. The sales are going very well. Appreciation for the gift certificates sent by the Friends to volunteers for Valentine's Day was expressed. Staff have received positive comments from volunteers about these.

discussed

### **b. Comments/ideas from the public and Board members**

### **c. Next meeting - April 26**

## **8. Adjournment**