



Petersburg Borough

12 South Nordic Drive
Petersburg AK, 99833

Meeting Agenda - Final Library Board

Wednesday, February 26, 2014

6:30 PM

Assembly Chambers

1. Call to Order/Roll Call

2. Approval of the Minutes

Marilyn asked for clarification on the Lee property discussion at the previous meeting. The small stairwell where the carpet is pulling away was also discussed. Tara clarified that this was a contract warranty item that would be resolved by the contractor in the coming months.

Attachments: MeetingMinutes 1.22.14

3. Amendment & Approval of Meeting Agenda

Marilyn requested a discussion of the community room hours, it was agreed that it would be discussed under the librarian's report.

4. Visitors Views Unrelated to Agenda

5. Visitors Views Related to Agenda

6. Staff Report

The community room floor was refinished, but Tara indicated that the improvements were not what was expected and there are still gaps in between the floor boards. There are just a few punch list items now remaining, many will not be done until spring. The security cameras will be installed in the coming weeks. The Chariot Group is finishing up a few items this week.

Passport use is on the rise. The library charges a fee, but it just covers the cost and the library does not make a profit on the activity.

Nearly 650 people have attended library events and used the rooms. It's been a learning process with the many kinds of equipment in the rooms. With the one later evening hour we are able to make the rooms available late, funded by the OWL grant, has been very beneficial. While it is true that many groups would rather use the library, there are lots of other community spaces (Assembly Chambers, Lutheran Church, SONS, local hotels, etc) that have meeting spaces that can be used for meetings that start early or run late. The rooms are both seeing fairly heavy use.

Summer Reading Challenge will be completely different this year. The library will partner with the school and base it on the Accelerated Reader program. It is based on a very successful long running program in Wrangell. We will be looking for donations for prizes. Another Amazing Rainforest Race is also planned.

Attachments: [Librarian's Report](#)

7. Unfinished Business

8. New Business

a Proposed Library Program Coordinator Position

The department's FY15 operating budget proposal to the Borough Manager will include changing the current 20-26 hr/wk Clerk position into a 40 hr/wk Program Coordinator position. This position has increased responsibility, so a higher wage is also proposed. The job description was discussed as were benefits, which are over 50% of the increased costs of the changes to the position. The importance of an employee who can take on more responsibility is essential - adding more part time clerks will not solve the problem. The OWL grant which currently allows this position to work 32 hrs weekly will disappear on June 30. We are relying on that for the use of the meeting rooms and coordination of programs. When that funding goes away programs will need to be cut and our ability to make the meeting rooms available will be hampered. The position would revert back to a front desk clerk.

Attachments: Program Coordinator Position Proposal

b. Proposed FY15 Library Operating Budget

After being reviewed by the Library Board, this draft budget will be submitted to the Borough Manager for consideration. Discussion included changing the graph in the narrative to reflect the increased usage in the fourth quarter of 2013. It was also pointed out that the additional costs of the proposed Program Coordinator position would be about 50% offset by migrating to a consortia for the library's automation system. E-Rate funding also will help offset costs. The proposed budget will increase about 6% over the previous year.

Attachments: FY15 Operating Budget

c. Proposed FY15 Capital Budget

The landscaping plans for the spring/summer/fall of 2014 were discussed. While there are a few other FF&E expenses and a balance on the construction contract, the project remains under budget and there will be ample funds to complete the landscaping. The plans include the development of Centennial Park to acknowledge the Lee family property donation.

Attachments: FY15 Capital Budget

The 2011 State Appropriation and the remaining funds from the capital campaign are the remaining project revenues.

9. Communication

10. Discussion Items

Update on Haugen Drive Crosswalk - a crosswalk is now included in the work that will be done by ADOT in 2015.

11. Adjournment