

**MATANUSKA-SUSITNA BOROUGH
LIBRARY BOARD**

Chairperson – Diane Holl-Rambo -- Talkeetna	Big Lake – Paige Moore	Sutton -- Vacant
Vice Chair – Georgia Knazovich – At Large 2	Trapper Creek – Ann Yadon	Wasilla -- Vacant
Secretary – Susan Pougher -- Palmer	Willow – Carol Goltz	At Large 1 – Vacant

AGENDA

**REGULAR MEETING
Palmer Library & Zoom**

**March 20, 2021
10:00 am**

- I. CALL TO ORDER
- II. ROLL CALL – DETERMINATION OF QUORUM
- III. APPROVAL OF AGENDA
- IV. PLEDGE OF ALLEGIANCE
- V. MINUTES OF PRECEDING MEETING
 - A. February 20, 2021
- VI. BOROUGH STAFF REPORT
 - A. Hugh Leslie
 - B. Librarians
- VII. PERSONS TO BE HEARD / AUDIENCE PARTICIPATION – 3 minutes per person
- VIII. UNFINISHED BUSINESS
 - A. Assembly report
 - B. Changes to MSBLB Handbook
- IX. NEW BUSINESS
 - A. Review borough library budgets
- X. ADVOCACY
 - A. Current needs
- XI. CORRESPONDENCE
- XII. MEMBER COMMENTS
- XIII. NEXT MEETING
 - A. April 17 Wasilla Public Library and Zoom meeting

March 20, 2021

XIV. ADJOURNMENT

March 20, 2021

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8

9 **Draft Minutes**

10 **REGULAR MEETING**

FEBRUARY 20, 2021

11 **Zoom**

10:00 am

- 12 I. CALL TO ORDER at 10:00a.m. By President.
- 13 II. ROLL CALL – DETERMINATION OF QUORUM All members in attendance. Ms.
14 Goltz to be excused at 10:30 a.m.
- 15 III. APPROVAL OF AGENDA Moved by Ms. Moore, seconded by Ms. Carol Goltz.
16 Addition of Library Budgets added to new Business. Amended agenda unanimously passed.
- 17 IV. PLEDGE OF ALLEGIANCE Lead by Ms. Moore.
- 18 V. MINUTES OF PRECEDING MEETING
19 A. January 16, 2021. Minor edits were made not affecting the content of the notes.
20 Accept minutes of January meeting as amended. Moved by Ms. Moore, seconded
21 by Ms. Kanzovich, passed unanimously.
- 22 VI. VI. BOROUGH STAFF REPORT
23 A. Hugh Leslie Borough reporting. New Borough Manager, Mr. Mike Brown, asked
24 for library usage numbers to be included in the forward of the proposed Borough budget.
25 Librarians put together the information for the past 2 years. Mr. Leslie stated they were
26 interesting numbers that showed a decrease due to COVID but that the numbers
27 reinforce continual usage of libraries annually, and attests to the adaptability of Libraries
28 that continue to have programming during COVID. He will send out the raw numbers
29 and the brochure that Alycia put together to the Board next week.
30
- 31 B. Librarians
32 Mr. Zane report for Wasilla Library. He met with the City of Wasilla Finance Director
33 and the Mayor, the next step for their budget is to present to the City Council in April.
34 They have a small increase mostly due to increases in salary, wages and utility. Their
35 handicap door is a problem but they hope to have it fixed soon. Numbers are continuing
36 to go up with 250 to 300 visits a day. They have a 20-hour position open internally and a
37 full time staff member will be retiring in April. The Wasilla Library website now has a

38 News bank for Alaska newspapers online. In March the 5 major American newspapers
39 will be available through the Wasilla Library Website.

40 Ms. Julie Mitchell reports the Willow Library likes the newspapers online but it's a big
41 bite in the budget. The upside is that they get the news when it's still current. Beams for
42 the new building construction arrived by air. Some of the walls are up. The Library
43 Association will supply pizza for the day they put the roof on to celebrate. Numbers are
44 low as people think they are closed; they are working from the hallway with about 10%
45 of the collection available. Carol Goetz added that Julie has 10 years of service and was
46 recognized by the Borough.

47 VII. PERSONS TO BE HEARD / AUDIENCE PARTICIPATION – 3 minutes per person
48 There were no persons to be heard.

49 Ms. Goltz was excused.

50 VIII. UNFINISHED BUSINESS

51 A. Assembly report. Ms. Holl-Rambo plans to ask for space on the Borough
52 Assembly agenda March 16, 2021. If Board Members have any additions to the
53 presentation they should get them to her soon. Diane is in the process of completing the
54 presentation soon.

55
56 B. Review MSBLB Handbook. It was decided to make a change in the Handbook to
57 include "in unusual circumstances an electronic meeting is appropriate". Ms. Holl-
58 Rambo will make the changes and bring the amended Handbook to the next meeting for
59 a vote.

60
61 IX. NEW BUSINESS

62 A. Borough Library Budgets. Mr. Leslie presented the budget information and what is
63 included, as well as an overview of the differences in the 5 borough libraries and their
64 differing needs. Willow's budget is different this year due to COVID and construction of
65 the new building that is almost two times as big. The mileage reimbursement for the
66 Board to attend meetings continues to be funded as a one line budget. If there are any
67 questions that come up the Board should feel free to call Mr. Leslie anytime. Librarians
68 do most of the work on the budgets, some of the differences are the longevity of staff, on
69 call employee hours, hours of operation, size and age of building, utility costs, energy
70 efficiency. The Library Boards main function is advocacy.

71
72 X. ADVOCACY

73 A. Current needs ALA encouraging letters to our Senators to cosponsor a bill with
74 Senator Reed from RI to add money for libraries into the COVID relief bill. Discussion
75 about a grant program at the Federal level for library construction. Ms. Yadon will
76 forward the information to the Board. AKLA.org is having a virtual conference March
77 18, Boards are welcome to attend.

78 XI. CORRESPONDENCE

79 None

80 XII. MEMBER COMMENTS

81 A. Ms. Moore, bi weekly STEAM and story time are going ahead. Thanks Julie for editing.
82 Craft displays in January by children were great, four children won awards. New artist in
83 February displaying work, who has sold a piece already. Interviews are going well for
84 new employees. IT spent a day here, getting everything fixed. Numbers are pretty good
85 considering COVID.

86 B. Ms. Pougher. Palmer Library opened on the 18th of February to in person patrons.
87 Children's programming is continuing online. Patrons have been able to check out
88 computers. I know the Library staff are happy to see patrons in the Library.

89 C. Ms. Knazovich reports Wasilla has the Newspaper program that we heard about from
90 Zane, it will be interesting to see how it goes and the usage.

91 D. Ms. Holl-Rambo People are coming in and are very glad to use computers and hook up to
92 wifi, are making two separate plans for summer reading. In person and not.

93 E. Ms. Yadon Talkeetna is about the same, an online kids program is continuing to Tasha
94 (on call) is getting a certification as a library support person.

95 XIII. NEXT MEETING

96 A. March 20, 2021 - Palmer Library & Zoom meeting .

97 XIV. ADJOURNMENT Move to adjourn Ms. Knazovich, seconded by Ms. Holl-Rambo,
98 motion passed unanimously.

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9 **Minutes**

10 **REGULAR MEETING**
11 **Zoom**

JANUARY 16, 2021
10:00 am

12 I. **CALL TO ORDER** The meeting was called to order by Ms. Diane Holl-Rambo at
13 10:00 a.m.

14 II. **ROLL CALL – DETERMINATION OF QUORUM** Roll call was taken with all
15 members’ present. Ms. Carol Giltz will be excused from the meeting at 10:30 a.m.

16 III. **APPROVAL OF AGENDA** Member Paige Moore requested a CIP discussion be
17 added to Unfinished Business. The amended agenda was moved by Ms. Carol Goltz and
18 seconded by Ms. Paige Moore The motion was passed unanimously.

19 IV. **PLEDGE OF ALLEGIANCE** The pledge was led by Ms. Paige Moore.

20 V. **MINUTES OF PRECEDING MEETING**

21 A. November 21, 2020. Minor adjustments to spelling and grammar of meeting
22 minutes were recommended. Motion to approve the amended meeting minutes by Ms.
23 Georgia Knazovich and seconded by Ms. Ann Yadon. Unanimously passed.
24

25 A short discussion about the calendar of meetings for 2021. It was agreed the Library
26 listed as hosting is the host of the zoom meeting.

27 VI. **BOROUGH STAFF REPORT**

28 A. Hugh Leslie: Recreation and Library Services Manager. Draft of budgets
29 turned in by Librarians this week. The Library Board will have a chance to view them
30 before the next meeting in February. Budgets were status quo but with minor
31 increases projected for staff, utilities, etc. Please feel free to call Mr. Leslie if you have
32 questions, or we can discuss them at future meetings. The draft budgets eventually go to
33 the Borough Manager then up the chain to the Assembly for approval. Librarians did a
34 good job putting together the budgets with all the variables involved. Mr. Leslie reported
35 some staffing issues, and budget estimating difficulties due to closures and unusual past
36 year's expenses

37 B. Librarians Anya Kean, new Librarian at Big Lake. Introduced herself. Ms.
38 Kean reported some staffing issues having two staff members with health issues, and one
39 resignation to go back to school, they are working short. Looking for employees, but may

40 be up to 4 weeks until they get a position filled. They may close on Monday and have
41 short hours on Saturday, it's not ideal but will work. Student artists work on display this
42 month at the library. Big Lake library will have a different artist's work displayed each
43 month.

44 Juli Buzby Sutton Librarian. Sutton Library is continuing to provide as many distance
45 services as possible while continuing in building services.

46 Zane Treesh Wasilla Librarian. The Wasilla Library opened January 4 to the public with
47 a mask mandate in place. They have near two thirds of the patrons as previous to the
48 closure. Draft City of Wasilla budget includes small increase for staff and utilities. The
49 Library has added a 20 hour position in July. Library business is going well. They have
50 no in person programming, or room rentals for now.

51 Beth Skow Palmer Library Director. Palmer Library is hiring for a part time position. The
52 Library is opening too short hours very soon. The Library will begin checking out laptops
53 to patrons, for patron use filling out PFD's, and completing job searches. The Palmer
54 Library has four electronic children's programing each week, and plans until in person
55 programming is possible.

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

58 Paige Moore guest Marguerite Bogert is the Chairperson for Big Lake Library
59 Advocates.

60 VIII. UNFINISHED BUSINESS

61 A. Assembly report Ms. Diane Holl-Rambo has visited with most of the
62 Librarians in preparation for the Assembly Report and now has Sutton, Willow and the
63 cities yet to visit. We want to showcase what the libraries have done during the
64 pandemic, how we have met the needs of our communities. We received a nice letter
65 from the previous Sutton Librarian and have permission to use her words for the
66 presentation. If board members have anything to add please contact Ms. Diane Holl-
67 Rambo. The report to the Assembly is in February. Mr. Leslie recommended the report
68 and information is into Alyssia 3 weeks before the meeting.

69 B. CIP discussion Hugh has put a 50,000 request in the capital budget, to start
70 the pre development process on Big Lake renovations. This will be the first time the
71 Assembly will see a request to renovate Big Lake Library.

72 After the Assembly's approval we are hoping a nonprofit will step in and help facilitate
73 next steps, as has been the pattern. It was suggested to keep Mr. Leslie in the loop
74 and that it's a good idea to keep your Assembly representative informed, Mr Tew is the
75 Assembly representative for Big Lake.

76 Discussion ensued regarding history of nonprofit funding for Libraries in the Borough,
77 and Borough funding in general.

78 IX. NEW BUSINESS

79 A. Review MSBLB Handbook Review of the Handbook. We reviewed last
80 year and decided to not make changes.

81 There was concern about the wording for hosting the meeting physically at the
82 libraries. Do we want to change the wording? Discussion ensued. It was decided to add
83 wording similar to --2 times a year (and) “in unusual circumstances an electronic meeting
84 is appropriate”

85 Changes will be made and brought to next meeting for approval. This document is for our
86 board, and does not necessarily need to go to the assembly. We can inform the assembly
87 if we choose.

88 X. ADVOCACY

89 A. Webinar from Web Junction on advocacy. Video is available now. Alaska
90 Library Champions Facebook page, is looking for a person to help with the page.

91 AKLA Conference is virtual, Board Members and Trustees are welcome. The AKLA
92 Legislative priorities are listed on the website.

93 XI. CORRESPONDENCE

94 None noted.

95 XII. MEMBER COMMENTS

96 Ms. Georgia Knazovich Reported the Wasilla Library opened on January 4th.

97 Ms. Paige Moore. Announced the online STEAM project lead electronically every other
98 week, a kit is made available to participants to follow along. Other borough libraries are
99 participating and distributing kits to their patrons. Peggy is reorganizing the shelving of
100 genres. Book and materials sort has been backed up at UAA, with a few pallets of totes
101 that are supposed to get to Mat-Su. Librarians are hauling in their own cars, and sort is
102 getting caught up. The Library has started a review board for patrons to post what they
103 thought of the books they are reading.

104 Ms. Susan Pougher. Palmer has many weekly children’s programming online. 2
105 Children’s story times a week. Health, and craft program. Friends of Library meeting in
106 December that’s the first one for months. The Palmer Library is doing a great job meeting
107 the needs of community.

108 Ms. Ann Yadon Families have been coming in and keeping in bubble. Summer plans
109 include Grab and Go again. The borough electrician fixed emergency lights, and the
110 handicap doors are in and working.

111 Ms. Diane Holl-Rambo reported Talkeetna started a bird feeding project, and a list of the
112 birds’ patrons see and has been a success. They are disappointed with the attendance
113 online for story time.

114 XIII. NEXT MEETING

115 A. February 20, 2021 at 10:00 a.m. Zoom meeting Hosted by Talkeetna Library

116 XIV. ADJOURNMENT Motion to adjourn by Ms. Paige Moore, and seconded by Ms.
117 Georgia Knazovich. Passed unanimously.

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Diane Holl-Rambo, Chairperson

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123 Attest:

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Susan Pougher, Secretary

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