

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

**Chairperson – Diane Holl-Rambo -- Talkeetna**  
**Vice Chair – Georgia Knazovich – Wasilla**  
**Secretary – Ann Yadon – Trapper Creek**

**Big Lake – Paige Moore**  
**Palmer – Susan Pougher**  
**Willow – Mary Sanford**

**Sutton – Marci Hawkins**  
**At Large 1 – Kathleen Shoop**  
**At Large 2 – Vacant**

### **AGENDA**

#### **REGULAR MEETING Zoom**

**February 12, 2022  
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. January 15, 2022**
- VI. BOROUGH STAFF REPORT**
  - A. Hugh Leslie**
  - B. Librarians**
- VII. PERSONS TO BE HEARD / AUDIENCE PARTICIPATION – 3 minutes per person**
- VIII. UNFINISHED BUSINESS**
  - A. Report to Assembly**
  - B. Report from Librarians regarding Strategic Plan**
  - C. Review of handbook**
- IX. NEW BUSINESS**
  - A. Review/recommendations for library budgets**
- X. ADVOCACY**
  - A. Current needs**
- XI. CORRESPONDENCE**
- XII. MEMBER COMMENTS**
- XIII. NEXT MEETING**
  - A. March 12, 2022 Palmer Public Library and Zoom meeting**

#### **XIV. ADJOURNMENT**

**February 12, 2022**

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### **Draft Minutes**

#### **REGULAR MEETING**

**Zoom – host Big Lake Library**

**January, 15, 2022**

**10: 00 am**

#### **EXECUTIVE SUMMARY**

- A. Meeting dates changed to 2<sup>nd</sup> Saturday rather than 3<sup>rd</sup> Saturday of months when meetings take place.
- B. Requested Librarians and Recreation and Library services staff to review whether and how to develop a new Strategic Plan for the libraries. Results of their decision to be returned to the Board which will then advocate for that decision.
- C. Discussed what points should be covered in a report to the Assembly that document the critical services libraries provide to their communities.

#### **I. CALL TO ORDER**

Meeting was called to order at 10:03

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

Members present and establishing a quorum were: Diane Holl-Rambo, Ann Yadon, Paige Moore, Marci Hawkins, Mary Sanford, and Kathleen Shoop.  
Members excused: Georgia Knazovich, Susan Pougher.

Staff Present: Hugh Leslie, Recreation and Library Services Manager; Anya Kean, Big Lake Librarian; Geraldine Denkwalter, Talkeetna Librarian; Zane Treesh, Wasilla Librarian; and Cassidy Owen, Talkeetna Assistant Librarian.

#### **III. APPROVAL OF AGENDA –**

Motion: Approve agenda: Ms. Moore moved, Ms. Hawkins second, motion carried.

#### **IV. PLEDGE OF ALLEGIANCE**

#### **V. MINUTES OF PRECEDING MEETING**

A. November 20, 2021

Motion: Approve minutes as submitted: Ms. Moore moved, Ms. Shoop second, motion carried.

#### **VI. BOROUGH AND LIBRARY STAFF REPORT**

A. Hugh Leslie – Recreation and Library Services Manager -- Operating budgets for libraries were due on Friday to Recreation and Library Services. Hugh and the librarians will meet via zoom to go over them. Budgets will be available to the Board before the

Mat-Su Borough Library Board, January 15, 2022

February meeting. Operating budget process is as follows: Librarians put together a budget, and then go over it with Hugh, then budgets go to Director Community Development before they are forwarded to Finance and then to the Manager. The Manager's budget will come out after that and then that budget goes on to the Assembly. Hugh is available for any questions once the Board sees the budgets, and is available prior to the Board meeting for any discussion or questions the Board members may have. Last year the non-areawide fund balance was used for a portion of the library budgets. That balance is now reduced, and this may affect the ability to tackle some projects such as maintenance or upgrade issues. No significant damages were noted at the libraries from the wind storm. Talkeetna is the only library with a trail system, and if trees are down on that trail or any of the others, please let Parks personnel know.

B. Anya Kean – Big Lake Librarian – No staff were sick or out the past 2 months. Traffic is increasing as patrons are coming in for various forms – PFD, taxes, heating assistance, and other public assistance – and also to pick up home COVID tests. The Big Lake Advocates are revitalizing their membership. They have designated a fund, which is filled by donations, to help those who need to make copies and other cost items, which is very important in an economically depressed area. There were no permanent damages from the wind storm. Have started a study for the eventual remodel of the library building and have been brainstorming with staff and patrons over needs. Big Lake Library has been working on a program called Preparing Alaska's Cultural Organizations for Emergencies, or PACO. The program is basically an emergency preparedness class for libraries, archives and museums in which the organizations create a binder holding things such as all the emergency numbers, all shut off locations, evacuation routes, etc. This takes time to do it properly. Its value will be the help it will be when there is an emergency.

C Zane Treesh – Wasilla Library – The library has COVID test kits, and thus far have given out about 3000, so this has generated a lot of foot traffic. In addition, many are coming in for PFD and other forms. The grant money for the story walk around the building has been approved and appropriated, and this project will be started in the spring. No damages from the wind storm. Budget numbers are due at the end of the month, it will be pretty flat – no more staff hours were approved, so no additional open hours will be possible. Still getting 250-300 people through the doors per day. More homeless have been coming in because of the weather. Staff is redesigning and refurbishing the Alaska collection. Staffing a bit iffy as at this point as two are out with COVID.

D. Geraldine Denkwalter & Cassidy Owen – Talkeetna Librarian and Assistant Librarian – No damage from the wind storm; however, snow did shed off the back roof and landed 2-3 feet from the building. Fortunately, the snow did not take off the gutters. Received some additional take-home covid tests, and they are going out quickly. Talkeetna Library is also working on the PACO, a project that is a bit overwhelming, though necessary. The Talkeetna Library is fortunate to have a generator which precluded any damages from an extended power outage. Some of the essential services

noted during the recent wind storm included notary service, electricity, and heat, which was very important for those whose electricity was out for over 63-72 hours.

VII. PERSONS TO BE HEARD/AUDIENCE PARTICIPATION

None.

VIII. UNFINISHED BUSINESS

A. Meeting Calendar. Discussion included availability of Board members who work for days of the week other than weekends. Additionally, the third Saturday in many months runs into long weekends with a holiday on Monday, making the 3<sup>rd</sup> Saturday a bit of an issue. Motion: Amend the meeting date on the calendar as well as in the Handbook to reflect that meetings will be on the 2<sup>nd</sup> Saturday of January, February, March, April, May, August September, October, and November.

Ms. Moore moved, Ms. Shoop second. Motion carried. Ms. Holl-Rambo will notify Recreation and Library Services Secretary so the revised meeting dates can be given to the Borough Clerk.

B. Report to Assembly – Discussion included timing of the report. The last Assembly meeting in March will be the target date. Discussion of content included these ideas:

- a. Libraries are an asset to the Borough – both buildings and staff – they are the stewards of the borough in their communities. In essence, the face of the Borough.
- b. Libraries support their communities in emergencies.
- c. Libraries provide a lifeline for community members. They are community resource centers.
- d. Libraries provide information and help via services such as notary services, tax forms, PFD forms, Borough information and forms, parking passes, etc. People prefer going to the library than to the borough website for information.
- e. During the pandemic, doors may have been closed for a while, but library services continued via access to internet, grab-n-go craft and STEAM bags, on-line programs, curb-side services, and more.
- f. Libraries and their staff adapt to the need of their communities.
- g. Libraries are not just the buildings, but also the staff.
- h. Libraries are a unique source that is not replicated in any other community facility.
- i. Libraries enhance the economic impact of their communities and the Borough.

Board members were asked to send ideas to Ms. Hall-Rambo for input, and the discussion will continue at the February meeting.

C. Strategic Plan – Board Packet included four articles for home review as follows:

- 1) <https://www.clearpointstrategy.com/strategic-planning-vs-operational-planning/>
- 2) <https://brainzooming.com/who-should-facilitate-strategic-planning-10-vital-characteristics/26735/>
- 3) “A Library Board’s Practical Guide to Strategic Planning” published by United for Libraries, a division of the American Library Association, and

4) "What is a strategic plan and why is it needed?"

Lengthy discussion included the following points:

- a. The facilitator of a strategic plan should be an outside entity with no stake in the final product. This happened in the past when it was written in-house.
- b. Holding meetings in every community with all stakeholders – staff, administration, patrons, other community members is critical to find out what is needed in the future. This is far too much for anyone in-house to accomplish, especially given the differences among all the communities.
- c. Since COVID is still ongoing, holding all the necessary meetings with stakeholders may be an issue at this time.
- d. If a strategic plan is done, it should also be tracked so that the plans it so that the goals can be modified or updated as needed.
- e. Strategic plans can be helpful in laying out goals, meeting patron requirements, focusing on mission and vision, and also looking at upcoming changes in technology, services, etc.
- f. All 7 libraries should be included in some fashion, but this may be an issue financially and will require coordination with the administrations of the city libraries. The options for addressing this will have to be undertaken by Borough administration..
- g. Given the advisory role of this Board, our involvement should only be that of recommending that a Strategic Plan be done.

Since the Board's involvement in the Strategic Plan is advisory, the Board requested that the Librarians and staff review Strategic Plan possibilities and then let the Board know what they would suggest, and the Board will then provide advocacy for that decision. Ms. Holl-Rambo will ask the Rec and Library Services Secretary to place this item on the agenda for the next Librarians' meeting.

IX. NEW BUSINESS

A. Board Handbook review – One change to the Handbook will be the timing of Board meetings. That revision along with its motion, is in Unfinished Business. The Board's meeting date will be the 2<sup>nd</sup> Saturday of those months when the Board meets. The Handbook available at the meeting was dated in 2019, and did not include some revisions from the previous year. Ms. Hall-Rambo will ask the Recreation and Library Services secretary to forward the newest version of the Handbook to all Board members, and this review will continue at the February meeting.

X. ADVOCACY

A. Continue to make sure that the new Mayor and members of the Assembly know how important libraries are to your communities, and what they provide as assets to the Borough.

XI. CORRESPONDENCE

None

XII. MEMBER COMMENTS

Mat-Su Borough Library Board, January 15, 2022

A. Willow Library – Mary Sanford – Wrapping up various matters regarding the new building such as writing thank you cards, putting up artwork, etc. The Library Association will continue doing a 5K race to keep interest in the library going. Looking at ideas for adult read and teen programs in summer. No major wind damage.

B. Trapper Creek Library – Ann Yadon – No major wind damage. Having a generator saved any damage from an extended power outage. Have started the Battle of the Books practice with 3<sup>rd</sup> and 4<sup>th</sup> graders. The Saturday Craft day remains popular. Other programming is continuing.

C. Big Lake Library – Paige Moore – Programs – the ½ hour Storytime on Wednesday, STEAM every other week, Strong Women, Fiber Arts, and other programs are all doing well. Staff has started an inventory of items. The public courtesy phone is no longer working because of the requirement for 10-digit dialing, so a regular phone is in the quiet room while the staff is working on a solution. Some issues with the totes have meant that patron holds are slow in arriving. Some of the issue is related to how holds from Fairbanks arrive, and limits on numbers of totes being sent from the University in Anchorage. Cost is a factor.

D. At Large 1 – Kathleen Shoop – Researching how various libraries serve their communities.

E. Sutton Library – Marci Hawkins – Sutton has a new Assistant Librarian. The retiring Assistant Librarian’s “going away” book is still available to be signed. Not much wind damage occurred. Storytime and other activities are continuing in person and also on Facebook. Will be starting some of the concerts back up soon.

F. Talkeetna Library – Diane Holl-Rambo – Programs are continuing, but with modifications for COVID as needed.

XIII. NEXT MEETING –  
February 12, 2022, via ZOOM.

XIV. ADJOURNMENT –  
Motion to adjourn: Ms. Moore moved, Ms. Yadon second, motion passed. Meeting adjourned at 11:59 am.

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Diane Holl-Rambo, Chairperson

**Attest:**

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**Ann Yadon, Secretary**





## MSB Library Advisory Board

*2022 Meeting Schedule*  
*All meetings are scheduled for*  
*10 am-12 pm unless otherwise specified*  
*All meetings will have a Teams Meeting component*

Meeting Date	Meeting Place	Annual Responsibility
January 15	Big Lake	<i>Review MSBLB handbook; continue Assembly Report</i>
February 12	Teams	<i>Review/recommendations for library budgets; continue Assembly Report</i>
March 12	Palmer	<i>Review/recommendations for library budgets</i>
April 9	Wasilla	<i>Review of Library Strategic Plan</i>
May 14	Trapper Creek	<i>Review of Library Strategic Plan</i>
August 13	Willow	<i>“Year end” review/ Coming year planning</i>
September 10	Talkeetna	<i>Election of officers</i>
October 8	Sutton	<i>CIP Recommendations</i>
November 12	Teams	<i>Begin Assembly Report</i>

No meeting during June, July, or December.

REMINDER: Please send an e-mail or call the Recreation & Library Services Division Administrative Specialist if you will not be attending a meeting. This is to establish a quorum and if any member has 3 or more unexcused absences, the board can request they be removed.

*~YOUR TIME AND EXPERTISE IS TRULY APPRECIATED. THANK YOU~*

# **MATANUSKA-SUSITNA BOROUGH LIBRARY**

## **BOARD HANDBOOK**

*Updated March 2021*

### **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 March 2021*

### **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.

- (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 may be recommended by Borough librarians and from 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 March 2021*

### **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 10:00 a.m. the third Saturday of each month except June, July, and December, when no meetings are held. Special meetings may be called as needed.
  - (B) Meetings should be held at least once a year at each library in the Mat-Su Library Network (MSLN) 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 meeting 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 March 2021*

- 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 March 2021*

- 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