

MATANUSKA-SUSITNA BOROUGH LIBRARY BOARD

Chairperson – Georga Knazovich - Wasilla
Vice Chair – Susan Pougher - Palmer
Secretary – Kathy Kysar - Sutton

Big Lake – Katherine Cross
At Large 1 - Naomi Sweetman
Willow – Mary Sanford

Talkeetna – Mary Fischer
Trapper Creek – Virginia Robson
At Large 2 – Martha Kincaid

AGENDA

REGULAR MEETING
Trapper Creek Library and Zoom

May 9, 2023
1:00PM

- I. CALL TO ORDER
- II. ROLL CALL – DETERMINATION OF QUORUM
- III. AGENDA APPROVAL
- IV. PLEDGE OF ALLEGIANCE
- V. MINUTES OF PRECEDING MEETING
 - A. April 11, 2023
 - B. March 14, 2023
- VI. BOROUGH STAFF REPORTS
 - A. Hugh Leslie
 - B. Librarians
- VIII. PERSONS TO BE HEARD/AUDIENCE PARTICIATION – 3 minutes per person
- IX. UNFINISHED BUSINESS
 - A. Presentation to Assembly April 18.
 - B. Handbook Review
 - C. Strategic Plan
- X. NEW BUSINESS
 - A. Book Banning
 - B. Public Awareness
 - C. Support to Libraries
- XI. ADVOCACY
- XII. CORRESPONDENCE
- XIII. MEMBER COMMENTS
- XIV. NEXT MEETING
 - A. August 8, 2023 – Willow Library, Zoom meeting

XV. ADJOURNMENT

Vice Chair Pougher put it on the record that a person has to take the matter before the librarian first, and the person in question and has not taken that step. She requested that the Collection Development Policy link be emailed to board members

B. Librarians

Julie Mitchell from Willow. Their copy of **Let's Talk About It** has been checked out and has 5 holds. It had not been checked out prior to the controversy. Planning is underway for summer reading program.

Cassidy Drake from Big Lake. They are planning the summer reading schedule, and it will include poetry day, craft day, and Alaska Public Media with Molly of Denali. The Channel TV 2 interview about seed library is in the works. The visits with Midnight Sun had 50 children last Friday. The library is hiring for an Assistant Librarian. There have been 14 applications so far. Interviews are scheduled for first week in May. STEAM and storytime have 2 classes because of numbers of participants. There is also a homeschool meeting once each month.

Marita Crosby from Trapper Creek. Children's program increased attendance in the past month. Planning for summer reading program. Seed Library is popular.

Geri Denkwalter from Talkeetna. They hired a new Library Assistant who starts tomorrow. They attended conference with all valley librarians, and that helped with summer reading program ideas: poetry, snakes, looking for a magician, a guy with rocks, local businesses will be guiding hikes, and there will be firefighters to present. Local programming is winding down. Teen and Tween programs are finished for the season. Book Club may go through the summer. Seed Library is popular and Gardening group is meeting regularly. They celebrated the building's 50th birthday in March. This month's birthday celebration is spine poetry.

Zane Treesh from Wasilla. Circulation has jumped up 20-30% since the Palmer Library closed. There are more than 2,000 patrons each week, sometimes up to 650 in one day. The library is using on-calls and temps more. Children's programs are popular and larger due to the Palmer closure. Youth Services is preparing for the summer reading program, but they are worried about numbers due to the Palmer closure. The budget for the city was pushed back one month. He meets with city tomorrow to find out the final budget. He is hoping for a new 20-hour position for book drop and holds. Last Saturday's book sale went to Palmer Friends and brought in over \$1,000.

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

No audience participation.

IX. UNFINISHED BUSINESS

No unfinished business.

X. NEW BUSINESS

A. Reviewing Handbook

Vice Chair Pougher stated that the wording for the date was supposed to change and Secretary Kysar referred to the approved minutes from the March meeting which stated the following change to the date verbiage in the handbook, "Meeting schedule and location will be determined by the end of the year for next year." Board is waiting for handbook revision from Alyssia. The board approval is moved to next meeting under Unfinished Business.

79 B. Discussion to Assembly - Presentation for April 18

80 Hugh Leslie has received the presentation slides and Georgia is on the agenda for the April 18
81 assembly meeting. Vice Chair Pougher encouraged board members to attend the presentation
82 and take advantage of the public comment time to offer their support for borough libraries.

83 C. Discussion of Strategic Plan

84 Kysar moved for discussion, seconded by Member Fischer. Vice Chair Pougher requested
85 board members to review RFP and be prepared, at the next board meeting, to vote on it.
86 Member Sweetman stated that she has not yet received the strategic plan, RFP, or handbook.
87 Hugh Leslie responded that he was unaware that Member Sweetman was on the board prior to
88 today, and he will make sure that she receives the Collective Development Policy along with
89 the rest of the requested materials. Vice Chair Pougher opened the discussion for comments on
90 the RFP. Unknown Member commented that it's very difficult to tell what's been done, what
91 was successful, what was not successful, and what needs to be broadened in a document that's
92 6 years old, and prior to many members current presence on the board. Willow Librarian Julie
93 Mitchell commented that the librarians have reviewed the RFP and are waiting for the board's
94 suggestions. Vice Chair read from the RFP, "The Matanuska-Susitna Borough was requesting
95 proposals from qualified professional service firms to develop a comprehensive strategic plan
96 for the borough's 5 public libraries." Members Fischer and Kincaid stated that they have not
97 yet received the RFP. Hugh Leslie explained that it was probably sent out before they were on
98 the board, so he will resend it to all board members. Vice Chair Pougher stated that we would
99 revisit this conversation at the next board meeting, after everyone has had a chance to review
100 the information. She suggested that the 2 city libraries be part of the strategic plan because the
101 use the same system and serve much of our borough. Hugh Leslie explained that the last time,
102 both of the cities had created their own strategic plans and the borough library board made
103 those plans a part of the appendix of their plan, and the cities did likewise with the borough
104 plan.

105 D. Palmer Library

106 Vice Chair Pougher to include Palmer library report in her member comments.

107 XI. ADVOCACY

108 No advocacy.

109 XII. CORRESPONDENCE

110 No correspondence.

111 XIII. MEMBER COMMENTS

112 **Member Fischer** would like for the snow to stop.

113 **Member Sanford.** Willow Library meeting was this morning and they are preparing for
114 summer programming.

115 **Member Kincaid.** She now has the Alaska Statute's code to help govern the books. Palmer
116 submits to state and federal laws and does not have its own code. She stated that the national
117 news reports that libraries are getting unfunded by the people because of a lack of
118 understanding. She suggested that we show the people that we have a system in place.
119 However, Alaska does not have obscenity exemptions, so individuals can be charged with a
120 Class C Felony. She stated, "Alaska Statute Section 11.61.128 is the distribution of indecent
121 material to minors." She sees a nationwide trend with unfunding the libraries in Ketchikan,
122 Homer, and Anchorage. Her concern is protecting the librarians. Big Lake Librarian Cassidy
123 Drake stated that Ketchikan did not lose their funding. The loss of funding was voted down
124 and is being proposed again. Member Kincaid further stated that there have been articles in
125 Reader's Digest where librarians get "tarred and feathered and they want to quit." She stated
126 that she wants the board to be proactive and aware that this is happening. She also stated that
127 when a friend was visiting the Wasilla Library with her 3-year-old, there was a "druggie just
128 totally freaking out" in the library lobby. She is advocating for increased library security in the
129 form of retired police officers and veterans. Her friend also stated that the library is still
130 overwhelmed by middle schoolers. Wasilla Librarian Zane Treesh indicated that was not the
131 case. Vice Chairperson Pougher suggested that Member Kincaid make sure we address safety
132 when the board looks at the RSP again.

133 **Member Sweetman.** She has a desire to serve her community of Wasilla and has applied to be
134 on the library board. She has knowledge of library operations and works for the State of
135 Alaska.

136 **Vice Chairperson Pougher.** The Palmer Library has selected a new building and will be
137 moving in a small collection temporarily. The building is located across from Napa, and there
138 will be a few computers, and a selection of books. There will be a children's summer reading
139 program, mostly outdoors. There is not yet a report from the structural engineers, but the city
140 is moving forward with plans for a new building. The Palmer Friends of the Library are raising
141 money to replace the book collection that was lost, and they thank the Wasilla Friends of the
142 Library for their generous donation. Beth Skow, main librarian, has a temporary office, the
143 actual mayor's office. Other employees have been given other jobs by the City of Palmer, so
144 that they have not lost any hours.

145 XIV. NEXT MEETING

146 A. May 9, 2023 in Trapper Creek and via Zoom
147
148
149
150
151
152
153
154
155

156 V. **XV. ADJOURNMENT**
157 Chairperson Knazovich moved that we adjourn.

158

159

160

161

Georgia Knazovich, Chairperson

162

Attest:

163

164

165

166

Kathy Kysar, Secretary

MATANUSKA-SUSITNA BOROUGH LIBRARY BOARD

Chairperson – Georga Knazovich - Wasilla
Vice Chair – Susan Pougher - Palmer
Secretary – Kathy Kysar - Sutton
At Large 2 – Martha (Marty) Kincaid

Big Lake – Joanna Walch
At Large 1 – Vacant

Willow – Mary Sanford
Talkeetna – Mary Fischer
Trapper Creek – Virginia (Ginny) Robson

Minutes

REGULAR MEETING Willow Library and Zoom

**March 14, 2023
1:00PM**

I. CALL TO ORDER

Call to order at 1:00 by Chairperson Georgia Knazovich.

II. ROLL CALL – DETERMINATION OF QUORUM

Quorum was established with Members Knazovich, Pougher, Sanford, Kysar, Fischer, and Robson in attendance.

III. AGENDA APPROVAL

The approval of the agenda was moved by Member Fischer and seconded by Vice Chairperson Pougher.

IV. PLEDGE OF ALLEGIANCE

V. MINUTES OF PRECEDING MEETING

A. February 11, 2023

The minutes of February 11 meeting with no corrections were moved by Vice Chairperson Pougher and seconded by Member Kincaid.

VI. BOROUGH STAFF REPORTS

A. Hugh Leslie reported that a request has been put out for summer staff, to include staff for the pool, trail crew, campout, summer mowing and maintenance crew. Borough will be hiring 20-26 people, pay scale \$19-22/hour, 40 hours per week. Trail crew is four 10-hour days per week. Budget deliberation meetings will be at the end of April or the first of May. He explained that it is an opportunity for the board and/or individuals to speak out in favor of libraries.

B. Librarians

Zane Treesh from Wasilla. Patron numbers are up because of the Palmer library closing. Saturdays are up from 200 before the closing to 500 now. On-call employees are being used more, and he has asked for a 20-hour part time position in the budget. Book sale proceeds of \$400 from March 13 are being donated to the Palmer library. They are trying to stay on top of staffing

Beth Skow from Palmer. The roof collapsed and the building is deemed unstable so no one is allowed in until engineers come up with shoring plan. Children's area was completely

demolished. Ceiling fell and is laying on large print, new books, and nonfiction. They have leased the Northern Engineers building in Palmer on Arctic, across from Napa. It was the only place in Palmer to rent. There are 312 square feet for children's section and 600 square feet for adult collection. Upstairs will be a computer space with tables and chairs and a small Alaska lit room. They are in the process of securing another building to house short term and long term items. Currently, they are choosing only popular items to send to new area. Short term is defined as what people want to place on hold, and when the items are checked out, they will be brought to new building. Long term items will be palletized and will be unavailable to the public. Wet items don't seem to be molding when brought up to room temperature. The storage building has no electricity and no heat and employees are working with head lamps to go through damaged books. They will be installing a dehumidifier and ordered silica packets to help dry items out. Senator Murkowski and Representative Peltola recently announced additional funding for libraries, and the Palmer library has applied for earmark funding from both. There is also a letter campaign in progress. All staff are employed. Most part-time employees are working for other city and borough departments to keep them employed.

Julie Mitchell from Willow. They have been in the new building for over one year and the soap dispenser finally works. Storytime has grown to 20-30 children. There will be a solar farm presentation at the end of April. They are already planning for the summer reading program

Juli Busby from Sutton. Attendance numbers still below pre-pandemic. This may have to do with the fact that other programs were started by other organizations when library programs were cancelled. Spring break is this week and there will be a book fair this Thursday, Friday, and Saturday. All librarians are attending a conference in Fairbanks next week. They are collecting donations for annual Easter basket silent auction this week, and the auction will last 3 weeks. Family movie night is at end of the month. A staff member was part of production of White Fang movie, so will be involved. They are discussing a pathway project between library and playground that would eliminate need for children to cross parking lot. There is talk of moving the old pavilion to current library property.

Cassidy Drake from Big Lake. They started visits with the elementary and had 40 children. The seed library has been installed.

Geri Denkewalter from Talkeetna. Because she didn't have a microphone, Member Fischer read a message from her to the board with the following information. The library is now 50 years old, and there will be a celebration with cake on March 17. They are hiring an on-call library assistant to replace Tasha. The new seed library looks like an old-fashioned card catalog. The gardening group meets every other Wednesday at 5:50. The second Wednesday of every month is the breakfast book club. The genealogy group meets Wednesday afternoons. Listen to Librarians on Air on KTNA Su Valley Voice.

Librarian Busby asked Hugh Leslie. Are the budget hearings April 25 in Willow, April 27 at the Menard Sports Center, and May 4 in Palmer. Hugh confirmed that was correct.

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

Melinda Dale, Patty Bills, Marion Charles from the Willow Library Association were in attendance and wanted to welcome the board to Willow and thank them for the Willow

building project support. They are looking forward to supporting Palmer library in any way they can.

IX. UNFINISHED BUSINESS

A. Meeting Schedule

Vice Chairperson Pougher stated it has been decided to be on for the meetings to be in person at the libraries, but that the board needs to figure out which month and where. Member Robson stated that the board always chose Talkeetna and Trapper Creek for April and May because that is before the summer traffic starts. Member Kincaid recommended Sutton in September because of pretty leaves in the fall. Librarian Treesh offered Wasilla in October. Librarian Skow confirmed that Palmer will not have space to host a meeting.

April 11 - Talkeetna

May 9 - Trapper Creek

August 8 - Willow

September 12 - Sutton

October 10 - Wasilla

November 14 - Big Lake

December - no meeting

Vice Chairperson Pougher moved to approve the meeting schedule. It was seconded by Member Robson.

B. Budget for 2024, Resolution 23-01

Vice Chairperson Pougher moved to recess the board for 10 minutes to review the budget. It was seconded by Member Robson. After 10 minutes, Chairperson Knazovich called the meeting back to order. Member Fischer motioned to open for discussion. It was seconded by Vice Chairperson Pougher. Vice Chairperson Pougher asked Hugh Leslie, "Does this review affect Wasilla and Palmer's budget proposals?" Hugh Leslie explained that the board budget comes out of the non area-wide budget, and city libraries come out of an area-wide budget, but that the board can make motions for city libraries. Secretary Kysar questioned why the budgets for Willow and Big Lake were incomplete for account #412. Librarian Mitchell explained that those numbers come from the borough's finance department and they have not been finalized yet; that will happen after the budget meetings. There was a call to question and the motion passed by accord.

X. NEW BUSINESS

A. Reviewing Handbook

Member Kincaid stated that the meeting date and time needs to change. That verbiage will change to, "Meeting schedule and location will be determined by the end of the year for the next year." Member Fischer moved to table final approval of the revision to the next meeting. It was seconded by Vice Chairperson Pougher.

B. Discussion to Assembly

Chairperson Knazovich will present to the assembly on April 11. Information gathering for the presentation is in progress.

C. Discussion of Strategic Plan

Librarian Mitchell explained that the board needs to review RFP, scope of services, description. There were issues with previous plan because the review group was not from Alaska and didn't understand local needs. Plan concerns were about safety with librarians being alone in remote locations. The assembly approved changes to hours and staffing. Librarians have not reviewed the strategic plan yet. The board is looking for suggestions for improvements. Librarian Mitchell will make copies of previous strategic plan and RFP for board members at close of this meeting. Vice Chairperson Pougher moved to continue discussion at next meeting to give members and librarians time to review and make recommendations. It was seconded by Member Fischer.

D. Palmer Library

Librarian Skow stated that she had already given all the information in her librarian report.

XI. ADVOCACY

Chairperson Knazovich stated that Representative Peltola has set a deadline of March 17 and Senator Murkowski has set a deadling of March 24 for libraries to apply for additional funding. Librarian Skow stated that these are the funds that the Palmer Library is currently seeking and both requests have already been submitted; letters of support should be sent to Representative Peltola and Senator Murkowski.

XII. CORRESPONDENCE

No correspondence.

XIII. MEMBER COMMENTS

Vice Chair Pougher. Friends of the Palmer Library's yearly symphony was one week after roof collapse. They've been seeking to increase membership in Friends in order to increase support in the letter writing campaigns and other fundraising efforts for new building. A group of people have been very vocal at Palmer meetings about books on shelves that they don't think should be there. They are encouraging people to not support the library. Chairperson Pougher suggests board members review book recall rules so that they give out correct information if asked by the public. Board members should also contact borough assembly members and invite them to visit the libraries. She stated, "It's time to show them all of the things that libraries do."

Member Kincaid. She suggested getting input from all libraries for the architect of the new Palmer Library. She stated that *Born Ready: The True Story of a Boy Named Penelope* was checked out by fifth grade boy in Maine, and it showed graphic homosexual sex. She explained that many states have an obscenity exemption for libraries, but Alaska does not have the exemption. She put a call into the borough to find out what code is being violated. Member Fischer stated that it's unconstitutional to ban books from libraries. Librarian Skow stated she has reached out and that libraries across the state are sending her ideas for what works and what doesn't in their libraries.

Member Cross. She stated that the board should create a statement of what libraries do, not what they do not do. Member Fischer added that libraries aren't just for collections and books; they are media centers and learning centers.

XIV. NEXT MEETING

A. April 11, 2023 at 1pm at the Talkeetna Library and Zoom

XV. ADJOURNMENT

Member Robson moved that we adjourn, seconded by Vice Chairperson Pougher. All in Agreement.

Georgia Knazovich, Chairperson

Attest:

Kathy Kysar, Secretary



MSB Library Advisory Board

2023 Meeting Schedule

All meetings are scheduled for

1 pm-3 pm unless otherwise specified.

All meetings will have a Teams Meeting component

Meeting Date	Meeting Place
May 9	Trapper Creek
August 8	Willow
September 12	Sutton
October 10	Wasilla
November 14	Big Lake

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 April 2023

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 April 2023

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. Members should be active members of one of the library support groups listed in (A) (1) or an active patron of one of the libraries.

- (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 as recommended by Borough librarians and/or 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 April 2023

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 1:00 p.m. the second Tuesday of each month except June, July, and December, when no meetings are held. Special meetings may be called as needed.
 - (B) Meeting schedule and location will be determined by the end of the year for the following year. Meetings should be scheduled at least once a year at each of the 7 public libraries in the Mat-Su Borough 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 meetings 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 April 2023

- 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 April 2023

- 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