

MATANUSKA-SUSITNA BOROUGH LIBRARY BOARD

Chairperson – Georgia Knazovich - Wasilla
Vice Chair – Kathy Kysar - Sutton
Secretary – Chad Scott – At Large 1

Big Lake – Karen Crandall
Talkeetna – Mary Fischer
Willow – Adam Jenkins

Palmer – Susan Pougher
Trapper Creek – Virginia Robson
At Large 2 – Martha Kincaid

AGENDA

REGULAR MEETING

Talkeetna Public Library and Zoom

<https://us06web.zoom.us/j/88183407972>
Meeting ID: 881 8340 7972

September 10, 2024
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. August 13, 2024
- VI. BOROUGH STAFF REPORTS
 - A. Hugh Leslie
 - B. Librarians
- VIII. PERSONS TO BE HEARD/AUDIENCE PARTICIPATION – 3 minutes per person
- IX. UNFINISHED BUSINESS
 - A. Board report to Borough
 - B. Bar Coding
 - C. Artificial Intelligence
- X. NEW BUSINESS
 - A. Strategic Plan Update
 - B. Attendance
- XI. ADVOCACY
- XII. CORRESPONDENCE
- XIII. MEMBER COMMENTS
- XIV. NEXT MEETING
 - A. October 8, 2024 – Sutton Public Library
- XV. ADJOURNMENT

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Meeting Minutes

REGULAR MEETING
Willow Library and Zoom

August 13, 2024
1:00PM

I. CALL TO ORDER

A. The August 13, 2024, was called to order at 12:58PM by Chair Georgia Knazovich, at the Willow Library.

II. ROLL CALL – DETERMINATION OF QUORUM

A. Present were Mary Fischer, Karen Crandall, Chad Scott, Kathy Kysar, Ginny Robson, Marty Kincaid, and Susan Pougher. Quorum was present.

III. AGENDA APPROVAL

A. Mary Fischer moved to approve the agenda as written. There were no objections.

IV. PLEDGE OF ALLEGIANCE

A. The Pledge of Allegiance was made.

V. ELECTIONS

- A. Chad Scott was nominated to the position of Secretary by Mary Fischer.
- B. Georgia Knazovich nominated to the position of Chair by Susan Pougher.
- C. Kathy Kysar was nominated to the position of Vice Chair by Susan Pougher.
- D. Ginny Robson moved to elect the slate. There were no objections.

VI. MINUTES OF THE PRECEDING MEETING

A. Ginny moved accept the minutes of the last meeting as written. There were no objections.

VII. BOROUGH STAFF REPORTS

A. Hugh Leslie – Recreation & Library Services Manager - Mr. Leslie gave Geri Denkewalter an award for 15 years of full-time service. There will be a groundbreaking at fish creek park. An all-ability walkway to the park will be installed and the area in front of the band shell will be paved. New playground equipment will be installed. The playground was designed by students of Big Lake Elementary, LCAC met last night. The meeting went well. They reviewed one book and voted to remove it. The staff will collect the information from the score cards from the committee and pass it on to Director Morrissey.

This was a record year for camping, parking permits, etc. Now summer employees are leaving, and the fireweed is topping out. There was discussion about the solar farm. There was a question regarding the report of the LCAC. The Library Board will get a copy of the report. The video of the meeting is posted on the Borough Facebook page. Sarah will send out the link.

B. Paige Moore – Big Lake:

Cassidy Drake is not present because she has a new baby boy: Zander Michael. She will return September 19th. Big Lake's summer reading program was wonderful. One of their employees going to Wasilla.

C. Julie Mitchell - Willow:

The Summer Reading program had 125 registered. Between 45 and 75 came each week where they were served lunch. The kid who won the train tickets, read and recorded 10,650 minutes during the 2 months of the program. Together the kids read and recorded at least 63,450 minutes. They learned about recycling and science and art and axolotls.

D. Geri Denkewalter - Talkeetna:

The Summer Reading Program had 130 participants. The kids read 7199 hours. Which translates to 48,000 minutes. We had Recycling, reptiles, and a magician. We made rocks, had a 4th of July barbeque. Everyone got a prize.

Now we are back to our usual programing: stone soup, breakfast book club, book to movie groups.

E. Marita Crosby - Trapper creek:

Now in the middle of the absentee in person voting for the primary election. It has been pretty busy so the turnout for the general election in November should be wild!

The Summer Reading Program had 15-25 kids. The Food Pantry brough lunches

Starting the morning homeschool program. Also starting a toddler program. September 1st is the start of the after-school programs. There are about 20 kids at the school now, and probably about 15 would be eligible for the after-school programs

In June there was a plant sale. There was a good turnout.

F. Zane Treesh - Wasilla:

Have been busy. Circulated 23,200t items. Added one full time and one aid position. Poached Amber from Big Lake!

Had an adult spelling bee that went 18 rounds and a magic show with over 230 people attending.

G. Juli Buzby - Sutton:

Finished the Summer Reading Program with a potluck with 70 people. 104 young people signed up for the Summer Reading Program, 18 of whom were teens. The most popular programs were the reptiles and the magician. The teens went to Talkeetna this year and went zip lining.

School year programming starts the 1st week in September.

H. Susan Pougher – Palmer:

Beth is at the Employee Appreciation Day.

The reading program ended last week with the final party. 269 people attended. Approximately 611 reading logs were distributed for the summer. 507 of those were for children and teens. They had passive programs including do it yourself kits and activities provided by the library. There were 4,353 engagements with those programs. The active programs offered in person included baby laps story time for 2- to 5-year-olds, mid-week meet ups for 6- to 11-year-old and craft clubs for adults, as well as Saturday story times. Participation in the entire program was 5,886 points of contact.

There were 43 local businesses and nonprofits and individuals who partnered with the library through donations of products and time. 20 individuals volunteered 72 hours. The biggest supporters were the friend of the Palmer Public Library.

Susan was asked about the new library. It is still on hold. The City Council is waiting for the insurance.

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

A. Jackie Goforth: Talked about the LCAC meeting. She disagreed with a report from the borough attorney. Talked about Judge's injunction and said the borough attorney was incorrect. Talked about the vote of the committee.

B. Marian Charles: Thank you to Julie and her staff for effort with the summer reading program and extended this to all librarians.

C. Chad Scott was asked to report o the LCAC meeting. He said there was not much to report. The vote was 5 to 2 to remove the book Identical. Now the issue goes to Director Morrisey.

IX. UNFINISHED BUSINESS

Board report to Borough

Georgia Knazovich reported that she has asked the librarians for input. The theme is connecting communities. She has asked the librarians to pick out their most poignant events that have connect the library and the community in their area.

Bar Coding

We cannot dictate to the borough. Beyond our purview. Not every library is going to be able to afford barcoding. Marty Kincaid disagreed.

Artificial Intelligence.

Same with this.

Mr. Leslie:

AI and Barcoding are to be included in Strategic planning and scope of work. This information has been conveyed to Director Morrissey.

Karen Crandall – on whether we belong to the ALA. The Alaska Library Network is separate from both the American Library Association. and The Alaska Library Association. The whole thing is very confusing. The Alaska Library Association is a member of the American Library Association. The Matsu Borough is not.

Strategic plan –

Susan Pougher said she had not gotten a copy of the scope of work update with AI and bar coding addressed. Mr. Leslie will check that out. The question of reporting to parents what books their children have checked out was discussed.

X. NEW BUSINESS

- A. Strategic Plan Update
- B. Meeting dates in the handbook were discussed.

XI. ADVOCACY

None.

XII. CORRESPONDENCE

None.

XIII. MEMBER COMMENTS

Kathy Kysar– Attended a conference in Juneau. Information from other boards was that boards should work as one and be good representation of the public. Their main job is advocacy of libraries. Positive press. Good PR.

XIV. NEXT MEETING

A. September 10, 2024 – Talkeetna Library

XV. ADJOURNMENT

Meeting Adjourned at 2:00 pm

Matanuska-Susitna Borough

Public Library Strategic Plan

RFP

Summary: The Matanuska-Susitna Borough is requesting proposals from qualified professional service firms to develop a comprehensive strategic plan for the borough's five public libraries located in Big Lake, Sutton, Talkeetna, Trapper Creek and Willow. The plan will include a vision statement, a mission statement, goals, measurable objectives and proposed activities to meet expressed community needs for library service over the next five years. The plan should be responsive to Alaska library trends, examine community growth patterns and demographics, and identify the need for services and facilities with respect to future trends in collections, programming services, and technologies. It will also analyze funding needs to respond to goals, objectives and activities.

While the Proposal should largely focus on Alaska's rural library trends and services, a broader look at national trends is also worth noting. New technology advances such as how artificial intelligence (AI) will impact libraries from both a user and librarian point of view should be explored. Investigating options to address parental inquiries about book usage by family members through technology is also a consideration.

As the borough libraries look to the future we want to be sure that we offer the services our communities will need and want as well as providing access to content in current and emerging formats. We act as anchor institutions in our communities and want to insure our libraries and the services we provide remain a benefit to our communities. This strategic plan will guide our libraries, communities and governing bodies during a period when we will be changing internally as well as externally. It will give us a vision and direction for meeting the needs of our communities in the future.

Scope of Services: The Matanuska-Susitna Borough is seeking an experienced, professional facilitator to perform the following:

1. Facilitate the strategic planning process using a methodology effective for public libraries.
2. Gather data through community research that focuses on library users, non-users, stakeholders, including staff and library board members, to identify library needs/wants as well as ways to increase library patronage.
 - a. Community input is vital to this planning process and may include:
 - i. Focus groups/community meetings/ individual interviews/input sessions.
 - ii. Online survey
 - iii. Phone interviews
 - iv. Other methods as identified by the consultant.
3. Facilitate planning meetings at each community library.
4. Identify service priorities, goals, objectives and activities
5. Draft a strategic plan.

6. Present the draft to library stakeholders and to Mat-Su Borough Assembly.

Final Product: The Matanuska-Susitna Borough expects the following key deliverables from the consultant at the conclusion of the project:

1. A written strategic plan integrating all the elements described in this RFP.
The final deliverable shall include:
 - a. Current community profiles for the five borough libraries located in Big Lake, Sutton, Talkeetna, Trapper Creek and Willow.
 - b. An assessment of each library's environment, including evaluation of strengths and weaknesses, quality of services, reputation, management and budget.
 - c. Specification of the mission, vision and core values of the organization as a whole.
 - d. Clearly defined priorities, goals and objectives that are measurable.
 - e. A specified process of regular review, evaluation and adjustment to the plan resulting from changes in the economic, demographic or political climate.
 - f. Current levels of service at each facility with projected levels of service improvements for each facility based on population growth trends.
 - g. Cost estimates for suggested service improvements to service and facilities.
2. An implementation plan with timelines and cost estimates to achieve the recommendations contained in the strategic plan.
3. An open house presentation of the plan to all interested stakeholder groups including users, staff members, planning commission and borough assembly.

Proposal Content Requirements:

1. A cover letter providing a brief description of the firm or individual, name, address of consultant, telephone numbers and e-mail of principal contact person.
2. Executive summary of the highlights of the proposal, not to exceed one page conveying the consultant's understanding of the purpose and expected outcomes of the project.
3. A list of key personnel who would be involved in the process, their expertise/experience and availability.
4. A summary of the consulting firm's qualifications and relevant experience. The firm should have demonstrated expertise in library operations, trends and functions as well as strategic planning experience. List no more than three recently completed similar projects and indicate whether they were completed with the original scope, schedule and budget.
5. A work plan that includes a description of the methodology, tasks, timeline and estimated total amount of time that would be spent on the project. All responses must include a timeline.
6. A schedule of costs that includes consulting, supplies, onsite visits, travel expenses and other costs associated with the planning process. The Matanuska-Susitna Borough will provide meeting space in each community. Library staff members and Recreation Services staff members will be available to respond to contractor questions as needed.
7. References and contact information for three organizations for which the consultant has provided strategic planning services. One of the three references must be a public library.

4.05.030 APPOINTMENT, REMOVAL AND VACANCY.

- (A) Board members shall be appointed by the mayor and confirmed by the assembly. Assembly confirmation of an appointment made by the mayor may occur only at a regular or special meeting held after the appointment. A member may be removed by the assembly before the expiration of the member's term in accordance with this section.
- (B) A vacancy occurs on the board when:
- (1) a member is removed for good cause by the mayor with the approval of the assembly or by a two-thirds majority of the assembly. Good cause shall be as determined solely by the assembly and shall be stated with each removal action;
 - (2) a confirmed appointee fails to qualify and assume the duties of the office within 30 calendar days of confirmation;
 - (3) a board member departs the borough intending to remain outside the borough for 90 calendar days or more or an indefinite amount of time;
 - (4) a board member submits a resignation accepted by the mayor;
 - (5) a board member, due to incapacity or absence from the borough, cannot attend board meetings for 90 calendar days or more; and
 - (6) the board member is absent from more than three consecutive regular board meetings, and the respective board requests the removal, in writing, to the assembly.
- (C) In the event that a vacancy is created on a board, the mayor shall promptly act to fill the vacancy for the remainder of the term.

(Ord. 14-024, § 2, 2014; Ord. 04-080, § 4, 2004; Ord. 97-037, § 2, 1997; Ord. 94-001AM, § 5 (part), 1994; Ord. 86-107, § 2, 1986; Ord. 84-34, § 25 (part), 1984)