

LIBRARY COMMISSION MEETING AGENDA

August 18, 2021 at 4:00 p.m.

This meeting will be held at or hosted from the
Noel Wien Library Auditorium
1215 Cowles Street, Fairbanks, AK

This meeting will be conducted in-person and by zoom or zoom-only with consideration given to the Borough Operational Status and if the Juanita Helms Administration Center is otherwise open to the public. Please visit <https://www.fnsb.gov/406/Boards-Commissions> or contact the Borough Clerk's Office (907) 459-1401.

A. CALL TO ORDER

B. ROLL CALL

C. MESSAGES

C.1. Citizens' Comments - limited to three (3) minutes

C.1.a. Agenda items not scheduled for public hearing

C.1.b. Items other than those appearing on the agenda

C.2. Disclosure and Statement of Conflict of Interest

D. APPROVAL OF AGENDA AND CONSENT AGENDA

Approval of consent agenda passes all routine items indicated by asterisk (*) on agenda. Consent agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such request, the item is returned to the general agenda.

E. MINUTES

E.1. *Library Commission Meeting Minutes from July 21, 2021.

Documents:

[07_21_2021_LIBC_MINUTES.pdf](#)

F. REPORTS

F.1. David Wright, Acting Library Director, Report

G. NEW BUSINESS

**G.1. Review and Approval of Fairbanks North Star Borough Libraries
Patron Conduct Policy**

Documents:

[Patron Conduct Policy Working Draft.pdf](#)

H. EXCUSE FUTURE ABSENCES

I. COMMISSIONERS' COMMENTS/COMMUNICATIONS

J. ADJOURNMENT

K. AUDIO FILES

[08-18-2021 Audio Track 1 \(MP3\)](#)

[08-18-2021 Audio Track 2 \(MP3\)](#)

L. ACTION MEMORANDUM

Documents:

[08_18_2021_LC_ACTION MEMO.pdf](#)

FAIRBANKS NORTH STAR BOROUGH
Library Commission
July 21, 2021
4:05 p.m.

A regular meeting of the Library Commission was held Wednesday, July 21, 2021, in the North Pole Library, 656 NPHS Boulevard, North Pole, Alaska.

ROLL CALL

There were present appearing:

Karen Fox	Elyse Guttenberg	Charles Simmons
Jeff Jacobson	Maida Buckley	Robert Hannon, Vice-
Chairperson		
Rex Nutter, Chairperson		

Comprising a quorum of the Board/Commission, and

Sharon Wittenkeller, Administrative Assistant III Clerk
Adena Benn, CMC, Deputy Clerk
Melissa Harter, Library Director
Renee Van Nort, Library Administrative Manager
David Wright, Communications Services Manager

Absent & Excused

Mary Matthews	Nicole Eiseman
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MESSAGES

- C.1. Communications to the Library Commission
 - C.1.a Director

Melissa Harter, Library Director, provided a report with updates on current COVID-19 mitigation protocols and strategies at Noel Wien Library, the summer reading program, adult services and training on library tools, the open house for tree decorating in the winter, the Kids Literary Farmers Market event, fundraising efforts to renovate the Noel Wien Library, and current job openings at both libraries.

David Wright, Communications Services Manager reviewed the Internet Use Policy and the Patron Conduct Policy with the Commission. Review of the policies will take place at the next meeting on August 18, 2021.

Discussion ensued.

C.2.a. Citizen's Comments on agenda items not scheduled for public hearing.

NONE

C.2.b. Citizen's Comments on items other than those appearing on the agenda.

NONE

2. Disclosure & Statement of Conflict of Interest

NONE

APPROVAL OF AGENDA AND CONSENT AGENDA

JACOBSON,
Seconded by FOX

moved to approve the agenda and consent
agenda as read.

WITHOUT OBJECTION, MOTION WAS APPROVED.

APPROVAL OF MINUTES

1. Board/Commission minutes of April 21, 2021.

Without objection this measure was read by title and approved under the consent agenda.

EXCUSE FUTURE ABSENCES

NONE

COMMISSIONER'S COMMENTS/COMMUNICATIONS

Commissioner Jacobson appreciated the new bike path at the North Pole Library and expressed his visiting family's sentiments for the library branches.

COMMISSIONER'S COMMENTS/COMMUNICATIONS - Continued

Commissioner Guttenberg would like to include a tour of the North Pole Library next summer when they meet there again.

ADJOURNMENT

There being no further business to come before the Library Commission, the meeting was adjourned at 4:52 p.m.



Fairbanks North Star Borough Libraries

Patron Conduct Policy

I. Policy:

It is the goal of the Fairbanks North Star Borough Public Libraries to ensure that every library facility is available for use to the maximum extent possible and has the atmosphere most desirable to persons using it for its intended purposes, i.e., reading, studying, or using library materials, programs and services. This policy is promulgated in an attempt to provide an environment conducive to these goals. All patrons observing proper conduct in the library are allowed to freely make use of the library. Those whose conduct is disruptive to library operations and other patrons' use of the library may have the privilege of using the library abridged or denied to the extent necessary to deal with the problem.

II. Principles of Conduct:

No list can be exhaustive, and any conduct, which disrupts the library, is prohibited. However, conduct in the library building or on its premises which may lead to denial of library privileges includes, but is not limited to, the following:

- Stealing, defacing, destroying or damaging library property
- Threatening or harassing patrons or staff members
- Bringing animals into the library except those needed to assist a disabled person
- The presence of service animals in the Borough libraries must be in accordance with the FNSB Policy 65.03 (Service Animals Policy)
- Eating or drinking other than in designated areas
- Using tobacco products other than in accordance with FNSB Policy 85.03
- Being intoxicated or using alcohol or other dangerous substances
- Using electronic equipment in a manner that disturbs others.
- Talking loudly enough to disturb others
- Coming into the library with odors so offensive as to disturb others, including perfumes
- Engaging in unhygienic behavior (i.e. spitting, unchanged diaper)
- Soliciting or selling items in any interior public and/or in staff areas unless authorized by the senior staff member on duty in accordance with FNSB policy on solicitation
- Engaging in actions/behaviors or anything which may result in injury to self or others, including running, fighting, pretend fighting or bullying
- Misusing the restrooms (i.e., hiding, extended use, using as a laundry or washing facility, more than one adult in a stall)



Fairbanks North Star Borough Libraries Patron Conduct Policy

- ~~Engaging in unlawful sexual conduct, including but not limited to public indecency, viewing obscene material or offensive touching~~
- **Engaging in unlawful sexual conduct, including but not limited to: public indecency, unwanted sexual advances, or offensive touching.**
- **Bypassing or attempting to bypass Library filtering software for any purpose**
- **Failure to prevent viewing or access of materials that are pornographic or harmful to minors by anyone younger than 17 years old while on a computer session**
- Being in an unauthorized area, including refusing to leave at closing time, during drills or emergencies, or when asked to do so by a library staff member
- Leaving a child under the age of 9 unattended in the library or without the supervision of an adult
- Interfering with another person's use of the library or with the library personnel's performance of their duties
- Sleeping
- Not wearing proper attire (e.g. shirts, shoes)
- Obstructing walkways and entrances
- Bringing into the library anything which creates an obstacle or takes up seating, including bicycles
- Any illegal activity

III. Enforcement:

Patrons engaging in improper conduct may be asked to cease that conduct, to move to another location or activity, or to leave the library. Privileges such as laptop or meeting room use may be suspended. Severe or recurring problems may be dealt with by making library use conditional, and patrons may not be allowed to return until a meeting is conducted with the Library Director or designee that results in a satisfactory plan for the patron's future compliance with this policy. In general, the least restrictive means which effectively deals with the conduct should be employed.

Library staff and library security will primarily enforce the Patron Conduct Policy. Minor problems should be dealt with by the staff member observing it; more serious or recurring problems will be handled by the person in charge (PIC) or library security. Only the Director or designee may restrict access to the library for a period exceeding one day, and may institute a patron appeal process from this decision. Police will be called when conduct is illegal, when it poses a threat to the library or an individual, or when an individual refuses to leave the library when asked to do so.



Fairbanks North Star Borough Libraries Patron Conduct Policy

When any serious incident or one in which an individual is asked to leave the library occurs, the senior staff member on duty or the library security will prepare a written account for the Director by the end of the next working day.



Fairbanks North Star Borough

DEPARTMENT OF THE ASSEMBLY
Boards and Commissions Clerks

clerks@fnsb.gov
Main: (907) 459-1401
Fax: (907) 459-1224

MEMORANDUM

TO: Bryce J. Ward, Mayor, Fairbanks North Star Borough
THROUGH: April Trickey, CMC, Borough Clerk 
FROM: Sharon Wittenkeller, Administrative Assistant III Clerk 
DATE: August 19, 2021
SUBJECT: **ACTION OF THE LIBRARY COMMISSION MEETING OF AUGUST 18, 2021**

Regular Meeting Convened at 4:04 p.m./Adjourned at 4:45 p.m.

Members Present

Karen Fox	Elyse Guttenberg	Charles Simmons
Mary Matthews	Maida Buckley	Nicole Eiseman
Robert Hannon, Vice-Chairperson	Rex Nutter, Chairperson	

Members Excused

Jeff Jacobson

Non-Voting Members Present

None

The following action was taken at the above-referenced meeting:

APPROVAL OF MINUTES

Meeting Minutes of July 21, 2021

-Approved

REPORTS

-David Wright, Acting Library Director, Report.

-David Wright, Acting Library Director, provided an update on the Library Farmer's Market event, current fall programming, expanded library hours and current grant proposals.

NEW BUSINESS

- Review and Approval of Fairbanks North Star Borough Libraries Patron Conduct Policy.
- Postponed until September 15, 2021. (8-0)**

The next meeting is scheduled for September 15, 2021.