

**LIBRARY COMMISSION MEETING AGENDA**

September 15, 2021 at 4:00 p.m.

This meeting will be held at or hosted from the  
Board Room  
Noel Wien Library  
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 August 18, 2021.**

Documents:

[08\\_18\\_2021\\_LC\\_MINUTES.pdf](#)

**F. REPORTS**

**F.1. Melissa Harter, Library Director, Report**

**G. UNFINISHED BUSINESS**

**G.1. Review and Approval of the 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**

[09\\_15\\_2021\\_LC\\_AUDIO\\_RECORDING\\_TRACK\\_1](#)

**L. ACTION MEMORANDUM**

Documents:

[09\\_15\\_2021\\_LC\\_ACTION\\_MEMO.pdf](#)

FAIRBANKS NORTH STAR BOROUGH  
Library Commission  
August 18, 2021  
4:04 p.m.

A regular meeting of the Library Commission was held Wednesday August 18, 2021, in the Auditorium, Noel Wien Library, 1215 Cowles Street, Fairbanks, Alaska.

**ROLL CALL**

There were present appearing telephonically and in person:

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

Comprising a quorum of the Commission, and

Sharon Wittenkeller, Administrative Assistant III  
David Wright, Acting Library Director  
Renee Van Nort, Administration Manager

Absent & Excused

Jeff Jacobson

**MESSAGES**

- 1.a. Citizen's Comments on agenda items not scheduled for public hearing.  
NONE
- 1.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**

HANNON,  
Seconded by GUTTENBERG

moved to approve the agenda and consent  
agenda as read.

VOTE ON MOTION TO APPROVE THE AGENDA AND CONSENT AGENDA AS READ.

Yeses: Fox, Buckley, Matthews, Simmons,  
Eiseman, Guttenberg, Hannon, Nutter

Noes: None

MOTION CARRIED 8 Yeses, 0 Noes

## **APPROVAL OF MINUTES**

1. \*Library Commission meeting minutes of July 21, 2021.

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

## **REPORTS**

1. David Wright, Acting Library Director, Report

David Wright, Acting Library Director, stated he is the acting library director because the Library Director is on vacation. He stated his normal position is Community Services Manager and gave an overview of recent events at the library.

*Clerk's Note: There were some technical difficulties with the sound being broadcasted out to commissioners.*

Mr. Wright spoke of the fall programming and that it would be a mix of in person and take-away kit socially distanced activities. The libraries' expanded evening hours at both libraries were announced. Mr. Wright also stated the libraries' employees are working on American Rescue Plan Act (ARPA) grant proposals. These included requesting grant funding for take-and-make activity kits for children, teens, and adults. North Pole is requesting DIY kits with knitting needles, crochet hooks and other items. It is also looking hopeful for the library to receive an Institute of Museum and Library Services (IMLS) Cares grant for laptop and hot spot access for patron check out to improve equitable access to the internet.

Chair Nutter asked whether the self-checkout machine for in-house use laptops was operational. Mr. Wright stated they were until this week, but there had been a small problem and FNSB Digital Services worked to get that fixed.

## **REPORTS - continued**

Ms. Guttenberg queried whether the library was still part of the state library consortium. Ms. Guttenberg had heard there was some funding problems at the State level. Renee Van Nort, Administration Manager, stated there was a budget issue, the consortium is still operational, but is not sure what is happening, and it was still ongoing at the State of Alaska level. Mr. Nutter mentioned this is related to the state funding being cut for the service.

Ms. Mathews asked whether library staff considered expanding open hours to Sunday, as the libraries are currently closed on Sundays. Mr. Wright stated that current staffing levels do not allow for that at this time.

Ms. Eiseman loved the idea of the library lending more than books and suggested yarn as a possible material to be lent. She also stated there is a lot of yarn in our community that might be donated if asked.

## **NEW BUSINESS**

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

Mr. Wright presented the suggested changes to the Fairbanks North Star Borough Libraries Patron Conduct Policy. Chair Nutter opened the floor to discussion.

Discussion ensued.

Ms. Guttenberg expressed concern over the third bullet of the Fairbanks North Star Borough Libraries Patron Conduct Policy.

Mr. Wright explained to Ms. Fox's concern that all the computers are filtered. In order to access a blocked site requires the patron to go to a Librarian and request the site to be unblocked.

Ms. Matthews who was attempting to participate via Zoom requested the meeting be postponed until the audio difficulties for the Zoom users can be addressed. She wants to actively participate in the discussion.

*Clerk's Note: There was a brief recess to attempt to correct an audio issue.*

Chair Nutter went back on the record at 4:30 pm. The solution of utilizing a microphone was not successful. Chair Nutter once again opened the floor for discussion.

**NEW BUSINESS - continued**

Ms. Eiseman expressed concern over dimming the lights 15 minutes before closing. Mr. Wright explained dimming the lights is an additional cue to patrons who are hearing impaired and cannot hear the announcements.

More discussion ensued.

Chair Nutter asked to postpone this matter to the next meeting.

Chair Nutter requested we bring statistics to the next meeting regarding how often the request to unblock a site comes up, for example, once a month, once a year, or whatever.

Ms. Eiseman requested a definition of unlawful sexual conduct.

Ms. Guttenberg suggested that it be clarified by citation to another appropriate source without having to include a long list.

Ms. Eiseman stated since we know there is authorized bypass of filtering, we consider adding in unauthorized.

Mr. Hannon would be interested in how many times people have raised a concern that their child or they were subjected to pornographic computer images.

Chair Nutter mentioned there are a lot of different definitions of what is pornographic.

More discussion ensued.

GUTTENBERG,  
Seconded by FOX

move to postpone the item of the patron conduct policy until the next meeting on September 15, 2021.

VOTE ON MOTION TO POSTPONE THE ITEM OF THE PATRON CONDUCT POLICY UNTIL THE NEXT MEETING ON SEPTEMBER 15, 2021.

Yeses: Matthews, Simmons, Eiseman, Fox, Guttenberg, Buckley, Hannon, Nutter

Noes: None

MOTION CARRIED 8 Yeses, 0 Noes

## **EXCUSE FUTURE ABSENCES**

Ms. Guttenberg will be unavailable to attend the September 15, 2021 meeting.

## **COMMISSIONER'S COMMENTS/COMMUNICATIONS**

Mr. Simmons mentioned an assisted listening device would be helpful. The assisted listening device the library has works if you use a microphone. Mr. Simmons said the court system had headphones he could use that helped him hear. The court system may have less obvious microphones or something to help the hearing impaired.

Ms. Eiseman stated that it was great to be back in person again.

Ms. Fox asked Clerk Wittenkeller why on the announcements the Commissioners are addressed as panelists. Clerk Wittenkeller explained it is a generated invite through Zoom. If you are invited as a panelist you have the opportunity to speak. If you are listed as an attendee, you do not get to speak.

Ms. Guttenberg said it was great to be back in person and let Administration know the website needs to be updated. According to the list of Commissioners the Chair's term expired back in December, etc.

Maida Buckley stated she believed the website is not updated, because the Commissioners did apply. Staff will make sure this is corrected.

## **ADJOURNMENT**

There being no further business to come before the Library Commission, the meeting was adjourned at 4:45 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  
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## MEMORANDUM

**TO:** Bryce J. Ward, Mayor, Fairbanks North Star Borough  
**THROUGH:** April Trickey, CMC, Borough Clerk *AT*  
**FROM:** Sharon Wittenkeller, Administrative Assistant III Clerk *SW*  
**DATE:** September 20, 2021  
**SUBJECT:** **ACTION OF THE LIBRARY COMMISSION MEETING OF SEPTEMBER 15, 2021**

Regular Meeting Convened at 4:03 p.m./Adjourned at 5:08 p.m.

### Members Present

|               |                         |                                 |
|---------------|-------------------------|---------------------------------|
| Karen Fox     | Nicole Eiseman          | Charles Simmons                 |
| Jeff Jacobson | Maida Buckley           | Robert Hannon, Vice-Chairperson |
| Mary Matthews | Rex Nutter, Chairperson |                                 |

### Members Excused

Elyse Guttenberg

### Non-Voting Members Present

Melissa Harter, Noel Wien Library Director

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

### **APPROVAL OF MINUTES**

Meeting Minutes of August 18, 2021

**-Approved**

### **REPORTS**

-Melissa Harter, Library Director, Report.

**-Melissa Harter, Library Director, provided a presentation and update on past and current events at the Noel Wien Library and North Pole Library Branch which included August attendance numbers, the Kids Literacy Farmers Market event, library card incentives, current fall programming, employee staffing and vacancies, staff training, fund raising and current grant proposals.**

**UNFINISHED BUSINESS**

-Review and Approval of Fairbanks North Star Borough Libraries Patron Conduct Policy.  
**-Further review and discussion scheduled for the October 20, 2021 meeting.**  
**No formal action taken.**

**The next meeting is scheduled for October 20, 2021.**