

1. Agenda - Library Commission

Documents:

[2021JAN20LCAG.PDF](#)

1.I. Full Agenda Packet - Library Commission

Documents:

[2021JAN20LCFP.PDF](#)

1.II. Audio Files - Library Commission

[01-20-2021 Audio Track 1 \(MP3\)](#)[01-20-2021 AUDIO TRACK 1 \(MP3\)](#)

1.III. Approved Minutes - Library Commission

Documents:

[01-20-2021 - MINUTES-APPROVED.PDF](#)



# Fairbanks North Star Borough

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Public Library

nwl.admin@fnsb.us  
Main: (907) 459-1020  
Fax: (907) 459-1024

FAIRBANKS NORTH STAR BOROUGH LIBRARY COMMISSION MEETING  
**THIS MEETING WILL BE HELD BY TELECONFERENCE HOSTED FROM THE**  
BOARD ROOM  
NOEL WIEN LIBRARY  
1215 COWLES STREET, FAIRBANKS, ALASKA

**January 20, 2021 at 4:00 PM**

**Please click the link below to join the webinar:**  
<https://www.zoomgov.com/j/1618584670>

## **AGENDA**

**A. ROLL CALL**

**B. MESSAGES/PUBLIC COMMENT**

**C. APPROVAL OF AGENDA**

**D. MINUTES**

1. Minutes from December 16, 2020

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

**G. REPORT**

1. Director
2. Officers

**H. COMMISSIONER'S COMMENTS/COMMUNICATIONS**

1. Next meeting February 17, 2021

**I. EXCUSE FUTURE ABSENCES**

**J. ADJOURNMENT**



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## **FAIRBANKS NORTH STAR BOROUGH LIBRARY COMMISSION**

### **MINUTES December 16, 2020**

A regular meeting of the Fairbanks North Star Borough Library Commission was held electronically via Zoom and in-person in the Board Room, Noel Wien Library, 1215 Cowles Street, Fairbanks, Alaska. The meeting was called to order at 4:07p.m. by Rex Nutter, Chair.

#### **A. ROLL CALL**

##### **MEMBERS PRESENT:**

Rex Nutter, Karen Fox, Jeff Jacobson, Nicole Eiesman, Elyse Guttenburg, Charles Simmons, Maida Buckley, Robert Hannon

##### **MEMBERS ABSENT:**

Mary Matthews

##### **OTHERS PRESENT:**

Melissa Harter – Library Director,  
Renee Van Nort – Administration Manager  
Denise Thompson – Administrative Assistant

#### **B. MESSAGES/PUBLIC COMMENT**

None

#### **C. APPROVAL OF AGENDA**

Agenda approved without objection or roll call vote.

#### **D. MINUTES**

Minutes from November 18, 2020 approved without objection or roll call vote.

#### **E. UNFINISHED BUSINESS**

None

**F. NEW BUSINESS**

None

**G. REPORTS****Directors Report**

1. Have had a few issues with masking compliance in the library. Had a patron that was angry with us about making them wear a mask & they called the police on us.
2. The Library Foundation provided a wonderful Thanksgiving Lunch for Library Staff.
3. Decorated the bookmobile with holiday lights to make it cheerful and are also handing out treats to patrons.
4. Adult Services is going to be teaching a Library 101 class for OLLI.
5. Adult & Web Services Librarian has been hired. Christie Burke will start on January 11, 2021. She was the library Director in Utqiagvik at Tuzzy and has moved to Fairbanks. Christie has worked here as a casual over the last few years and is ready to be back in the workforce. She has a wealth of experience in programing, budgets, music and many other things. She is very involved in the Summer Arts Festival. We are very lucky to have her.
6. Children Services has been running very short of staff. For many weeks has been running with just 2 people in that area. During the winter break we will be giving out craft bags to the patrons that sign up.
7. We have been continuing to meet with Digital Services every other week to hash out issues & move issues forward. Monday & Tuesday DS will be replacing all of our public workstations and they have recently fixed a WiFi issue. DS has given us access to their ticketing system so we can monitor status on outstanding issues.
8. We are getting our own Instagram and YouTube channel. Our Young Adult Librarian can communicate with young adults via Instagram. YouTube is important for programming as we have currently been using Facebook for on-line programming with no way to control the ads that come up. By switching to YouTube for programming, there is a "Child Safe" version so inappropriate ads won't be popping up.
9. Last year our Vista Zak worked with the Library Foundation and Literacy Council to set up a scholarship program to pay for GED's. After a long time not receiving any applications, they just recently awarded scholarships for 2 people.
10. Library is almost fully staffed. We have one 20hr Berry Room LA and one 20hr Young Adult LA position open.
11. Hired our Circulation Librarian Jason Russell who also is from Tuzzy in Utqiagvik. Jason is their archivist and cataloger and the background

- knowledge he has with our catalog will make him a good fit for the position.
12. Haven't been receiving very many formal comment forms but have been receiving a whole lot of letters & notes thanking us and complimenting us on our efforts.
  13. Our new website is now up and running and we have added a service to the website called "Fetch" where you can fill out a form and the Librarians will pick out books for you or pull specific materials requested within 2 days then contact you for curbside pick-up.
  14. The Library Foundation has hired Forquer to help with fundraising for the remaining money needed for library expansion/renovation project. The core group for this project consists of Michelle Daml (Foundation President), Matt Cosort (Foundation Member), Renee & Melissa (NWL), Kathy Alton (former Foundation President), Lisa Meeth (from the school district) and Peggy Carlson. The first meeting with the core group is scheduled for January. Melissa will meet with Mayor on Tuesday to brief him on the process. There is already a bank account set up for the money raised. Scoping and planning will begin July 2021 and groundbreaking July 2022.
  15. Renee gave more information to the financial side of the new renovation project and shared a slide with the breakdown of revenue sources and estimated costs. Would like the Commission to advise the Mayor to allow the use of the 3.5 M of Library Special Revenue funds towards this project so we can appropriate the funds. Feel it is best for us to use all those funds because if we leave 300k or so in there, it will never get used. When the ordinance was written for the Library Special Revenue Funds we specifically said it was for capital improvements to library facilities after recommendation of the Library Commission. The funds are not to be used for annual operating or maintenance expenditures. The other concern is that if we leave the money sitting there, it is at risk of a new Assembly or the Assembly pulling the money and use the "Not Withstanding" clause to use the money for some other purpose. The sooner we get the money appropriated to the project, the more secure that funding will be. We have not touched the money since 2013 after we finished the North Pole Branch Library.

**MOTION:** Recommend that Library staff pursue an ordinance to use the 3.5 M Library Special Revenue Funds towards the Library Renovation Project and the Library Commission send a follow up letter of support to Mayor Ward – Moved by Jeff and seconded by Maida.

**ROLL CALL VOTE:**

  8   In Favor: Rex, Karen, Jeff, Nicole, Elyse, Charles, Maida, Robert  
  0   Opposed:

## **Officers Report**

None

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

Karen – Would like an update regarding the request for Bocce Ball Courts & Chess Tables in weeks field.

Melissa - Contacted Parks & Recreation for an update & was told that their Commission is not meeting at this time. Sue Rainey has already been in contact with Parks & Req and when the Commission begins meeting again, Sue will be able to participate.

Elyse – Would like to see the library send a card to the family of Terrance Cole and include the Library Commission in that card.

Charles – Are there any updates as to whether the Library Staff would be able to get the Covid Vaccine before the general public?

Melissa – The library is not considered an essential service for the Covid vaccine however if the 2<sup>nd</sup> tier category is a somewhat large one, we may fall into that category, same as teachers.

Jeff – According to an email received from our Fire Chief, Phase 1a of the Covid vaccine will be broke up into 2 tiers. Tier 1 will be hospital-based healthcare workers at the highest risk of exposure. EMS has been moved into Tier 2. Phase 1b still does not have a defined target group.

Nikki – Want to thank Melissa for keeping such a positive attitude during this whole pandemic and adapting to the situation. Currently working with a group called LION (Learning Inside Out Network), that works with Men & Women that are incarcerated providing magazines, newspapers, etc. LION has recently reached out to Melissa to help put together some sort of a rudimentary reference training for the workers in these libraries, so the they can better help their community. This would be some sort of a remote training but would be for incarcerated spaces all over the state of Alaska.

Rex – Next meeting is scheduled for January 20, 2021.

Charles – Has a friend that uses the library services quite heavily and is grateful for all that we are offering during the Covid crises.

## **I. EXCUSE FUTURE ABSENCES**

**J. ADJOURNMENT**

5:02 PM

DRAFT



December 29, 2020

FNSB Mayor's Office  
907 Terminal Street  
Fairbanks, AK. 99701

Dear Mayor Ward,

The Library Commission met on December 16, 2020. Melissa Harter, Library Director, presented a pie chart reflecting available and planned funding sources for the Noel Wien Library renovation and expansion project.

One of the duties of the Library Commission is to advise the Mayor on the use of the Library Funds that were established in Section 4 of Ordinance 2017-13, "An Ordinance deleting FNSBC 7.04.080, establishing the Library Fund and Defining Allowable Expenditures, and amending FNSBC 4.72.020, Library Commission Duties and Responsibilities".

After the presentation, Library staff requested to use all the remaining funds in the Library Fund towards the Noel Wien Library renovation and expansion capital improvement project. Commission members voted unanimously to advise the Mayor to appropriate the Library Funds towards the project.

To that end, the Library Commission requests that an ordinance to appropriate the funds towards the project be put forth by the Mayor. The Commission also requests language be included in the ordinance to lapse any unused funds back to the Library Fund.

I look forward to the start and completion of this important and needed project for the Noel Wien Library.

Sincerely,



Rex A. Nutter  
Chair of Library Commission

## **FAIRBANKS NORTH STAR BOROUGH LIBRARY COMMISSION**

### **MINUTES January 20, 2021**

A regular meeting of the Fairbanks North Star Borough Library Commission was held electronically via Zoom and in-person in the Board Room, Noel Wien Library, 1215 Cowles Street, Fairbanks, Alaska. The meeting was called to order at 4:06p.m. by Rex Nutter, Chair.

#### **A. ROLL CALL**

##### **MEMBERS PRESENT:**

Rex Nutter, Jeff Jacobson, Nicole Eiesman, Elyse Guttenburg, Charles Simmons, Maida Buckley, Robert Hannon, Mary Matthews

##### **MEMBERS ABSENT:**

Karen Fox (E)

##### **OTHERS PRESENT:**

Melissa Harter – Library Director,  
Renee Van Nort – Administration Manager  
Denise Thompson – Administrative Assistant

#### **B. MESSAGES/PUBLIC COMMENT**

None

#### **C. APPROVAL OF AGENDA**

Agenda approved without objection or roll call vote.

#### **D. MINUTES**

Minutes from December 16, 2020 approved without objection or roll call vote.

#### **E. UNFINISHED BUSINESS**

None

**F. NEW BUSINESS**

None

**G. REPORTS****Directors Report**

1. First want to express condolences to Karen Fox and her family for their loss. I didn't know Robert Fox personally but know he was a community leader and will be missed. Also wanted to share that Don Triplehorn passed in December. He was also part of the library family and led some of our book discussion groups for many years. We will miss him as well.
2. Administration at JHAC is finalizing a matrix that will determine the level of service we can provide. The matrix is data driven and will take into account the number of positive cases here in town using a 7-day average.
3. Have had a few complaints that we are not fully open. One patron that called is a younger parent with several children and felt it is not up to the government to tell her that she could not attend Storytime. After chatting a bit and explaining the safety for public & staff, she thought that maybe staff members that are 50 or above should consider different employment. Another patron wrote to us on Facebook and they are also upset that we are not open and feel we should be using science to base our decision on opening. Just received another today that feels if the public schools are open, then there is no reason why the library shouldn't be open.
4. Almost fully staffed. Christie Burke started last week as our Adult & Web Services Librarian. Valerie Arnold started in the Berry Room as a 20hr Library Assistant II. On Feb 1, Jason Russell will start as our Circulation Librarian. We still have a Page position open and a 20hr Library Assistant position.
5. The Berry Room had 18 programs in December with 151 views which is a pretty good. Had a craft bag give away which was shared with North Pole Branch and ended up giving out 270 of them.
6. North Pole Branch was also very busy in December with over 1000 contacts with patrons which includes curbside pick-up, phone calls and computer appointments. NPB is running 2 programs per week right now.
7. Bookmobile staff has created a newsletter called "Bookmobile Beat" and it is geared towards the homebound folks.
8. Our new Vista Stephen Greenlaw has made the decision to go back to his family in Mexico. He will continue to help with projects virtually.
- 9.

**Officers Report**

1. Mary – I know the library is trying to stay as safe as possible and don't see opening in the near future but think it would be good if library staff

start thinking about how it might work. The borough has had its pools and Big Dipper open for several months and our numbers have been gradually going down during this time so they have figured it out. The school district is trying to figure it out. If Matsu can do it, why can't Fairbanks.

2. Charles – Would like to know how the tech support from the borough is working out?

Melissa – Meet with Digital Services every other week & might be transitioning back to monthly. DS has given us access to their ticketing system, so we know the status of current issues. They are a little short of staff right now. They recently helped us out by replacing all our public computers.

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

Rex – Melissa and I spoke before the meeting started regarding putting together some kind of condolence thing from the Commission to Karen. Would like everyone's opinion on that and then I will get with Melissa after the meeting to talk over what we will do.

Rex – Next meeting is scheduled for February 17, 2021.

#### **I. EXCUSE FUTURE ABSENCES**

#### **J. ADJOURNMENT**

5:01 PM