

1. Agenda - Library Commission

Documents:

[02-17-2021 - LC - AGENDA.PDF](#)

2. Full Agenda Packet - Library Commission

Documents:

[02-17-2021 - LC FULL AGENDA PACKET.PDF](#)

3. Audio Files - Library Commission

[2-17-2021 - AUDIO TRACK 1 \(MP3\)](#)

4. Approved Minutes - Library Commission

Documents:

[02-17-2021 - MINUTES-APPROVED.PDF](#)



# Fairbanks North Star Borough

---

## 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

**February 17, 2021 at 4:00 PM**

Please click the link below to join the webinar:

<https://www.zoomgov.com/j/1603279443>

**Webinar ID: 160 327 9443**

## AGENDA

**A. ROLL CALL**

**B. MESSAGES/PUBLIC COMMENT**

**C. APPROVAL OF AGENDA**

**D. MINUTES**

1. Minutes from January 20, 2021

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

**G. REPORT**

1. Director
2. Officers

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

1. Next meeting March 17, 2021

**I. EXCUSE FUTURE ABSENCES**

**J. ADJOURNMENT**



# Fairbanks North Star Borough

---

## 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

**February 17, 2021 at 4:00 PM**

Please click the link below to join the webinar:

<https://www.zoomgov.com/j/1603279443>

**Webinar ID: 160 327 9443**

## AGENDA

**A. ROLL CALL**

**B. MESSAGES/PUBLIC COMMENT**

**C. APPROVAL OF AGENDA**

**D. MINUTES**

1. Minutes from January 20, 2021

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

**G. REPORT**

1. Director
2. Officers

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

1. Next meeting March 17, 2021

**I. EXCUSE FUTURE ABSENCES**

**J. ADJOURNMENT**

## **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

##### **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

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

### **MINUTES February 17, 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 4:07p.m. by Rex Nutter, Chair.

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

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

Rex Nutter, Karen Fox, Jeff Jacobson, Nicole Eiseman, Elyse Guttenberg, Charles Simmons, Maida Buckley, Robert Hannon, Mary Matthews

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

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

Jim Williams – Chief of Staff  
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 January 20, 2020 approved without objection or roll call vote.

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

None

**F. NEW BUSINESS**

None

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

1. Meeting with Risk tomorrow to discuss new mitigation plans geared toward re-opening.
2. Have done away with the fabric cube chairs that were in the library. In the past we have had issues with bed bugs and have spent a lot of money cleaning & repairing.
3. Had a 2-day closure last week due to a positive COVID case. Had several areas deep cleaned.
4. Attended budget meeting with the Mayor and Jim yesterday. It went well.
5. Statistics for January:
  - i. Bookmobile hold pick-ups 2,616
  - ii. Total circulation 15,877
  - iii. Currently have 41,411 users
  - iv. 354,636 items in our library system which is a per capita average of 3.66 which is higher than the national average of 2.86
  - v. Reference had 1,930 interactions
  - vi. North Pole Branch has had over 1,000 interactions.
6. Berry Room is getting ready for Spring Break and putting together craft activity bags. Continue to have virtual programming. Big-T is back & out around town advertising for the library.
7. All staff at both branches are planning for Summer Reading program. Since things are starting to open up, we are hoping at the very least to have some outdoor programming and maybe some socially distanced programming indoors.
8. Made an agreement with the AARP Tax Aide folks to use our auditorium to help patrons with taxes. It will be by appointment only and only on Saturday's when the main part of the library is closed. AARP will do all cleaning of the used space. This was approved by our Risk Management Department.
9. Library Administration, The Library Foundation and Foraker have been meeting every week to discuss how to raise funds needed for CIP project.

**Jim Williams**

Here to respond to letter that was sent in December from the Commission to Mayor Ward asking to appropriate the Bentley Trust dollars that were left over from the last project into the actual project fund for the upcoming Noel Wien renovation. The library renovation project is year two of the Capital Improvement Program. That becomes year one this coming fiscal



year and that is when those funds will get appropriated into the budget. The amount of the Bentley Trust Fund is 3.5 million and some change. Once the money goes into the dedicated project fund there is no plan to take it away for another project however cannot speak for a future Assembly or a future Mayor. Once we enter into a design construction contract for the project, the money will be obligated to that project. July 1<sup>st</sup> the funds will be spendable and then Public Works will do some work so that a request for proposal can go out sometime in October or November.

**Officers Report**

1. None

**H. COMMISIONER’S COMMENTS/COMMUNICATIONS**

**Rex** – Noticed in the paper that there was an amendment to the code to put the common Library Boards & Commission under the Clerk’s office as opposed to Community Planning.

**Jim** – Yes, we are looking at moving the clerking of meetings out from staff responsibility and having the Clerk’s Department clerk all the Boards & Commission meetings.

**Charles** – When the library starts to open up more, what power does the library have to require everyone to wear masks?

**Melissa** – Mask wearing is one of the rules in the Borough’s mitigation plans.

**Rex** – Next meeting is scheduled for March 17, 2021.

**I. EXCUSE FUTURE ABSENCES**

**J. ADJOURNMENT**

4:50 PM