

LIBRARY COMMISSION MEETING AGENDA

October 20, 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 September 15, 2021.

Documents:

[09_15_2021_LC_DRAFT MINUTES.pdf](#)

F. REPORTS

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

F.2. Kitty Berner, Reference Librarian, Report.

G. UNFINISHED BUSINESS

G.1. Review and Make Recommendations to Mayor Ward to Approve Updating the Fairbanks North Star Borough Libraries' Patron Conduct and Internet Use Policies.

Documents:

[Internet Use Policy 10.20.21.pdf](#)
[Patron Conduct Policy 10-20-2021.pdf](#)

H. EXCUSE FUTURE ABSENCES

I. COMMISSIONERS' COMMENTS/COMMUNICATIONS

J. ADJOURNMENT

K. AUDIO FILES

[10_20_21_LC_AUDIO_RECORDING_TRACK_1](#)

L. ACTION MEMORANDUM

Documents:

[10_20_2021_LC_ACTION_MEMO.pdf](#)

FAIRBANKS NORTH STAR BOROUGH
Library Commission
September 15, 2021
4:03 p.m.

A regular meeting of the Library Commission was held Wednesday September 15, 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	Jeff Jacobson
Charles Simmons	Maida Buckley
Robert Hannon, Vice-Chairperson	Rex Nutter, Chairperson

Comprising a quorum of the Commission, and

Sharon Wittenkeller, Administrative Assistant III, Clerk
Melissa Harter, Library Director
Renee Van Nort, Administration Manager
Kate Rose, Young Adult Librarian

Absent & Excused

Elyse Guttenberg

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

JACOBSON,
Seconded by FOX

moved to approve the agenda and consent
agenda as read.

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

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

Noes: None

MOTION CARRIED 8 Yeses, 0 Noes

APPROVAL OF MINUTES

1. *Library Commission meeting minutes of August 18, 2021.

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

REPORTS

1. 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. The report included information on August attendance numbers at both libraries, the number of library card signups, evening library traffic, the Kids Literacy Farmers Market event, library card signup incentives, current fall programming, Fairbanks Library Foundation Fair Booth, library displays, the North Pole fish mystery, employee staffing and vacancies, staff training, fundraising and current grant proposals.

Ms. Harter introduced Kate Rose, Young Adult Librarian, to share with the Commission information on the young adult programming and services available.

Ms. Rose explained her primary focus on programming and services for middle school and high school age patrons, with an overarching goal of building bridges between the children services into her middle school/high school age programming through the tween years.

REPORTS – Continued

Ms. Rose provided information on current programming with teens and her main responsibility of connecting young people with the resources that they need, providing a space and platform for them to advocate for themselves and their own needs. Her main avenue to accomplish this is through programming, outreach and library collections. Programming includes the make and take program and library grab bags. She also spends a large portion of her time on outreach to local organizations where teens frequent and where specific needs have been identified. She visits classrooms to provide information about the program, provides collection development for young adult fiction and non-fiction books, graphic novels for the entire library while legitimizing all types of reading and notes teens are not only current library users, they are future users, future donors, and future policy makers.

UNFINISHED BUSINESS

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

Melissa Harter, Library Director, explained she met with Renee Van Nort, Library Administration Manager, and David Wright, Library Communication Services Manager, regarding the comments and concerns from the Commission's review of the policies at the last meeting. Ms. Harter provided Commissioners with an updated draft version of the internet use policy which included suggestions from the prior meeting. Staff and Commissioners reviewed the draft policies while focusing on borough code.

Chair Nutter requested Ms. Harter provide clean draft versions of both the patron conduct policy and internet use policy without markups including the recommended changes for the Commission to review at and prior to their next meeting on October 20, 2021.

EXCUSE FUTURE ABSENCES

Vice-Chair Hannon is excused from the October 20, 2021 meeting. Chair Nutter may be absent at the October 20, 2021 meeting.

COMMISSIONER'S COMMENTS/COMMUNICATIONS

Ms. Harter addressed questions that were raised at the prior meeting including statics on how many requests there are to unblock a site on a library computer, child view, time of warning lights prior to closing, protocols and protections for threats to staff.

Commissioner Eiseman provided a reminder of the Municipal Election on October 5, 2021 and the early voting option.

COMMUNICATIONS – Continued

Commissioner Jacobson provided information on the last Public Works vehicle auction of the season and was pleased to be participating in the meeting.

ADJOURNMENT

There being no further business to come before the Library Commission, the meeting was adjourned at 5:08 p.m.



Fairbanks North Star Borough Public Libraries Internet Use Policy

The library offers computers with Internet access at the Noel Wien and North Pole Branch libraries. Internet access for personal computers and devices is also available at both facilities. Use is governed by the regulations listed below.

The Library cannot and does not monitor or accept responsibility for material in external Internet sources. Library users are individually responsible for their own access, use, or dissemination of information via the Internet in the Library.

Filtering Software:

- Per FNSB filtering software is enabled on all public access to the Internet. The library director or designee shall temporarily disable Internet filtering software on a library computer to allow an adult unfiltered access for any lawful purpose. A person may be asked to prove they are at least 17 years old to have the software disabled.
- Anyone who requests unfiltered workstations is responsible for preventing access by anyone younger than 17 years old to materials that are obscene: pornographic or harmful to minors during their sessions.
- Filtering will not be disabled on any computers in the Noel Wien Berry Room or the children's area of the North Pole Branch Library. All web sites or programs accessible on the Berry Room workstations will be selected by library staff.

All Workstations:

- Parents or legal guardians are responsible for their own children's use of the Internet, including the use of email, chat rooms, or other direct electronic communication.
- All use of library Internet workstations is limited to lawful purposes. Users are required to observe all federal, state and local laws that may govern use of the Internet. These laws include, but are not limited to, those that regulate distribution of obscenity, possession of child pornography, fraud, theft, libel, harassment, invasion of privacy, disclosure of information that identifies a minor, copyright or patent infringement, unauthorized access, and, for users younger than 17 years of age, access to material harmful to minors.
- Objections to the Internet as a library resource will be handled according to the library's Reconsideration of Library Materials procedure. Copies are available upon request.
- Access to public computers is managed with an automated reservation system.

Internet Access with Personal Computers and Devices, including Wireless Access:

- The Fairbanks North Star Borough Public Libraries provide wireless Internet access.
- Due to liability issues, library staff is not able set up personal computers or devices to connect to the Library's network but will offer guidance and answer questions. Library staff members are not able to remove filter restrictions from personal computers or devices.
- Use of the wireless network is at individual's own risk. The Fairbanks North Star Borough Public Library is not responsible for any damage that may occur to any privately_owned computers, devices or its software while connected to the wireless network.

Wireless connectivity and signal strength may vary depending on physical location within the library and the number of users accessing it at any given time.

By using wireless service users agree to abide by the Library's Internet Use Policy. Copies are available upon request.



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 intended 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:

Conduct that impedes the enjoyment of our libraries by others is prohibited. Engaging in any of the behaviors listed below may lead to denial of library privileges:

- Stealing, defacing, destroying or damaging library property
- Threatening or harassing patrons or staff members, including unwanted sexual advances or offensive touching, or any illegal behavior as defined by AS 11.41 (Offenses Against the Person)
- 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)
- 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)

- Bypassing or attempting to bypass Library filtering software for any authorized purpose
- Use of public computers must comply with FNSB Libraries Internet Use Policy
- 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.

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
Division of Boards and Commissions

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 *sw*
DATE: October 21, 2021
SUBJECT: ACTION OF THE LIBRARY COMMISSION MEETING OF OCTOBER 20, 2021

Regular Meeting Convened at 4:01 p.m./Adjourned at 5:09 p.m.

Members Present

Karen Fox	Nicole Eiseman	Charles Simmons
Elyse Guttenberg	Maida Buckley	Mary Matthews

Members Excused

Rex Nutter, Chair	Robert Hannon, Vice-Chair	Jeff Jacobson
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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 September 15, 2021

-Approved

REPORTS

-Melissa Harter, Library Director, Report.

-Melissa Harter, Library Director, provided status updates on the library expansion fundraising efforts, staff training and classes, staffing issues, library usage stats, current programming, patron volunteer efforts, and reviewed the library webpage.

Kitty Berner, Reference Librarian, Report.

-No report provided.

UNFINISHED BUSINESS

-Review and Make Recommendations to Mayor Ward to Approve Updating the Fairbanks North Star Borough Libraries' Patron Conduct Policy and Internet Use Policy.

**-Further review and discussion scheduled for the November 17, 2021 meeting.
No formal action taken.**

The next meeting is scheduled for November 17, 2021.