

LIBRARY COMMISSION MEETING AGENDA

November 17, 2021 at 4:00 p.m.

This meeting will be held at or hosted from the
Auditorium
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 October 20, 2021.

Documents:

[10_20_2021_LC_DRAFT MINUTES.pdf](#)

F. REPORTS

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

F.2. Julia Rutherford, AmeriCorps VISTA, 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:

[FNSB Libraries Patron Conduct Policy.pdf](#)

[FNSB Libraries Internet Use Policy.pdf](#)

H. EXCUSE FUTURE ABSENCES

I. COMMISSIONERS' COMMENTS/COMMUNICATIONS

J. ADJOURNMENT

K. AUDIO FILES - LIBRARY COMMISSION

[11-17-2021 Audio Track 1 \(MP3\)](#)

L. ACTION MEMORANDUM - LIBRARY COMMISSION

Documents:

[11_17_2021_LC_ACTION MEMO.pdf](#)

FAIRBANKS NORTH STAR BOROUGH
Library Commission
October 20, 2021
4:01 p.m.

A regular meeting of the Library Commission was held Wednesday October 20, 2021, in the Auditorium, Noel Wien Library, 1215 Cowles Street, Fairbanks, Alaska.

Clerk's Note: In the absence of Chair Nutter and Vice-Chair Hannon, Clerk Wittenkeller called the meeting to order. The Commission nominated Commissioner Matthews to serve as Chair pro tem. Commissioner Matthews accepted the nomination and presided over the remainder of the meeting.

ROLL CALL

There were present appearing telephonically and in person:

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

Comprising a quorum of the Commission, and

Sharon Wittenkeller, Administrative Assistant III, Clerk
Melissa Harter, Library Director
Renee Van Nort, Administration Manager

Absent & Excused

Jeff Jacobson Robert Hannon, Vice-Chair Rex Nutter, Chair

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

BUCKLEY,
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,
Guttenberg, Buckley

Noes: None

MOTION CARRIED 6 Yeses, 0 Noes

APPROVAL OF MINUTES

1. *Library Commission meeting minutes of September 15, 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 status update on library expansion fundraising efforts, staff training and classes, staffing issues, library usage stats, current programming, North Pole library events, patron volunteer efforts to provide childcare tax credit assistance, partnership efforts with the Center for Non-Violent Living, and reviewed resources on the library webpage.

Questions and discussion ensued on the lights off warning at the end of library hours, the responsible party for foster children library cards, fundraising, grants, and CARES act funds.

2. Kitty Berner, Reference Librarian, Report.

No report provided, as Ms. Berner was not available.

UNFINISHED BUSINESS

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

Melissa Harter, Library Director, provided an overview of the edits made to the Patron Conduct and Internet Use Policies. The Commission provided comment on the edits and minor clerical errors.

The commission discussed the importance of all members being allowed the opportunity to review, comment and vote on the policy updates. Discussion ensued on postponing further review and discussion to the November 17, 2021 meeting.

SIMMONS, moved to postpone agenda item G.1. to a date and time certain of November 17, 2021 at 4:00 p.m.
Seconded by BUCKLEY

VOTE ON MOTION TO POSTPONE AGENDA ITEM G.1. TO A DATE AND TIME CERTAIN OF NOVEMBER 17, 2021 AT 4:00 P.M.

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

Noes: None

MOTION CARRIED 6 Yeses, 0 Noes

EXCUSE FUTURE ABSENCES

NONE

COMMISSIONER'S COMMENTS/COMMUNICATIONS

Commissioner Eiseman informed the Commission of the State of Alaska redistricting taking place, which occurs every ten years and how it affects Fairbanks' representation in Juneau. She also mentioned Gary Paulson, Newbery Award winner just passed away, and noted Mr. Paulson was responsible for bringing in many young readers into the library.

Commissioner Guttenberg commented on a job well done on the Women's Suffrage display in the entrance of the Noel Wien Library.

Commissioner Buckley thanked Commissioner Matthews for stepping in to chair the meeting.

ADJOURNMENT

There being no further business to come before the Library Commission, the meeting was adjourned at 5:09 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 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 a 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



Fairbanks North Star Borough Libraries Patron Conduct Policy

- 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 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.

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 Code 2.24.20, filtering software is enabled on all public access to the Internet.
- Per FNSB Code 2.24.20 B. The library director, or the library director's designee shall temporarily disable Internet filtering software on a library computer to allow an adult unfiltered access for any lawful purpose.
- Per this policy, an adult is defined as a person who is at least 17 years old. A person requesting access to a blocked site may be asked to prove they are 17 or older.
- The eligible person who requests an unfiltered session is responsible for preventing access or viewing by individuals younger than them, especially to materials that are obscene: pornographic or harmful to minors during their sessions. Failure to comply with this policy may result in a loss of privileges.
- 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.



Fairbanks North Star Borough Public Libraries

- 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 to 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 the 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

DEPARTMENT OF THE ASSEMBLY
Division of Boards and Commissions

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MEMORANDUM

TO: Bryce J. Ward, Mayor, Fairbanks North Star Borough

THROUGH: April Trickey, CMC, Borough Clerk 

FROM: Jessica Mower, Administrative Assistant III 

DATE: November 21, 2021

SUBJECT: **ACTION OF THE LIBRARY COMMISSION MEETING OF NOVEMBER 17, 2021**

Regular Meeting Convened at 4:00 p.m./Adjourned at 4:52 p.m.

Members Present

Mary Matthews Elyse Guttenberg Charles Simmons
Karen Fox (Arrived at 4:03 p.m.) Nicole Eiseman (Arrived at 4:08 p.m.)
Maida Buckley Robert Hannon, Vice-Chair
Rex Nutter, Chair

Members Absent

Jeff Jacobson

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 October 20, 2021

-Approved

REPORTS

Melissa Harter, Library Director, Report.

-Melissa Harter, Library Director, provided status updates on library usage, student library cards, grants, upcoming public libraries newsletter, events and classes, new hires and the First Friday Winter Open House.

Julia Rutherford, AmeriCorps VISTA, 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.

-Approved (8-0)

The next meeting is scheduled for December 15, 2021.