



# Library Commission Minutes

Wednesday, April 3, 2024, 6:00 p.m.  
Harrigan Centennial Hall

Members: Chair – Sandra Fontaine, Jeff Budd, Margie Esquiro, Thomas Martin  
Allison Lawrie, Callie Simmons, Rachel Worthey  
Assembly Liaison: Scott Saline  
City Staff: Jessica Iremia, SPL Director

## I. CALL TO ORDER

Chair Sandy Fontaine called the meeting to order at approximately 6:07 p.m.

## II. ROLL CALL

Present: Sandra Fontaine, Jeff Budd, Margie Esquiro, Tommy Martin,  
Absent: Callie Simmons (excused), Rachel Worthey (excused), Allison Lawrie (unexcused)  
Assembly Liaison: Scott Saline  
Staff Present: Jessica Iremia  
Others: Bruce Gazaway

III. AGENDA CHANGES - Clarified “Other” under reports as Friends of the Library Liaison

## IV. APPROVAL OF MINUTES

### A. April 3, 2024

M/S by Budd/Martin to approve the April 3, 2024 minutes.  
Motion passed 4-0 by voice vote.

## V. REPORTS

**Assembly Liaison:** Scott Saline expressed some concern about the City Budget and new positions as there is a new SPL position requested.

**Friends of the Library Liaison:** Jeff Budd reported that the Book Sale brought in \$1,800 and was well attended. He also mentioned the possibility of an adult Geo Bee in the future.

**SPL Director, Jess Iremia**

- March was a very busy month at the Library with 6,000+ visitors
- New Staffing request in the FY'25 City Budget for a full-time Circulation Librarian; new part-time staff in training; staffing schedule was reviewed
- Library Code Revision Ordinance will need 2 sponsors, Scott and possibly Tim or J.J., but we still have nothing in writing or any idea what the lawyer has in mind for the Library Commission responsibilities, Jess will check for a draft 2.16 City Code
- Maintenance on the roof is not scheduled yet, we do have the money for this
- New Library card being printed and will be available soon, Library will be collecting patrons' e-mail addresses for ease of service

- Hours of Operation may change, Sunday hours may not be possible during the summer, but the library will have evening hours a couple of days a week
- Youth and Adult Programs continue to be well attended

**VI. PERSONS TO BE HEARD** - Scott Saline shared some interesting Alaska/Sitka history related to a book in the Friend's Silent Auction

**VII. UNFINISHED BUSINESS**

**B. IT Update** - still waiting for City IT staff to connect with PRINCH and set up the library printer for public use, Jess and Joanna would like to be part of that set up.

**C. Alaska Library Conference Association** - scheduled for March 2026 and it will with a joint conference with PNW Library Association; possibly 250-300 attendees; draft schedule for the conference is being developed; there will be plenty of opportunities for volunteers (registration, local arrangements and tours to start); and maybe a Librarian's Spelling Bee

**D. Library Commission Mission Statement** - Sandy brought in information from Ketchikan and Soldotna Library's codes; discussed difference between code and mission statement; we need to wait; hopefully we will have a draft City code by our next meeting

**VIII. NEW BUSINESS**

**E. Meeting Room Policy** was discussed, and Jessica presented a streamlined version with rules for the rooms available; the multi-purpose room is slightly different due to the equipment available for use; there will be an application for the room use; smaller rooms are available with a phone call until we have a reservation system online  
M/S by Esquiro/Martin to approve the Meeting Room Rules and Regulations  
Motion passed 4 to 0 by voice vote

**XI. PERSONS TO BE HEARD** - None

**VIII. ADJOURNMENT**

ITEMS for the next meeting's agenda: Unfinished Business= IT Update and AKLA;  
New Business = City Code 2.16

The next regular meeting would be on Wednesday, May 1, 2024 at 6:00 p.m. in Harrigan Centennial Hall. It is our last meeting until September.

Hearing no objection, Chair Fontaine called the meeting adjourned at 7:25 p.m.

Attest:  
Margie Esquiro, LC Secretary