

# UNALASKA PUBLIC LIBRARY | LIBRARY ADVISORY COMMITTEE MINUTES

Monday, December 5, 2022

**5:30 PM**

**PCR Conference Room**

***Mission:** Unalaska Public Library educates, enriches, and inspires community members by connecting them to the world and each other.*

- I. Call to Order and Roll Call  
**Present:** Crane, Hanson-Zueger (by phone), Hatfield, and Hazen (by phone)  
**Absent:** Macke, Thompson, Magdaong
- II. Reading of Mission Statement **Crane read the mission statement.**
- III. Introduction of Visitors **Roger Blakeley**
- IV. Additions or Changes to the Agenda **None**
- V. Public Comment on Agenda Items **None**
- VI. Minutes of the November 7 Meeting **Hatfield moved to adopt the minutes of the 11/7/2022 meeting. Hanson-Zueger seconded. Motion approved by consensus.**
- VII. Librarian's Report **City Librarian presented the October Librarian's Report. She also noted that she has been visiting the radio studio on Friday mornings to promote upcoming library, PCR, and community events.**
- VIII. Old or Unfinished Business
  - A. Library Building Improvement Project **F&W workers will be out of town for the holidays, and they will finish up a few items in January before reaching Substantial Completion and creating a punch list. The date for Substantial Completion will depend on the arrival of free-standing and perimeter shelving. Committee Member Hanson-Zueger volunteered to participate in the planning team for the Grand Opening.**
  - B. Rasmuson Foundation Grant – Fundraising Committee **The artist who will make the donor panels is focused on completing the windscreen. After that is completed, she will provide sample outlines and lettering for donor plaques in otter, puffin, and halibut shapes that we can show to prospective donors. The Committee reviewed a revised fundraising letter.**
  - C. Library Policy Review & Input: Circulation of Library Materials **The Committee conducted their second review of the Circulation of Library Materials Policy draft.**
- IX. New Business
  - A. Book Challenges and Collection Development Policy **City Librarian provided a copy of the Collection Development Policy and outlined the Library Advisory Committee's role in responding to a Request for Reconsideration of Library Materials, if a patron should ever submit one.**
  - B. Calendar Year 2022 Report to Council **Committee discussed the upcoming 2022 Report to Council.**
- X. Announcements: **Hatfield will be out of town December 11 – 30. City Librarian will be on personal leave December 26 – January 2. MOTA and KUCB will host a Karaoke night and auction December 10. Matson is sponsoring free admission to Museum of the Aleutians December 6 – 24. Soup-off scheduled for March 25, 2023.**

XI. Next Meeting: **Monday, January 9, 2023**

XII. Adjournment **6:26 PM**

**Committee Members and Terms:**

M. Lynn Crane, Chair - 02/2024

Karen Macke, Vice Chair - 02/2024

Debbie Hanson-Zueger - 02/2023

Cyri Thompson - 02/2025

Virginia Hatfield – 02/2025

Estkarlen Magdaong - 02/2025

Cat Hazen - 02/2024

**Fundraising Committee:** M. Lynn Crane, Debbie Hanson-Zueger, Cat Hazen, Virginia Hatfield

# UNALASKA PUBLIC LIBRARY | LIBRARY ADVISORY COMMITTEE FUNDRAISING COMMITTEE MEETING NOTES

Tuesday, November 15, 2022

**5:15 PM**

**PCR Conference Room**

***Mission:** Unalaska Public Library educates, enriches, and inspires community members by connecting them to the world and each other.*

Present: Crane, Hanson-Zueger, Hazen, Hatfield

Below is a summary of the Fundraising Committee's discussion.

## **Fundraising Letters**

- Add a brief explanation stating why we are asking for funds, i.e. to demonstrate local support and meet eligibility requirements for the Rasmuson Foundation Tier 2 Grant.
- Add a note about how donors will be recognized.
- Also send letters to Matson and Alaska Marine Pilots proposing custom donor plaques for the metal windscreen.
- First, send the letter to the Ounalashka Corporation proposing a donation for either art option – the Fireplace by Ray Hudson and the Windscreen by Cat Cramer. Follow that with a letter to the Aleut Corporation.
- Send out in December.

## **Plaque Sales**

- Ideas for shapes: otters, puffins, ravens. Halibut will be included. Artist will have final selection for the second design, based on space for engraving on the various shapes.
- Funding levels: \$100 small plaque, \$250 large plaque, >\$1,000 custom item, such as boat
- Our contract covers 100 small plaques at \$10 each from the artist. Custom plaques will be extra.
- Plaques will only list a name selected by the donor. This could be an individual name, family name, or business name.

**Fundraising Committee:** M. Lynn Crane, Debbie Hanson-Zueger, Cat Hazen, Virginia Hatfield