



Quarterly Clerk Report  
01-13-2025  
Submitted on 01-08-2025  
Submitted by: Liesl Barker

Happy New Year! My position is as a clerk involves many routine tasks such as email correspondence, meeting notices, meeting minutes, etc. I would like to give you a little insight into some other tasks the clerk performs. Since my last report I have performed notary service (this is free for all community members), trained staff on the website, created committee binders, served on the library hiring committee, provided early in person absentee voting for the general election, completed website updates, updated forms, attended trainings and in collaboration with the mayor have worked on providing amendments for 6 ordinances.

I am also pleased to inform you that meeting videos will now be available on our website. The first meeting with this option is the 12-16-2024 general meeting. As we head into budget season upgrading our recording devices to help increase the quality of the meeting recording for our community members who watch online. I have spoken with vendors and clerks, the device that has had the best reviews is the OWL recording device. The basic set up would roughly cost \$1,200 but I have not had the chance to do extensive research and pricing. If this is an item the council would be interested in, I will gladly pursue researching this more extensively. [Meeting Owl 3 - 360 Degree, 1080p HD Video Conference Camera \(owllabs.com\)](https://www.owllabs.com)

Our website saga continues. Civicsplus our website host was supposed to update our system from drupal 7 to drupal 10. Many of our own website updates were put on hold due to this impending system update. A few weeks ago, I was informed by Civicsplus that they are holding off with continuing that update. I was ensured that our website would still be able to function after the original 01-05-2025 drupal 7 shutdown date. I do not have any further information on what to expect next. Thus, I have begun to start working on website updates such as creating a new 2025 correspondence page that will have items sorted by broad topic with the most recent additions being at the top. I have also created a page for the CLAC committee and each committee moving forward will also have a page under the board and committee's tab. I will also be placing a one click button for the road webform on the main page as well.

**Clerk Development/Training** – Thank you for investing in me professionally and giving me the opportunity to attend trainings.

- On 10/10 I attended a virtual digital records management training session. In this training it was brought to light that we only have a digital file repository not an electronic content management system (ECM). It is going to be necessary for the city to purchase an ECM system. These systems are very comprehensive and will make digital/electronic records management much easier to store, search, and maintain our records retention schedule. These systems will be able to interface with our website to also make our public records more easily accessible to the public. Although we are a young city, we only have so much physical storage space. Having an ECS system will help with freeing up physical space by only needing to keep a digital copy of records. ECS systems will also provide a proper system for the city to retain email records.
  - In this upcoming budget cycle, I would like to budget for an ECS system, Laserfiche. I have a meeting with a Laserfiche representative to set up a demo and to get more information. They offer several levels of systems for both their cloud and self-host option. I will find out more about the differences in the options during my meeting. At this point the most expensive option would be cloud hosting at the business level of \$950 a year. This would allow all city staff in all departments to be able to access the system. The ECM system would also give us the capabilities to create E-Forms and streamline many of



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our redundant processes while also bringing the city into compliance with best practices standards for archiving records.

- It would also be wise to think about investing in a scanner that meets the FADGI (Federal agencies digital guidelines initiative) guidelines which is the best practices suggested by NAGARA (National Association of Government Archives and Records Management). I will have more information on what this would entail for a future meeting. The first step is finding the right ECM system.
- 12/7-12/12 I attend the Alaska Association of Municipal Clerks (AAMC) conference plus the additional training opportunities offered to clerks on Sunday and Wednesday. After completing and submitting my two learning reports I will have completed 11 credits towards my Certified Municipal Clerk (CMC) designation.
  - The first day of training was focused on living in the present and preparing for the future. The discussion was about embracing technology and its use in the workplace. How can one use technology to help improve communication and transparency with the public as well as to help streamline processes to help increase productivity.
  - The following days we had several great presentations to include but not limited to how to lead by reading body language, updates from AAMC leadership, Open meetings Act, public records request and administration, election debrief/ lessons learned, Artificial intelligence/innovations panel discussion, AAMC business meeting, cyber security, and hot topic round tables. I have many notes of takeaways and items to implement. Although the most valuable aspect of this conference for me is the networking with other clerks. Many of my notes have a clerk's name and municipality written in connection to the item. My fellow clerks are amazing resources.
  - I was also asked to continue to serve on the exhibitor committee, banquet decoration committee, and to join the education committee. Over all these committees are not a large time commitment but a great way for me to earn points towards my certification, network, and represent Gustavus.
- I have two more training courses coming up this fiscal year.
  - International Institute of Municipal Clerks (IIMC) conference from May 18<sup>th</sup> – May 21<sup>st</sup>, 2025, in St. Louis.
  - Northwest Clerks Institute (NCI) Professional Development II (PD2) from June 8-13, 2025, at the University of Puget Sound.
- **Completed projects from 2024**
  - Made it easier for the public to access information with the use of QR codes.
  - Updated website to include giving department directors access to their page and creating several new pages and webforms
  - Worked with librarians to start offering COG website navigation training.
  - Updated our email distribution list. We now use a service provided through our website
  - With the help of the Mayor, I have completed/submitted 7 ordinance amendments.
  - Starting with 12-16-2024 general meeting we will now have not just audio but video recordings available on the website



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- **Goals and projects for 2025 (in no order).** \* = carried over from 2024
  - \*Creating a COG document titling guide to assist with continuity in naming documents. (in progress working with an expert) – I have been in contact with the expert, and I should have a base guide by end of February 2025.
  - \*Continue Review of City Ordinance and policy updates
  - Work to change the city hall set up so community members as well as council members can see the electronically displayed packet and improve the camera/video recording to help make the zoom experience better and more personable for our community members attending meeting remotely or viewing the recording.
  - Implement an ECM system such as Laserfiche to work on our digital records
  - Update our records retention schedule
  - Work on updating the website to make it more user friendly
  - \*Creating a portal (password protected) on the website to house EMS training drill videos to be used as a resource for responders. (waiting on drupal update)

**The City Council attendance history.**

This record starts with October 7, 2024, special meeting where the new council were sworn in.

Meeting Date	Owens Seat A-exp. 2025	Warner Seat B-exp. 2025	Patrick Seat C-exp. 2026	B Taylor Seat D-exp. 2026	McLaughlin Seat E-exp. 2027	Beck Seat F-exp. 2027	M Taylor Seat G-exp. 2027
10/7/2024 Special Meeting - Swearing in new council memb.				via zoom		(not sworn in)	
10-07-2024 Work Session Meeting				via zoom		(not sworn in)	
10-14-2024 General Meeting	via zoom			via zoom		(not sworn in)	
10-22-2024 Special Meeting - swearing in L. Beck	via zoom			via zoom			
11-4-2024 Special Meeting - cyber security review				via zoom		via phone	
11-12-2024 General Meeting							
12-02-2024 Work Session Meeting (entire meeting via zoom)	via zoom	via zoom	via zoom	via zoom	via zoom	via zoom	via zoom
12-16-2024 General Meeting							
01-06-2025 Work Session				(5 min late)			

	Special Meeting/Work Session Present						
	General Meeting Present						
	Absent (unexcused)						
	Absent (excused)						

**Section 2.20.100 - Vacancies.**

(f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.

**Section 2.30.040 - City council member attendance policy for regular meetings.**

(a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused.