



Library Board Minutes September 02, 2025

Chairperson:	Alexandria Bennett, Absent (Excused)
Vice-Chairperson:	Lori Pelkey
Board Members:	Danielle Pedersen and Pat Rufo
Board Members Absent:	Madison Stepherson (Excused)
Staff Members:	City Recorder Lori Ross Librarians Amanda Pelkey and Edith Carter
Meeting Location:	Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Vice-Chairperson Lori Pelkey at the hour of 5:32pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE: None present.

APPROVAL OF MINUTES: No comments or concerns.

- Rufo motioned to approve the May 6, 2025 Library Board Minutes and was seconded by Pedersen. The motion passed unanimously by a vote of 3-0. (Yes: Rufo, Pedersen and Pelkey. No: None.)

THE MATTER OF DISCUSSING A LIBRARY POLICY OR PROCEDURE FOR VOLUNTEER RECRUITMENT'S: Ross reviewed the staff report confirming that all volunteers listed are still active. Some discussion and guidelines for a Library Volunteer/Procedure Policy included:

- If there is no immediate need for a volunteer, inform applicants at that time. The application will be held onto and processed, including the background check, once a position is available and it's confirmed they are still able to volunteer.
- Orientation will take place once a month unless the need is dire.
- Application will include where they are wanting to volunteer. It will also state the application being processed when there is a need.
- Carter suggested speaking with applicants about where they want to volunteer and find out if there is a need rather than just giving patrons an application. The Librarians will determine if there is a need at the time of submission and who would be a good fit for that program based on criteria requirements.
- The consensus is to have a maximum of eight active volunteers.
- Definition of what defines an active volunteer.

- Policy to include timekeeping requirements. A. Pelkey to work on an updated volunteer log.
- Definition of a volunteer vs. helper. Ross to confirm with CIS.
- Background checks to be performed every three years as recommended by CIS for active volunteers.
- Background check standards. Any reason an applicant would not be approved.
- Have code of conducts wording included in policy or on application informing applicants of the Library right not to utilize a volunteers. Have the volunteer sign off on the code of conduct at orientation.
- Include reference that volunteers follow personnel policies pertaining to conduct.
- Include age requirements. Ross to find out from CIS.

A draft policy/procedure to be presented at the November meeting.

THE MATTER OF DISCUSSING LIBRARY PROGRAMS: The following programs were discussed:

Crafting Club: Program is going well. It was discussed to possibly postpone during the summer months next year due to summer events.

Teen Book Club: A. Pelkey informed the board that the program is no longer active. Pelkey would like to give the program another chance with school starting. Some suggestions to improve the program included:

- Reaching out the High School English Teachers.
- Inquiring about the students receiving extra credit.
- Stressing how the program works including no reading aloud.
- Prizes including notebooks and gel pens.

Story Time: Program has dropped off since the end of summer. Ross suggested using the sandwich sign once again to promote the program for people walking/driving by the Library.

Baby Story Time: No changes. Some weeks have more attendance than others.

Grief Support: No updates available.

Lego Club: A. Pelkey to check the volunteer status for Nolan Malpass for this program since graduating.

Others:

- Rufo inquired about having Nelson review the Library Budget and how it works at the November meeting.
- The Holiday Bazaar will be held November 14th -15th. Review details at the November meeting. Pedersen to create a Google Document to help with the bazaar.
- Next meeting is scheduled for November 4, 2025.

With no further discussion, the Library Board Meeting adjourned at the hour of 6:36pm.