



Library Board Meeting Minutes March 11, 2021

Chairperson: Cassandra Barney, Presiding
Board Members Present: Jayne Detering, Anita McClure, and Desri Hansen
Board Members Absent: Violet Stone
Staff Members Present: City Administrator Michele Eldridge, Library Supervisor Lori Ross, and Librarians Cheryl Spangler & Mandy Pelkey
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL at the hour of 6:04pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

APPROVAL OF MINUTES

MOTION TO APPROVE THE MINUTES OF JANUARY 14, 2021

- Hansen motioned to approve the minutes, seconded by Detering, and the Library Board voted unanimously to Approve the Minutes of January 14, 2021.

OLD BUSINESS

THE MATTER OF FINALIZING A PROPOSAL FOR THE CITY COUNCIL REQUESTING THE LIBRARY BECOME A FINE FREE LIBRARY.

STAFF REPORT: Ross summarized the staff report, and noted that with an auto renewal, did the Board want that to be renewed by staff, or by the patron. A book would be out for 63 days, plus another 14 before it's considered lost. That's quite a long time. None of the other libraries allow auto renewals, patrons either do it themselves, or contacts the Library.

The Board discussed this for some time. Ross noted that email is one of the best ways to communicate overdue books, or potentially lost ones. Spangler said that they generally respond to letters; but said after being questioned, that yes, sending letters doesn't necessarily mean that they will open them on time. *The Board decided to get rid of the auto renewal function.* Barney said that if an item isn't returned, then on the 30th day after the last due date, the item will be marked as lost. Hansen added that if they renewed twice, and it becomes lost, they still have 30 days to find it. Ross said yes, and at that

point, it's when the Library will likely order a replacement book. That will be charged a fine. Spangler said that if they tell us that they are getting a replacement book, then can they check out another? Ross said that charging a lost book after 35 days gone is ok, but 90 days for the period isn't ok. We need a procedure. Barney said that within 30 days after it's lost then, the fee will be charged. If they turn in a book, the fee is cleared. If they can check out materials until they amass \$20 in fines, then it gives you leeway. *The Board agreed in a consensus that they were fine with this change to the policy.*

The Board reiterated in conversation that they would get rid of overdue fines, whether it's turned in or not. Ross added that it's not a daily fee. Barney said correct, it's a one-time fee for the lost book. Detering asked for clarification, because we just had the \$20 fine discussion. Barney told her that the majority of patrons don't lose the books. It's just really late. If it's returned in 93 days, it's late, but it isn't fined. Ross agreed, and said if it's marked as lost, and it's returned, then the fines are wiped out. Barney wanted confirmation that we will continue fining for lost or damaged books; correct? Ross said not a daily fee, but if they don't find the book, then yes, they will be fined for the valuation. She felt that \$20 is a good amount. She also asked about the administrative fee. Some libraries didn't charge this. The fee may pay for replacing the book to our collection, but it doesn't cover the cost of all the work. Some Libraries also pay large amounts for this, like a \$5 minimum fee. Barney wanted to eliminate that fee, and the **Library Board agreed**. Librarians felt that they have time to replace the book during regular hours, and it should be counted as a regular part of their job.

Barney noted **everyone seemed to be ok with all the changes**, so if you have changes you want to suggest; please send them by this weekend so Michele can get them on Monday following. **(Please see the motion approving the recommendation below)**

THE MATTER OF... REVIEW AND APPROVE THE PROPOSED CHANGES TO THE LIBRARY POLICY TO SUPPORT BECOMING A FINE FREE LIBRARY.

STAFF REPORT: Ross briefly reviewed the summary and thought Cassie had done a good job on this document. She'd like to change the DVD check out times to one week. After discussion, the Board decided to allow a 7-day loan and renewing only if there isn't a waiting list on the DVD. In addition, they decided that materials can be renewed online, by calling the Library, via email, or in person. Ross said that there is the administrative fee, which the Board has agreed that they want to remove. We've already agreed on the \$20 charge as being the limit to which someone can't check out materials. Pelkey noted that the charge for a lost item is the valuation of the book. We also don't collect now for overdue books for other libraries.

- Barney then **motioned to recommend the approved library policy changes to be presented to City Council at the March 23, 2021 work session, and was seconded** by McClure. **The Library Board then voted unanimously to recommend the proposed changes to the City Council at the next Council meeting.**
- Eldridge reminded the Board that they had provided a consensus for the first item on the agenda, but it needed to be a motion.
- Detering then **motioned to recommend the Approved Library Fine-Free Proposal to be Presented to the City Council at the March 23, 2021 Work Session. She was seconded** by Barney, and the **Library Board voted unanimously to recommend the Library Proposal, as discussed.**

NEW BUSINESS

THE MATTER OF DISCUSSING 2021 LIBRARY SUMMER PROGRAMS

STAFF REPORT: Ross reviewed the two programs being recommended by staff and answered in-depth questions about the both the Magic Tails program, and Marty Pants workshop. Spangler asked if they could access the magic lessons through the whole summer, and Ross told her yes, except for the magic show, which is limited to a week. Both programs are good for social distancing, and we are buying small cushions that the kids can sit on, and that are set out with the distancing we are required to use. Barney really liked the To-Go bags that they are creating with packaged crafts the kids can do at home.

OTHER: Ross said on the week of the 22nd, that we can set up orientation for Hansen, since she will be running a program. Spangler asked about McClure's Caregiver's class, and McClure said that she's tired of planning it, and if we can move ahead, she wants to do it. It's been frustrating to wait out the pandemic. Her partner deals with dementia; another person has died, and her son-in-law also died. They have people who need this group. Barney wanted to move ahead if we can.

McClure then left the meeting at 7:29pm. Barney was enthused by the work they had done and hoped we could move ahead with everything.

ADJOURN at 7:31 pm.