



Harrisburg Library Board Minutes ***July 11, 2019***

The Harrisburg Library Board met on this date at City Hall, located at 120 Smith St., at the hour of 6:30pm. Presiding was Chairperson Cassandra Barney. Also present were as follows:

- Violet Stone
- James Blake
- Librarian Cheryl Spangler (Left at 7:00pm)
- Librarian Amanda Pelkey (Arrived 6:43pm-left at 7:30pm)
- Library Supervisor, Lori Ross

Absent were Board members Heather Long, and Jayne Detering.

THE MATTER OF APPROVING THE PREVIOUS MEETING MINUTES.

- Blake motioned to approve the minutes, and was seconded by Stone. The Library Board then voted unanimously to approve the Minutes from June 13, 2019.

NEW BUSINESS:

THE MATTER OF FILLING A VACANCY ON THE LIBRARY BOARD.

- Blake motioned to recommend the Mayor of Harrisburg appoint Jayne Detering to the Library Board with a term ending June 30, 2023. He was seconded by Barney, and the Library Board voted unanimously to request that Mayor Duncan appoint Jayne Detering to a term ending June 30, 2023.

OLD BUSINESS:

THE MATTER OF DISCUSSING AN AMNESTY PROGRAM FOR LATE FINES AND LOST BOOKS.

After Discussion, Barney motioned to recommend the City Council approve an amnesty program for late and lost books, with the following amendments:

- Phase 1 will start on August 1st.
- Phase 2 will start on opening day of the new Library, and will continue until October.
- Phase 3 will start November 1st through December, to include both the Thanksgiving and Christmas Holidays.
 - There will be a \$1 credit given for each donation of a non-perishable item.
 - There will be a \$5 replacement fee charged for lost paperbacks or materials.
 - There will be a \$10 fee for the replacement of hardcover books.
 - All Non-Perishable items will be given to God's Storehouse.

- Blake **seconded the motion, and the Library Board voted unanimously to recommend to the City Council that they approve the Amnesty Program for late and lost books as amended to include the dates, and stipulations for fees.**

THE MATTER OF DISCUSSING LIBRARY PROGRAMS.

Chairperson Barney handed out a Prioritized Library Program List. (Please see Addendum No.

1) Existing programs would continue to be priorities, and will resume operations once the Library re-opens.

Medium priority programs are mostly organized and assigned, but only need start dates and concrete volunteers. Those are the Adult Book Club, Yarn Club, Ancestry Night, and Scary Stories at the Library.

Adult Book Club: The board discussed possibly changing the name of the Adult Book Club, and asked how it would be advertised. It's held in the Village Salon. Staff questioned how it will affect Cheryl's work schedule.

Yarn Club: Mandy will work on this program, on the 1st and 3rd Saturdays of each month. This program will likely start in October.

Ancestry Night: Questions raised were if they wanted a sign-up sheet for the program, and whether people would want to watch someone doing a search, or if people would want privacy instead.

Lowest priority programs have the potential of being the most fun, but would also need the most work, in terms of supplies, planning, and volunteer needs.

Youth Spanish Story Time & ASL Club: Stone would like to be in charge of putting together this program, and would also like to be in charge of the ASL Club.

Fitness Friday: Blake offered to be in charge of the Fitness Friday program.

Lattes at the Library: The board and staff weren't sure what the policy would be in relation to coffee drinks in the Library, with the newly remodeled space. They also asked whether we would charge for the lattes, and if so, at what price.

Other ideas expressed by the board were a family yoga afternoon, karate, plus a mom and baby class. Ross reminded the board that volunteers could be alone in the council auditorium and jury room. She noted that all programs need to be organized, plus materials would need to be purchased, and the board would need to get volunteers to help with the programs. Ross will email board members and librarians the link to the City's volunteer application.

THE MATTER OF REVIEWING LIBRARY POLICY.

The following questions and comments were asked and reviewed by the Library Board in relation to Library Policy.

Responsibilities and Authorities of the Library Board/By-Laws: The board wanted to know the specific 3 differences that are in the By-laws in comparison to the ordinance, before they recommend the repeal of the by-laws to the City Council.

Materials Selection/Collection Development Policy: How does the board clarify the continued existence of the consortium agreement? Can they ask Jeremy in Albany?

Circulation Policy/ Fines and Charges: The board doesn't want HMC (Harrisburg Municipal Code) 2.20.110 to stipulate that the penalty of not being allowed to check out library materials actually applies to ALL members of the household. They felt it should only apply to that one person.

Materials Selection/Collection Development Policy/Interlibrary Loans: It was noted that the last agreement was approved in 2017. Is there a more current agreement out there? Who does the Library Board ask in the consortium that might know this answer?

Circulation Policy/Registration: Stone preferred the wording to be something along the lines of 'patrons outside of city limits will need to *pay for their cards at the time of expiration*', to instead say that they should *pay to renew the cards after expiration*.

Circulation Policy/Loan Periods: The Library Board will need to verify the Evergreen policies in relation to their loan periods.

Circulation Policy/Damaged and lost materials: The Library Board agreed that the patron should keep the damaged book or materials once they pay for the replacement.

Public Relations and Complaints Policy: The Library Board wanted to know how they would be notified of complaints.

No motion was made in relation to the Library Policy. Staff would research and bring back answers at the next meeting.

With no further business to discuss, the board adjourned at the hour of 7:49pm.

Chairperson

City Recorder