

## Library Board Meeting Minutes March 10, 2022

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**Pro-Tem Chairperson:** Desri Hansen  
**Board Members:** Catherine Hansen, Lori Pelkey and Kristi Prozialeck  
**Board Member Absent:** Angela Christensen  
**Staff Present:** Library Supervisor, Lori Ross, Finance Officer Cathy Nelson and Librarians Cheryl Spangler and Amanda Pelkey  
**Meeting Location:** Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL** by Pro-Tem Chairperson Desri Hansen at the hour of 6:03pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE** All present were there for items on the agenda.

### **APPROVAL OF MINUTES**

- C Hansen motioned to approve the minutes for January 19, 2022 and was seconded by Prozialeck. The Library Board then voted unanimously to approve the minutes for January 19, 2022.

### **THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

#### **STAFF REPORT:**

- Crafting Club: Prozialeck stated that the Crafting Club is going well, and the group would like to meet more often. It was decided to add the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday, from 5pm to 7pm to the schedule starting in April. Prozialeck to make a new flyer to be distributed.
- Story Time: C Hansen stated that attendance has been picking up. Lego Club was added for the older kids at the same time, and they seem to be enjoying it. She recommended no changes. Ross informed the Board that there is a conflict with the Municipal Center for the March 25<sup>th</sup> Story Time program. D. Hansen commented that it was spring break week, so we would just cancel it.
- Lego Club: Pelkey stated that attendance has been low, and she thinks the patrons are confused whether or not the program is still happening. Pelkey said she would call patrons who have attended previously. Ross suggested advertising at the Library all week on the sandwich sign. D. Hansen said she would post on the Harrisburg Uncensored Facebook page.
- Adult Book Club: C Hansen stated that all of the books for the first program are checked out and she will update us at the next meeting.

- **D & D:** Patron Quinton Sheridan addressed the Board about the Dungeons and Dragons program. He stated that he attended the previous program before it was shut down due to Covid and he would like to bring it back. He would like to hold it at the Municipal Center every other Monday from 4pm-5pm. He has 7 participants so far with age group of 15-20 and hopes to expand to younger and older age groups as well. Librarian Spangler has joined the group previously.
  - Ross asked who was going to be the volunteer and Quinton said himself.
  - L. Pelkey commented that she likes the program as it helps teenagers become creative and to use their imagination.
  - Ross asked about a backup volunteer and Quinton said that Sef Robin would like to volunteer as well as Tristan.
- **Smash Bro's:** Quinton informed the Board that he would like to start a Smash Bro Program, which is Mario Brothers. He will not be running the program but would like to volunteer. Jeremiah Jonson will be running the program which is currently being held at the high school. He would like the program to be held on the opposite Mondays from D & D.
  - Ross informed him that the Municipal Center will not be available due to other Committee meetings on at least one of the Mondays.
  - Spangler commented that the program would not take place until after the school year.
  - Quinton stated that they would like to use the TVs for the program and would like the Library to provide snacks.
  - C Hansen asked what Smash Bro's was and Quinton explained that Smash Bro's came out in the 90's and it's all of Nintendo characters coming together. You can have up to 8 players at a time and play against your friends.
  - Prozialeck asked about the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday and Ross stated that it was available. Ross commented that someone would need to approach the City Administrator or the Public Works Director about using the TV's and suggested both Librarians accompany Quinton.
  - Prozialeck said that she could also volunteer for the program.
  - C Hansen asked if it was the same age as the D & D group? Quinton said he was shooting for high school age.
  - Prozialeck asked if girls were welcome, and Quinton answered yes.

## **THE MATTER OF NOMINATING A CHAIRPERSON AND A VICE-CHAIRPERSON FOR THE LIBRARY BOARD**

**STAFF REPORT:** Ross asked if anyone has any questions about the responsibilities of the Chairperson or Vice-Chairperson.

- D. Hansen commented even though she has been the Pro-Tem Chairperson if anyone wants the position as she will be having a baby in July.
- Prozialeck said she would like to but didn't want to take it away from D. Hansen because she thinks she has been doing an amazing job.
- Spangler commented that she thought either Prozialeck or C Hansen would do a great job.
  - C Hansen **motioned to appoint Kristi Prozialeck as the Library Board Chairperson effective March 10, 2022 and for Fiscal Year 2022/2023 and was seconded by D. Hansen. The Library Board voted unanimously to approve the motion.**

- D. Hansen **motioned to appoint Catherine Hansen as the Library Board Vice Chairperson effective March 10, 2022 and for Fiscal Year 2022/2023 and was seconded by Prozialeck. The Library Board then voted unanimously to approve the motion.**

### **THE MATTER OF THE LIBRARY GETTING THEIR OWN FACEBOOK PAGE**

**STAFF REPORT:** Chairperson Prozialeck pointed out **Addendum 1** HIP 22-1.1 Library Facebook Media Policy and asked the Board to briefly review.

- Ross informed the Board the Library was able to have their own Facebook page and there would be some training involved before we go live. One requirement is that all post will need to be approved prior to posting. The only people able to post on the Facebook page are the Librarian's, the Library Supervisor, and the City Administrator. Ross informed staff that when a post is created, they would need to notify both the Library Supervisor and the City Administrator that a post is waiting for approval. Once it's approved, it will go live.
- Chairperson Prozialeck commented that you can create a post for approval or schedule a post for approval. Once the scheduled post has been approved, it will go live when the date and time has arrived.
- Ross asked about the Facebook page as shown in Exhibit A. Spangler wasn't sure where that page came from. Spangler commented that she changed the name from the previous Library Facebook page to "No Longer the Harrisburg Public Library" Facebook page.
- Nelson commented that there is the Harrisburg Public Library, The Harrisburg Central Public Library, and the Harrisburg Library Guild. She said she didn't know if they were pages or just location pages.
- The Board agreed on the *Harrisburg Oregon Library* Facebook page for the name.

### **THE MATTER OF A MURAL FOR THE LIBRARY**

**STAFF REPORT:** Quinton Sheridan handed out **Addendum 2** which showed two mural designs. He stated he liked the 1<sup>st</sup> option for the mural, and local artist, Jerry Dame was going to paint the mural. Jerry has stated that the cost of the mural is \$2000. The second page of **Addendum 2** reflects the location and the amount donated in collection bottles around town for a total of \$368.57. He hopes for the Library to raise around \$3000 and will be mailing donation letters (**ADDENDUM 3**) to local businesses around town and in Junction City.

- Spangler stated that she commented on her Facebook page about the mural and people wanted to donate. She is hoping to get approval of the donation letter and include the mural drawing.
- C Hansen asked if the drawings were from the artist? Quinton replied they were from Mr. Dame and his daughters.
- D. Hansen said that she like option one with the walkway leading to the door.
- Quinton commented that Spangler would like to have an actual picket fence pointing towards the door to bring in fantasy.
- Spangler commented about putting titles on the books or to place the donors' names on the books.
- Quinton liked the idea of putting the Community of Harrisburg up on the mural to thank them for all of their support.

- L Pelkey likes the concept. She thinks the bear should be named and that the second option should be used on letter head or on the Facebook page. Spangler commented that we could reach out to the school about naming the bear.
- D. Hansen asked which way the walkway part would go? She thought it would make more sense to have it reversed and have the animals towards the front of the building as mentioned by Spangler.
- Quinton said they would like to begin by May and have the mural finished by the 4<sup>th</sup> of July. They would like to have Mr. Dame attend for the unveiling and to have Miss Oregon attend.
- D. Hansen asked if Mr. Dame had given them a time frame of how long it would take? Quinton commented that he has not, but they gave him a time frame from May to September.
- Ross informed the Board that City Council asked that a colored approved drawing be included in the fundraising letter.
  - Chairperson Prozialeck **motioned to recommend to the City Council option #1 for the Library Mural and was seconded by D. Hansen. The Library Board voted unanimously to recommend to the City Council option #1 for the Library Mural.**
- Quinton commented that once approved by Council he would like to include the mural with the fundraising containers around town. He would also like to come back and give updates to the Library Board throughout the process. The Board thanked Quinton and the other members for participating.
- Nelson commented that we will need to get authorization from the artist before we can use his art. Ross noted that we would need to have Mr. Dame sign some paperwork before the project can take place.

#### OTHERS:

- Ross introduced Cathy Nelson as the Finance Officer and pointed out **Addendum 4** which shows the status of the Library Budget through March 1<sup>st</sup>. Ross also informed the Board that management discussed using some Library funds towards the cost of the mural.
- Ross asked what items we were needing for the Summer Program which is typically the most expensive program. Pelkey stated that they wanted to get some supplies for rock painting.
- Spangler commented that she would like to get some half tents for the reading log prizes.
- D. Hansen liked the idea of a book bag kit that you could check out that includes things like books, puppets, DVD's. L Pelkey commented that you could have different themes and try to incorporate materials for the bag. D. Hansen stated there is a checklist with the bag to verify all materials have been returned. Chairperson Prozialeck thought maybe a theme for every season. Ross thought we should think of ideas at the next meeting after we see where our funds are.
- D. Hansen asked when we will go to Council for the fine free trial period. Ross stated we will discuss it at the next meeting, and it will go to Council at the May work session.
- Spangler stated that there were about five books that have been lost since we started the program. Ross suggested having Jeremy, with Albany Public Library, run a report from July 2021 to current of all materials lost and lost and paid for.
- Pelkey stated that the Library Card applications have increased this year. Ross asked for her to get that number for the next meeting.

- Chairperson Prozialeck asked who needs to come to the meeting for the Mural. Ross answered the Board and Library Staff.

**ADJOURN at the hour of 7:16pm**

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**Chairperson**

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**City Recorder**

## CITY OF HARRISBURG

### HIP 22-1.1 Library Facebook Media Policy

#### Approved:

#### 22-1.1.010 Purpose

The library Facebook page is intended to create a welcoming online space where library users will find useful and entertaining information and opportunities to interact with staff and other users. A social media account serves as the digital face of the library and should maintain the same level of customer service provided in the physical library. This policy provides guidelines for staff and to protect the library when interacting with users online.

The Library Facebook page is not a public forum and is monitored and managed by City staff. Comments, posts, and messages are allowed on the library's Facebook page, as long as they conform to the library's policy.

#### 22-1.1.020 Policy

Harrisburg Public Library Staff will utilize social media tools to encourage community involvement and to create a dialog between the library and its patrons regarding library services, resources, events, programs, and community information.

- **All posts must be approved by the Library Supervisor prior to release.**
- Only authorized staff will be allowed to post on the library Facebook page.
- All staff responsible for contributions to the library Facebook page are to remain neutral in library-related posts and in response to questions.
- Staff can offer information resources that answer any questions and help people to make informed decisions. Any questions that cannot be answered, are referred to the Library Supervisor or City Administrator to be investigated further with a more detailed response.
- Social media content should be written from the point of view of the "we," which represents the library as a whole and not as an individual staff member.
- Stay on topic. All comments and posts must be library related. Don't include personal information about yourself or others.
- Staff members should remain professional at all times and should refrain from expressing their personal views when posting on the library's behalf.
- Library staff should protect patron privacy and confidentiality whenever possible. Information shared by patrons on the library's Facebook page, should not be kept by the library or used for other purposes.
- Staff must have a signed release form from a parent or guardian of a minor child before posting any pictures on social media.

#### 22-1.1.030 Records Management

- Social media posts, made on an official media account, are considered public record. The city must maintain and preserve social media records in compliance with the Oregon Public Records Law. Social media content shall be retained by SMARSH services.
- No posts or comments may be deleted by City staff.

22-1.1.040 Enforcement

- The comments and opinions expressed by friends, fans, and followers, are theirs alone and do not reflect the City of Harrisburg. Comments that are deemed inappropriate, including but not limited to:
  - Profane or vulgar language or content that degrades others on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
  - Threatening or harassing postings
  - Personal attacks against other public users
  - False information that causes harm to an individual or organization
  - Inappropriate sexual contents or links to inappropriate sexual content
  - Private or confidential information
  - Inappropriate photographs
  - Conduct or encouragement of illegal activity
- If one or more of these guidelines are violated, the posts will be hidden from view by administration.
- Any staff member in violation of this policy is subject to disciplinary action, pursuant to the City's personnel manual, up to and including termination of employment.

22.1.1.050 Review and Update

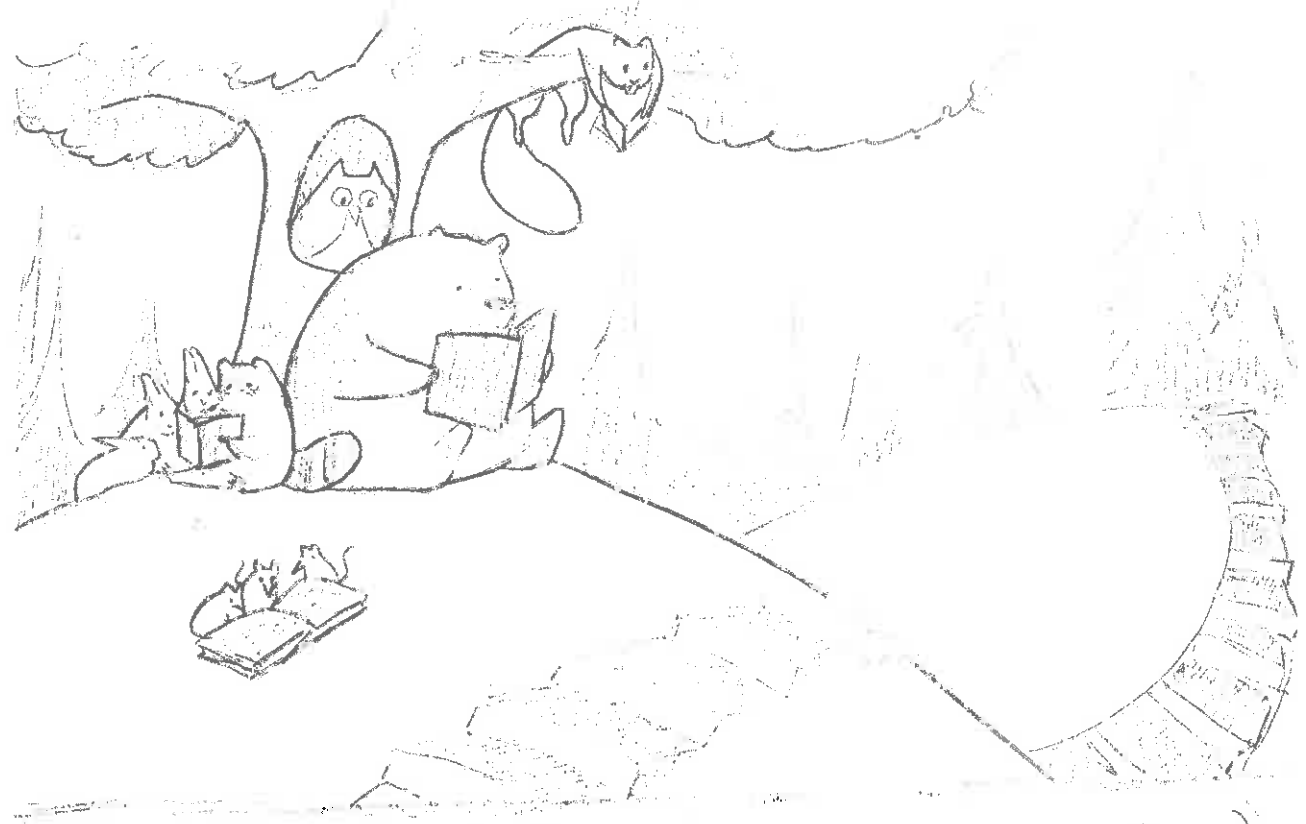
This policy shall be reviewed at any time by the City Administrator.

Review and Approval:

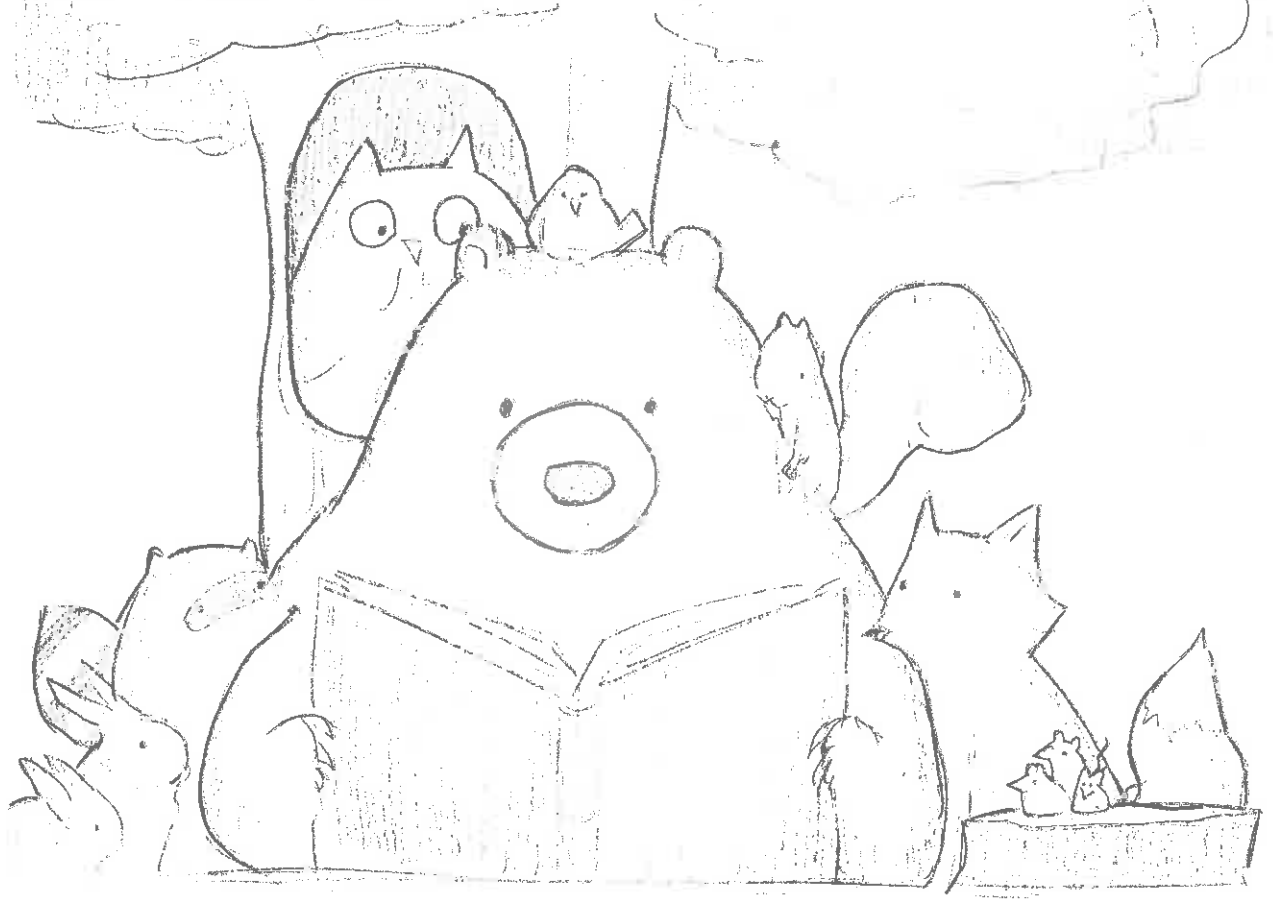
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Michele Eldridge  
City Administrator

Option #1



Option #2





Name of contributor	Amount
Doug and Colleen Snyder	20
Angie And Mike	50
American Market	52.01
Subway	14.37
Thai	1
Chop Stix	27.63
Voo	1.5
Dave Parker	200
99 Grill	2.06
Lions Club	

\$368.57

Citizens Name/Business Name

Address here

Dear Name,

The Harrisburg Library is a great place to be! We've worked hard over the last few years to improve the Library. We've remodeled, and improved the Library layout, added new Library Programs, and expanded materials. Then the pandemic started, and since we've been re-opened, we've struggled to bring back the programs that were approved. We are on our way again, so please watch for added programs!

One of the comments we've heard and seen mentioned frequently, is that citizens in our community don't know where the Library is located. The Library Board started to discuss adding a mural to the outside walls of the Library, to make it more distinctive and easier to find. (We want a little personality on the outside to fit the personality of the inside). This will be a mural that everyone will enjoy and that will bring some attention to our fabulous Library, as well as beautifying the City and its facilities.

Jerry Dame is a local artist who lives in our community. He has agreed to paint the mural for the Library and we would like to raise \$3000 in order to make sure that he is compensated adequately for his generosity, his talent, and his time. We are therefore raising money, to be able to afford this project. We are asking for your tax-deductible monetary donation at this time.

The Library Board will be making a recommendation(s) to the City Council, who will need to approve the design, as well as the location of the mural on the City facility. Our goal is to raise these funds and have the mural painted this summer in time for the 4<sup>th</sup> of July Parade. Our very own, Miss Oregon, Arielle Freytag, will be there for the unveiling as part of the Harrisburg Festivities.

If we are unable to achieve our goal, all monetary donations will be put in a designated fund until the project can take place. If you have any questions or for more information about this project, please call the Library at (541)995-6949.

Thank you so much for your kind consideration and support,

The Harrisburg Public Library

Cheryl Spangler, Librarian  
Amanda Pelkey, Librarian  
Quinton Sheridan, Patron

Please make any check contributions out to the City of Harrisburg, with Library Mural Donation written on the information line on your check. You can drop your payment off at the Library, (354 Smith St.), or at City Hall (120 Smith St.), or you can also mail your payment to PO Box 378, Harrisburg, OR 97446. Your copy of your check is your receipt, or more sizeable donations can be receipted for you. Call the Library at 541-995-6949 for more information.

CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
24-60-2000 BOOKS	5,635.44	5,635.44	9,000.00	3,364.56	62.6
24-60-2300 LIBRARY EQUIPMENT MAINTENANCE	230.00	230.00	200.00	( 30.00)	115.0
24-60-2500 LIBRARY TELEPHONE	201.68	201.68	350.00	148.32	57.6
24-60-2525 WI-FI INTERNET	1,174.80	1,174.80	1,765.00	590.20	66.6
24-60-2700 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
24-60-2800 MISC EXPENSE	1,823.99	1,823.99	3,700.00	1,876.01	49.3
24-60-3050 LIBRARY PROGRAMS	643.64	643.64	4,000.00	3,356.36	16.1
24-60-3200 ODLC	4,486.57	4,486.57	5,500.00	1,013.43	81.6
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>14,196.12</b>	<b>14,196.12</b>	<b>25,515.00</b>	<b>11,318.88</b>	<b>55.6</b>
<u>CAPITAL OUTLAY</u>					
24-70-7400 COMPUTER RESERVE ACCOUNT	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>.0</b>
<u>CONTINGENCY</u>					
24-91-9900 LIBRARY CONTINGENCY	.00	.00	6,205.00	6,205.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>6,205.00</b>	<b>6,205.00</b>	<b>.0</b>
<u>UNAPPROPRIATED ENDING FD BAL</u>					
24-95-9900 UNAPPROPRIATED FUND BALANCE	.00	.00	62,878.00	62,878.00	.0
<b>TOTAL UNAPPROPRIATED ENDING F</b>	<b>.00</b>	<b>.00</b>	<b>62,878.00</b>	<b>62,878.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>46,183.85</b>	<b>46,183.85</b>	<b>162,050.00</b>	<b>115,866.15</b>	<b>28.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>26,350.16</b>	<b>26,350.16</b>	<b>( 74,850.00)</b>	<b>( 101,200.16)</b>	<b>35.2</b>