

## Library Board Meeting Minutes October 03, 2022

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**Chairperson:** Kristi Prozialeck, Presiding  
**Vice-Chairperson:** Katherine Hansen, Present  
**Board Members Present:** Desri Hansen (arrived at 5:39pm) and Lori Pelkey  
**Board Members Absent:** Angela Christensen  
**Library Staff Present:** Amanda Pelkey  
**City Staff Present:** Library Supervisor Cathy Nelson (via Zoom) and City Recorder Lori Ross  
**Meeting Location:** City Hall Located at 120 Smith St

### CALL TO ORDER AND ROLL CALL

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

### APPROVAL OF MINUTES

- C. Hansen **motioned to approve the minutes for July 11, 2022 and was seconded** by L. Pelkey. **The Library Board approve the motion by a vote of 4-0.** (Yes: Prozialeck, C. Hansen, D. Hansen, and L. Pelkey; No: 0)

### THE MATTER OF DISCUSSING LIBRARY PROGRAMS

#### STAFF REPORT:

**Crafting Club:** Prozialeck stated the club is going well but they would like to hold it on the same day each week. Craft Club will be held every Thursday beginning October 13<sup>th</sup>. Nelson to update the website.

**Book Club:** K. Hansen stated it has been slow and they are thinking of holding it at a private residence. Ross commented that if it was at a private residence, it would not be able to be a Library program. They will hold this month's program which is for the book, "Giver of the Stars" and reevaluate at next meeting.

**Dance:** Prozialeck stated they would like to hold a dance on the 28<sup>th</sup> of October from 6:30pm to 9:30pm in the Municipal Center. Nelson will have them submit a facility use form. Tim Cox will be the DJ and they have some decoration and snacks. They will need to purchase cookies, soda and will order some food from Chopstix, Burrito Boy and the Mexican Restaurant. The event will be a costume contest with a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place prize. They will use a \$30 Barnes and Noble gift card

for 1<sup>st</sup> place and Prozialeck will look into getting some local gift cards. The theme will be the "80's". Nelson suggested they don't purchase any food with nuts or shellfish.

- Pelkey suggested doing a family game night on Thursday's once a month. Crafting Club said they would share the room. A. Pelkey stated they would like to start this Thursday and asked Nelson if the Library could purchase a stand for the TV that was donated to the Library. Nelson to order one and to place something in the Utility Bill about the program.

**Storytime:** L. Pelkey commented the program is going well still but slower due to kids being back in school. D. Hansen asked about ordering a dozen cat craft kits at \$2.00 each. Nelson okayed the purchase.

**Lego Club:** A. Pelkey stated it was still slow. The club is currently in the process of building a pirate ship. A. Pelkey would like to purchase kits once a month. Prozialeck suggested purchasing kits, once a quarter.

**D & D:** No information available.

#### **Other Program Suggestions:**

- Prozialeck suggested computer lessons for adults and having High School students teach the class along with her assistance. It would be funded out of the SOC Grant.
- Prozialeck also suggested a sewing class, on behalf of absent Librarian Spangler, where they could make pajama pants.
- C. Hansen asked about the LGBTQ Club. Nelson replied that it was advised by the City Attorney, due to being a Government Agency, not to hold this program and suggested the High School. Prozialeck to reach out to the High School.
- C. Hansen asked about the Sharing Library's and A. Pelkey stated the Consortium said doesn't offer that program any longer. (Known as the Passport Program to the Consortium.) L. Pelkey commented that Harrisburg is still listed as participating in the Passport Program as well as other Libraries in our Consortium. Prozialeck pointed out that our Library Policy still states we are part of the Passport Program as shown on page 15.

#### **THE MATTER OF DISCUSSING UPDATES TO THE HARRISBURG PUBLIC LIBRARY POLICY HANDBOOK**

**STAFF REPORT:** Nelson stated the only changes made where addressing becoming a fine free Library and the new Code of Conduct Policy.

- D. Hansen spoke of an incident where an adult patron was using the facility with indecent clothing. It was pointed out the portion of the policy that refers to appropriate clothing as shown on page 25.
- Prozialeck suggested adding a policy about unattended children. It was pointed out the portion of the policy that refers to children under 10 years as shown on page 4.
- It was decided to leave page 15, Passport Program, in the policy at this time.
  - D. Hansen **motioned to accept the changes to the updated Harrisburg Public Library Policies and Procedures Handbook and recommend it be given to the Harrisburg City Council for approval and was seconded by C. Hansen. The Library Board approved the motion by a vote of 4-0** (Yes: Prozialeck, C. Hansen, D. Hansen, and L. Pelkey; No: 0)

#### **OTHERS:**

**Mural Update:** Nelson stated the mural is finished and paid for. A. Pelkey asked about the inside mural and asked how much was left in the fund. Nelson replied about \$440. A. Pelkey to speak with the artist.

**Summer Grant Program:** A. Pelkey stated with the Grant, the Library was able to purchase early literacy toys and a gaming system for all ages. The grant also paid for wages for Spangler to work longer hours, insurance premiums, and for the Wild Life Safari trip which was a success. Nelson stated that \$5,000 was allotted for tutors being provided by the High School. It is believed the funds will go to the School and they will pay the students.

**Volunteer Logs:** Ross asked all board members who are volunteers to please use the quarterly log sheets to track their hours. Ross to make a folder for each program to include timecards and sign in sheets.

**Holidays:** The Board would like to be in the Christmas Parade this year.

- Prozialeck asked for volunteers to help set up and take down the dance. D. Hansen stated she would help.
- Prozialeck stated she would like to submit a survey to the High School asking what types of programs they would like to see available. She will send the survey to Nelson.
- Next meeting to discuss the Passport Program and Christmas.

**ADJOURN:** With no further discussion, the Library Board Meeting adjourned at hour of 6:57pm