

Library Board Agenda
January 07, 2025
5:30 PM

Chairperson : Alexandria Bennett
Vice-Chairperson : Lori Pelkey
Board Members: Danielle Pedersen and two Vacancies
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder Lori Ross, at 541-995-6655*
7. *Masks are not required currently. The City does ask anyone running a fever, having an active cough or other respiratory issues not to attend this meeting.*
8. *If you wish to provide testimony, and don't want to attend the meeting, please contact the City Recorder. You can provide written testimony, or audio testimony if you wish to be called during the meeting.*

CALL TO ORDER AND ROLL CALL

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

APPROVAL OF MINUTES

- 1. MOTION TO APPROVE THE LIBRARY BOARD MINUTES FOR NOVEMBER 5, 2024**

NEW BUSINESS

- 2. THE MATTER OF FILLING A LIBRARY BOARD VACANCY**

STAFF REPORT:

Exhibit A: Application for Madison Stepherson

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT MADISON STEPHERSON TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2028.

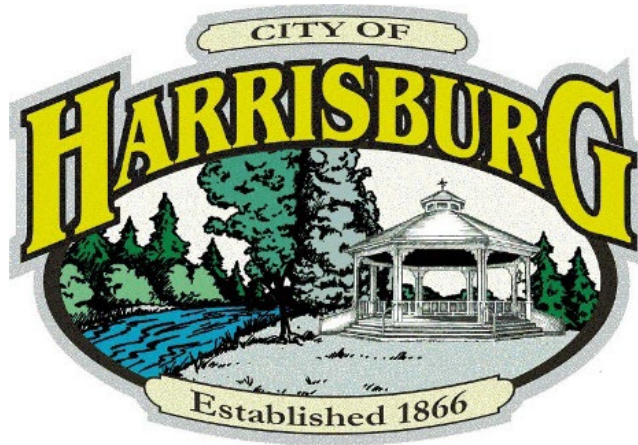
- 3. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

STAFF REPORT:

Exhibits: None

ACTION: FOR DISCUSSION ONLY

ADJOURN



Library Board Minutes
November 05, 2024

Chairperson : Alexandria Bennett (arrived at 5:36pm)
Vice-Chairperson: Lori Pelkey
Board Members: Rian Tupua and Danielle Pederson
Staff Members: Library Supervisor Cathy Nelson, City Recorder Lori Ross and Librarian Amanda Pelkey
Meeting Location: Harrisburg City Hall Located at 120 Smith St

CALL TO ORDER AND ROLL CALL at the hour of 5:32pm by Library Supervisor Cathy Nelson

CONCERNED CITIZEN(S) IN THE AUDIENCE: None present

APPROVAL OF MINUTES: No comments or concerns.

- Pelkey motioned to approve the September 3, 2024 Library Board Minutes and was seconded by Tupua. The motion passed unanimously by a vote of 3-0. (Yes: Pelkey, Tupua and Pederson. No: None.)

Bennett arrived at 5:36pm

THE MATTER OF NOMINATING A CHAIRPERSON FOR THE LIBRARY BOARD

- Tupua motioned to appoint Bennett as the Library Board Chairperson effective November 5, 2024 and for fiscal year 2024/2025 and was seconded by Pelkey. The motion passed unanimously by a vote of 4-0. (Yes: Tupua, Pelkey, Bennett, and Pederson. No: None.)
- Tupua motioned to appoint Pelkey as the Library Board Vice-Chairperson effective November 5, 2024 and for fiscal year 2024/2025 and was seconded by Bennett. The motion passed unanimously by a vote of 4-0. (Yes: Tupua, Bennett, Pelkey and Pederson. No: None.)

THE MATTER OF DISCUSSING LIBRARY PROGRAMS:

- **Crafting Club:** Program is going well. A. Pelkey stated they might hold another salt and sugar scrub activity as part of the club or as a separate event.

November 05, 2024

- **Teen Book Club:** Program is down to only two attendees. A. Pelkey to consider discontinuing the program.
- **Story Time:** Program is going well, but attendance is down. Staff believes it will increase during the holidays. A. Pelkey to work on more posting on social media.
- **Baby Story Time:** Going well. Volunteer is Madison Stepherson.
- **Lego Club:** Small but steady. Volunteer is also Madison until Nolan Malpass has orientation.
- **Grief Support:** No information available. Bennett to reach out to Cheryl Ressler about the status.
- **Computer Class:** The program is coming to an end. Pelkey had only one patron attend last week and had two at the most.
- **Cooking Class:** The program is postponed for now due to lack of registration. A. Pelkey believes that there is interest in having the program so they will look into scheduling at a later date. The program will be for teens ranging from 13 to 18 years old.

OTHERS:

Float: The Library will be having a float in the parade. They are still looking for someone to pull it. Ross reminded staff and the board that if a quorum is present, a meeting notice would need to be posted 24 hours prior to.

Bazaar: November 15th and 16th. The Library Guild will be assisting with selling tickets for the raffle items. There will be a book sale inside the jury room. Several local business's, including Farmer's Helper and Torrero's donated gift cards. Set up will take place the Thursday before from 5-7pm.

Library Board Vacancies: Due to Board Member Rian Tupua moving from Harrisburg, the Board will have two vacancies.

The next meeting will be January 5, 2025 at 5:30pm

With no further discussion, the Library Board meeting adjourned at the hour of 6:03pm.

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT:

Exhibit A: Application for Madison Stepherson

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT MADISON STEPHERSON TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2028.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda January 7, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
NO	N/A	N/A

STAFF RECOMMENDATION:

Staff recommends that the Library Board recommend the appointment of Madison Stepherson to the City Council.

BACKGROUND INFORMATION:

Library Board Member, Desria Hansen, resigned in October leaving a vacant position for a Board Member Term ending June 30, 2028. Board Member Ryan Tupua also resigned in November, leaving another vacant position for a Board Member Term ending June 30, 2025.

The City received only one application for the open positions which was from Madison Stepherson (**Exhibit A**). Madison commented that she loves being involved in contributing to the community and is already a volunteer leading the Baby Storytime Program.

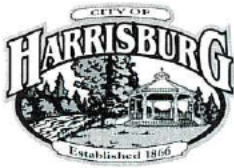
The term for this vacancy expires on June 30, 2028. If recommended, the request will go before City Council for Mayor appointment on January 14, 2025.

There is still one more open position for the Library Board term ending June 30, 2025.

REVIEW AND APPROVAL:

Lori Ross 12/23/2024

Lori Ross Date
City Recorder



City of Harrisburg
120 Smith Street
Harrisburg, OR 97446
Phone (541) 995-6655
www.ci.harrisburg.or.us

BOARD & COMMITTEE APPLICATION FORM

Planning Commission, Budget Committee, and Library Board

Name: Madison Stepherson

Address: [Redacted]

Phone Number: [Redacted]

Email: [Redacted]

Are you a Harrisburg resident? Yes No

Employment: Teach @ University of Oregon

In which position are you interested?*

Library Board

Tell us why you would like to be included on the Board or Committee of your choice and what you will contribute:

Books have always been important to me. As a child I loved the library and I would love the chance to serve and ensure the next generation has a love of books + learning, too.

Please list any schooling, hobbies, prior experience or any other information that would indicate how you would contribute to the Board or Committee.

I am writing my dissertation right now (for my PhD) and spend a lot of time in libraries. In my eleven years of higher education, I have always valued the library and resources offered.

Please list a personal/professional reference that we may contact:

Name: Clare Buhler

Address: [REDACTED]

Phone Number: [REDACTED]

Relation to you: Pastor

By providing your signature below, you acknowledge that you are the applicant for the committee position and authorize the City to contact your references.

Wade Steyer

*Please be aware that candidates for Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Lori Ross, City Recorder.

**Please submit completed applications to PO Box 378, Harrisburg, Oregon 97446 or in person at 354 Smith St or by emailing to lross@ci.harrisburg.or.us.

Agenda Bill Harrisburg Library Board Harrisburg, Oregon

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

Exhibits: None

ACTION: FOR DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – January 7, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$?	Yes	Library Fund

STAFF RECOMMENDATION:

Staff recommend a discussion about present Library Programs and possible new programs in the future.

BACKGROUND INFORMATION:

Staff recommends a discussion on how the above programs are doing in attendance and if there are any suggestions that could improve attendance and/or the program.

Programs currently available:

- **Crafting Club:** This program is held every Thursday from 5pm to 7pm at the Municipal Center. All ages are welcome to attend.
- **Teen Book Club:** This program is held on the 2nd Thursday of each month from 5pm to 6pm. *Discuss*
- **Story Time:** Story time is held every Friday, from 10am to 11am in the Municipal Center. The program is instructed by Librarian Amanda Pelkey. This program includes interaction between parent and child, story time, crafts, and a lot of fun!
- **Baby Story Time:** This program is back and held every Wednesday at 11am in the library. Program is led by Madison Stepherson.
- **Lego Club:** Lego Club is every Friday from 3pm-4pm, in the library, and is instructed by Nolan Malpass.
- **Grief Support:** Held the 1st and 3rd Mondays in the Municipal Center. *Discuss*
- **Cooking Class:** Postponed to 2025.

REVIEW AND APPROVAL:

Cathy Nelson 12/23/24
Cathy Nelson-Library Supervisor