



Library Board Meeting Agenda
September 05, 2023
5:30 PM

Chairperson: Vacant
Vice-Chairperson: Angela Christensen
Board Members: Desria Hansen, Lori Pelkey, Alexandria Bennett and
Kristi Prozialeck
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 MINUTES FROM THE JULY 11, 2023 LIBRARY BOARD MEETING**

NEW BUSINESS

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

STAFF REPORT:

Exhibits: None

ACTION: 1. MOTION TO APPOINT _____ AS THE LIBRARY BOARD CHAIRPERSON EFFECTIVE SEPTEMBER 5, 2023 AND FOR FISCAL YEAR 2023/2024

2. MOTION TO APPOINT _____ AS THE LIBRARY BOARD VICE-CHAIRPERSON EFFECTIVE SEPTEMBER 5, 2023 AND FOR FISCAL YEAR 2023/2024

- 3. THE MATTER OF DISCUSSING LIBRARY BOARD PROGRAMS**

STAFF REPORT:

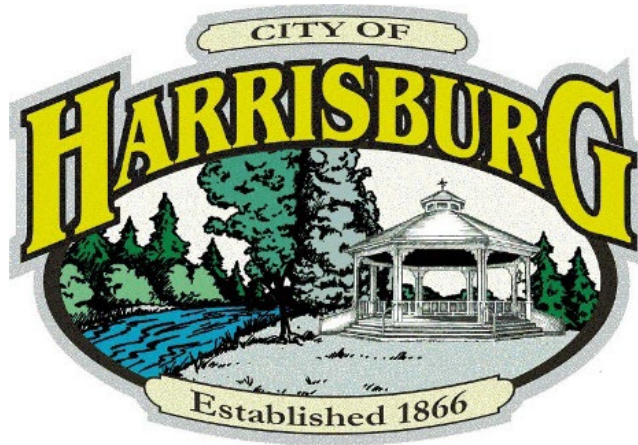
Exhibits: None

ACTION: FOR DISCUSSION ONLY

OTHERS:

- **Multi-Cultural Festival**
- **Fall Programs**
- **Quarterly Flyers**

ADJOURN



Library Board Meeting Minutes
July 13, 2023

Chairperson: Vacant
Vice-Chairperson: Angela Christensen, Absent
Board Members Present: Desria Hansen, Lori Pellkley and Alexandria Bennett
Staff Members Present: Library Supervisor Cathy Nelson, Librarians Amanda Pelkey and Edie Carter
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL. Due to the absence of Vice-Chairperson Christensen and the Chairperson position being vacant, Hansen called the meeting to order at the hour of 5:33pm

- Hansen **motioned to appoint herself to be the Pro-Tem Vice-Chairperson and was seconded by Bennett. The motion passed by a vote of 3-0,** (Yes: Hansen, Bennett, and L. Pelkey. No: None.)

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

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

STAFF REPORT: No discussion

- Hansen **motioned to table the nominations until the next meeting and was seconded by L. Pelkey. The motion passed unanimously by a vote of 3-0.** (Yes: Hansen, L. Pelkey and Bennett. No: None.)

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT: Hansen informed the Board we have two applicants, Kristi Prozialeck, and an application from Mary Pelkey. Hansen asked Nelson how many open positions were available, and Nelson replied that we had two. Hansen introduced applicants Kristi Prozialeck and Mary Pelkey.

- Prozialeck reminded the Library Board that she had been a member previously but had to step down for personal reasons. She commented that she loves Harrisburg, and she wants to continue living here and to wants to get back into supporting the community.

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- M. Pelkey stated that she has lived in Harrisburg for about five years. She attends the Storytime Program and loves being involved. She has board experience with her church and a history of running child programs as well.
 - Nelson asked if there was an immediate family connection between Librarian Amanda Pelkey and herself.
 - M. Pelkey confirmed there was not.
- No further discussion.
 - Hansen **motioned to recommend to the City Council that they appoint Kristi Prozialeck to the Library Board with a term ending June 30, 2027 and was seconded by Bennett. The motion passed unanimously by a vote of 3-0.** (Yes: Hansen, Bennett, and L. Pelkey. No: None.)
 - Hansen **motioned to recommend to the City Council that they appoint Mary Pelkey to the Library Board with a term ending to be determined and was seconded by L. Pelkey. The motion passed unanimously by a vote of 3-0.** (Yes: Hansen, L. Pelkey and Bennett. No: None.)

[The City Recorder notes that the Library Board only had one opening at the time the second motion was made, therefore, the second nomination is rendered invalid at this time.]

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT: The Library Board and Staff reviewed current programs:

- **Adult Book Club:** A. Pelkey stated the program is getting ready to be inactive due to low attendance. A. Pelkey to reach out on social media to see if there is interest and check with Katherine Hansen to verify she still wants to run the program.
- **Crafting Club:** Prozialeck commented that the program is doing great. Joann Smith is teaching the class.
 - Hansen asked about the suggested age stating it's promoted as all ages are welcome, but she has heard comments that it is geared towards adults.
 - Prozialeck commented that it's okay for children to join, but they must be accompanied by an adult.
 - Hansen suggested changing the wording to reflect that.
 - Prozialeck thought we could advertise the program more and that we should have a program for older kids.
- **Family Game Night:**
 - A. Pelkey commented that Family Game Night is dead, and it should be changed to Teen Game Night instead. The Board discussed holding it every other week.
 - Bennett suggested to have one of the game nights be a couple's game night.
 - Nelson confirmed to hold the program the 1st and 3rd Thursdays of the month.
 - Bennett suggested to be more specific and mention the games that are being provided for the program.
- **Storytime:** A. Pelkey stated that we are currently in the Summer Reading Program and 65 kids attended the Slime Program. Ice Cream Storytime, where they will be making ice cream in a bag, will be held on August 25th at 10am. Prozialeck volunteered to help with the program.
- **Lego Club:** A. Pelkey stated the program is going well with eight kids attending the last program. D. Hansen says the children love the prizes they receive for attending three programs.
- **Karaoke Club:** Carter stated she would like to start the program this Saturday at 1pm and hold the program weekly.

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- **Grief Support:** Nelson reminded the Board this program was approved at the last meeting. At this time, Nelson hasn't been contacted by Cheryl Spangler or Cheryl Ressler to begin the program. Prozialeck offered to volunteer for the program.

Future Programs:

- A. Pelkey wants to start Baby Storytime. The program will begin in the first week of September. Hansen commented that Monroe has this program and she really enjoyed it. Hansen will help with the program with the assistance of A. Pelkey. The program will be held on Wednesday's at 11am for 30 minutes. Prozialeck volunteered to help with the program.
- Carter commented that she would like to start another cooking club, maybe this fall if funding allowed.
- Bennett asked about the painting club. A. Pelkey commented that she has supplies for 20 participants and it will be held in place of Craft Club. No date assigned yet.
- A. Pelkey would like to start a Teen Book Club in late September for about 10 teens. A. Pelkey would like to give the participants the book for attending the program. The book will either be a manga or a graphic novel. Nelson suggested having a sign-up sheet for the program to inform them what it's about.
- It was also suggested to have another dance for teens held this year around Halloween.

With no further discussion, the Library Board Meeting adjourned at the hour of 6:10pm

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

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

STAFF REPORT:

Exhibits: None

ACTION: 1. MOTION TO APPOINT _____ AS THE LIBRARY BOARD CHAIRPERSON EFFECTIVE SEPTEMBER 5, 2023 AND FOR FISCAL YEAR 2023/2024

2. MOTION TO APPOINT _____ AS THE LIBRARY BOARD VICE-CHAIRPERSON EFFECTIVE SEPTEMBER 5, 2023 AND FOR FISCAL YEAR 2023/2024

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda September 5, 2023

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

STAFF RECOMMENDATION:

Staff recommends the Library Board appoint a Chairperson and a Vice-Chairperson.

BACKGROUND INFORMATION:

At the start of every fiscal year, the Library Board nominates both a Chairperson and a Vice-Chairperson to serve a one-year term running from June 30, present year, to July 1st of the following year.

- Chairperson: The Chairperson shall preside over all meetings of the Board, set the agenda, and conduct all business through the Board. They will take the lead at all meetings and present the Agenda Bills to the Board and staff. They will inform the Library Supervisor of any items to be included in the agenda at future meetings.
- Vice-Chairperson: The Vice-Chairperson shall serve in the absence of and assume all duties of the chairperson and any other duties that may be assigned by the Chairperson. This person also becomes the Chairperson, if the Chairperson should leave office before the end of their term.

Due to the absence of one member at the last Library Board meeting held July 11, 2023, it was motioned to make appointments at the September 5, 2023 meeting.

REVIEW AND APPROVAL:

Lori Ross 08/29/2023
Lori Ross/City Recorder Date

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 – September 5, 2023

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:

- **Adult Book Club:** Review the status of this program.
- **Crafting Club:** This program is held every Thursday from 5pm to 7pm at the Municipal Center. All ages are welcome to attend.
- **Game Night:** This program will be on the 1st and 3rd Thursday of each month from 6:30pm to 7:30pm. Plenty of games available for all ages.
- **Story Time:** Story time is held every Friday, from 10am to 11am in the Municipal Center. The program is instructed by Board Member, Dez Hansen and Board Member, Lori Pelkey. Librarian Amanda Pelkey assists. This program includes interaction between parent and child, story time, crafts, and a lot of fun!
- **Lego Club:** Lego Club is every Friday from 3pm-4pm, in the library, and is instructed by Librarian Amanda Pelkey. This program is designed to assist young children learn fine motor skills, develop problem solving techniques while having some fun on the way!
- **Karaoke Club:** Every Saturday.
- **Grief Support:** Started last month. 1st and 3rd Monday.

REVIEW AND APPROVAL:

Cathy Nelson 08/29/2023
Cathy Nelson-Library Supervisor