



Library Board Agenda  
November 05, 2024  
5:30 PM

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Chairperson : Vacant  
Vice-Chairperson : Alexandria Bennett  
Board Members: Lori Pelkey, Rian Tupua, and Danielle Pedersen  
Meeting Location: Harrisburg City Hall Located at 120 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 SEPTEMBER 3, 2024 LIBRARY BOARD MINUTES**

**NEW BUSINESS**

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

**STAFF REPORT:**

Exhibits: None

**ACTION: 1. MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY BOARD CHAIRPERSON EFFECTIVE NOVEMBER 5, 2024 AND FOR FISCAL YEAR 2024/2025**

**IF NEEDED**

**2. MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY BOARD VICE-CHAIRPERSON EFFECTIVE NOVEMBER 5, 2024 AND FOR FISCAL YEAR 2024/2025**

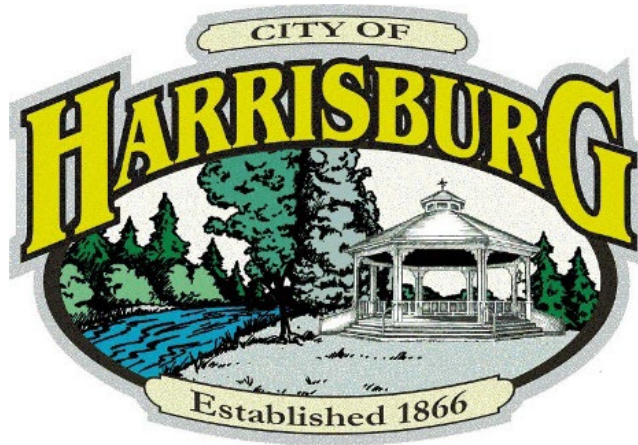
- 3. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

Exhibits: None

**ACTION: FOR DISCUSSION ONLY**

**ADJOURN**



Library Board Minutes  
September 03, 2024  
5:30 PM

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Chairperson: Desria Hansen  
Vice-Chairperson: Alexandria Bennett  
Board Members: Lori Pelkey and Rian Tupua  
Board Members Absent: Danielle Pederson (Excused)  
Staff Members: Library Supervisor Cathy Nelson, City Recorder Lori Ross and Librarian Amanda Pelkey  
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL** at the hour of 5:32pm by Chairperson Desria Hansen

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

**APPROVAL OF MINUTES:** No comments or concerns.

- Pelkey motioned to approve the minutes from the May 7, 2024 Library Board Meeting and was seconded by Bennett. The motion passed unanimously by a vote of 4-0. (Yes: Pelkey, Bennett, Hansen and Tupua. No: None.)

**THE MATTER OF DISCUSSING LIBRARY PROGRAMS:**

**Crafting Club:** The name has changed to Adult Craft Club however; all ages are welcome to attend with an adult guardian.

**Game Night:** Still looking for a volunteer. Ross to reach out to a previous applicant to see if he's still interested in running the program.

**Teen Book Club:** The program currently has two patrons. Hansen asked about reaching out to the High School. A. Pelkey stated there was information in the last school newsletter about the program.

**Story Time:** The Summer Programs went very well. A. Pelkey commented that the carnival was a hit with a great turnout and recommended to have more volunteers for next year.

**Baby Story Time:** Volunteer Madison Stepherson is willing to take over and continue the program from A. Pelkey.

**Lego Club:** Program is going good. Volunteer is Nolan Malpass, who is in attendance this

September 03, 2024

evening.

**Grief Support:** No information available. Hansen to reach out to Cheryl Spangler.

**Computer Class:** No information available. A. Pelkey will run the program which will be a very basic computer class to include setting up emails, resetting passwords and other basic things people struggle with. A. Pelkey would like to start the first week of October. Bennett suggested starting sooner rather than later, due to the time change. Nelson suggested holding it in on a Tuesday or Thursday morning when the Library is closed.

**Cooking Class:** Carter, who is not in attendance, is handling the program. Staff is not sure of the start date, however, she would like to have holiday themes, so possibly the end of October. The program will be for teens 13 year and older. Nelson suggested having a liability release waiver for patrons attending and informed the Board the Library has a \$2,000 grant to use for the two month program.

Others:

- Pelkey referred to **Addendum 1**, which list the themes for the Fall Story Time Programs.
- Hansen informed the Board she will be moving out of state in December so her last meeting as Chairperson will be in November.
- Pelkey stated the Holiday Bazaar will be November 15<sup>th</sup> and 16<sup>th</sup>. Hansen would like to have it incorporate Thanksgiving items also.
- Pelkey stated this year's Holiday Float will be created by volunteer Malpass, which will include a Lego structure.
- A. Pelkey would like to have a Valentine's Day Dance next year.
- Next meeting to be held, November 5, 2024 at 5:30pm at City Hall due to the elections.

**With no further business, the Library Board Meeting adjourned at hour of 5:58pm**

# Friday Storytime Schedule for September 2024

Friday 10 a.m. 09/06  
Pirate Themed Storytime  
Craft: DIY Spyglass



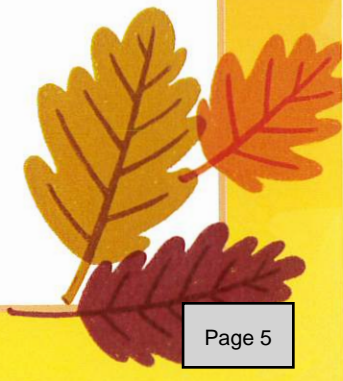
Friday 10 a.m. 09/13  
Very-Busy-Spider-Story-Time  
Craft: string art



Friday 10 a.m. 09/20  
All About Me Story Time  
craft: silhouette



Friday 10 a.m. 09/27  
Falling Leaves Storytime  
Craft: Leaf rubbings



Agenda Bill  
**Harrisburg Library Board**  
Harrisburg, Oregon

**THE MATTER OF NOMINATING A CHAIRPERSON FOR THE LIBRARY BOARD  
STAFF REPORT:**

Exhibits: None

**ACTION: 1. MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY  
BOARD CHAIRPERSON EFFECTIVE NOVEMBER 5, 2024 AND FOR FISCAL  
YEAR 2024/2025**

**IF NEEDED**

**2. MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY  
BOARD VICE-CHAIRPERSON EFFECTIVE NOVEMBER 5, 2024 AND FOR  
FISCAL YEAR 2024/2025**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda November 5, 2024

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

**STAFF RECOMMENDATION:**

**Staff recommends the Library Board appoint a 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 1<sup>st</sup> of the following year. Due to the resignation of Chairperson, Desria Hansen, the Board will need to assign a new Chairperson and if needed, a new Vice-Chairperson. Responsibilities of these roles are listed below.

- 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.

**REVIEW AND APPROVAL:**

*Cathy Nelson* \_\_\_\_\_ 10/29/2024  
Cathy Nelson/ Library Supervisor      Date

# Agenda Bill Harrisburg Library Board Harrisburg, Oregon

**THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

Exhibits: None

**ACTION:           FOR DISCUSSION ONLY**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – November 5, 2024

<b>BUDGET IMPACT</b>		
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 2<sup>nd</sup> Thursday of each month from 5pm to 6pm.
- **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 new person to be announced at meeting.
- **Lego Club:** Lego Club is every Friday from 3pm-4pm, in the library, and is instructed by Librarian Amanda Pelkey.
- **Grief Support:** Held the 1<sup>st</sup> and 3<sup>rd</sup> Mondays in the Municipal Center. *Discuss*
- **Computer Classes:** Tuesdays at 10am. Last one is Nov 12<sup>th</sup>. (6-week course)
- **Cooking Class:** Postponed to 2025.

REVIEW AND APPROVAL:

Cathy Nelson 10/29/2024  
Cathy Nelson-Library Supervisor