

## Library Board Agenda

May 07, 2024

5:00 PM

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Chairperson: Desria Hansen  
Vice-Chairperson: Alexandria Bennett  
Board Members: Lori Pelkey, Rian Tupua and Vacancy  
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 MARCH 5, 2024 LIBRARY BOARD MEETING**

**NEW BUSINESS**

- 2. THE MATTER OF REAPPOINTING EXPIRING LIBRARY BOARD TERMS**

**STAFF REPORT:**

Exhibit A: Application for Lori Pelkey

Exhibit B: Application for Desria Hansen

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY REAPPOINT LORI PELKEY AND DESRIA HANSEN TO THE LIBRARY BOARD WITH A TERM ENDING JUNE 30, 2028.**

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

**STAFF REPORT:**

Exhibit A: Application for Danielle Pedersen

Exhibit B: Application for Cheryll Ressler

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT \_\_\_\_\_ TO THE LIBRARY BOARD WITH A TERM ENDING JUNE 30, 2027.**

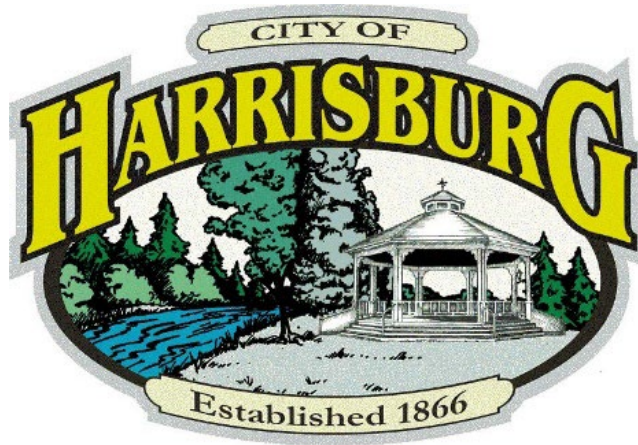
- 4. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

Exhibits: None

**ACTION: FOR DISCUSSION ONLY**

**ADJOURN**



Library Board Minutes  
March 05, 2024

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

**CALL TO ORDER AND ROLL CALL by Vice-Chairperson Hansen at the hour of 5:39pm**

**CONCERNED CITIZEN(S) IN THE AUDIENCE:** Harrisburg resident and member of the Harrisburg Library Guild, Barb Shipley introduced herself to the board and asked if they have any interest in restarting the Guild. Shipley stated the board was formed over 10 years ago with the purpose of fundraising to help with the cost of a new library. Shipley would like to establish a relationship with the Library and work together.

- Hansen asked Shipley if they also support Library Programs. Shipley replied they have helped with programs in the past, but the bulk of their funds are for the future Library as they are dedicated funds.
- Shipley spoke about the Tea Party Fundraiser and asked if there was any interest in bringing in back. If so, it would require volunteers to make it happen. A. Pelkey stated they are willing to participate. A. Pelkey will share contact information for the Guild with the Board and staff.

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

- Bennett **motioned to approve the minutes from the January 2, 2024 Library Board Meeting and was seconded by** Tupua. **The motion passed by a vote of 3-0.** (Yes: Hansen, Bennett, and Tupua. No: None.)

**THE MATTER OF NOMINATING A CHAIRPERSON FOR THE LIBRARY BOARD:** No discussion.

- Bennett **motioned to appoint Hansen as the Library Board Chairperson effective March 5, 2024 and for the fiscal year 2023/2024 and was seconded**

March 05, 2024

by Tupua. **The motion passed by a vote of 3-0.** (Yes: Hansen, Bennett, and Tupua. No: None.)

- Hansen **motioned to appoint Bennett as the Library Board Vice-Chairperson effective March 5, 2024 and for fiscal year 2023/2024 and was seconded by** Tupua. **The motion passed by a vote of 3-0.** (Yes: Hansen, Bennett, and Tupua. No: None.)

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

- **Craft Club:** No changes. Program is going well.
- **Game Night:** Due to former Chairperson Prozialeck's move, program is on hold until a new volunteer is found. Bennett volunteered for this Thursday's program.
- **Teen Book Club:** There are three members that attend regularly.
- **Story Time:** Program is going well. The FFA program went very well.
- **Baby Story Time:** Going very well with good turnouts. Program will be moving into the HMC when they are able to due to larger attendance.
- **Lego Club:** Program is going well. They have two young helpers that assist with planning.
- **Karaoke Club:** Goes well when the patrons are in the mood.
- **Computer Class:** Pelkey stated that only one patron signed up for it. Program has been put on hold until they can find a new instructor. Nelson to reach out to local retirement centers to see if there is an interest in attending the program and Pelkey to ask the High School FFA Program about instructing the program.
- **Grief Support:** Volunteer, Cheryl Spangler read **Addendum 1** which outlined the reasons for holding the program at the H. A.R.T Center. She commented that the space at the H.A.R.T Center is not suitable for their meeting and would like for the program to be part of the Library again and they are willing to use the Jury Room if needed.
  - Volunteer Cheryl Ressler would like to have the program on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.
  - Nelson confirmed the first program would be March 18<sup>th</sup> at 6pm and stated they would need to start using the sign-in sheets for the program.
  - Hansen confirmed they will be using the Jury Room, and they will pick up and drop off the key at City Hall.
  - Pelkey stated she would post about the program on Facebook, the Friday before.
  - Ressler commented they only have one book left for the program. Nelson asked for information about the book, and she would order additional copies.

The next meeting will be on May 7<sup>th</sup>, 2024 at 5:30pm.

**With no further discussion, the Library Board meeting adjourned at the hour of 6:26pm.**

## Grief Program

March 5,

The Grief Group has been using the Municipal Room since we started. We wanted the library to cover the group for not only a place but also so information from the library would be given out and for the financial aspect.

Our problem was the difficulty in getting access to the building. Sometimes there were other meetings that would take precedence over ours, which would lead to inconsistencies with meetings or getting the key, (for example, when the city hall is closed, who do we call to come get the door open for us if we didn't get a key on Friday.) Our things were put away in rooms we did not have access to.

Cheryll and I discussed an alternative room for easier access for meetings. It was mentioned the HART Center would let us use that room. We thought it may be easier to meet there, but still be part of the library programs. Cheryll was able to find a place for us to have access to our books and information and her own key to get in as needed. It was never planned not to be part of the library.

We have had meetings there and the space really is not suitable for our meetings. The room is cluttered, stacks of boxes that are probably too high for safety standards, the lighting is more for interviewing criminals than discussing touchy memories.

We found out not through the people in charge that the Group was no longer under the library and that they would not be giving out information or financial help because we had decided to go with HART. That surprised both of us, since there was no official meeting about what we were doing, or actually any discussion about how the meetings are going, what do we need to make the meetings better, etc.

Maggie came over to the library last year and said Michele informed her the library will be in charge of community programs. It made some sense that we would do that, since the library is not just about books anymore.

We are helping our community with this group and it has shown a lot of potential for how important it is. If someone wants to go to a grief group, it is a drive to another town. As we know, many lane and state agencies don't come to Harrisburg because they don't have access to space.

If the library is going to oversee programs, you need to up the ante and find these groups that are going to help our community. Story time and lego time is great, but we have a community that needs more. And a more regular output of information would be nice too. Kids and the librarian at the school don't know about free cards. People are excited about Rocket Language and Libby but don't hear about it.

We have that group from Albany that has been in Harrisburg showing an interest in coming and being a part of the community. We need a space for counseling and WIC, Mental Health, etc. so many things our city could have access to, because not everyone has access to Albany.

We who live here know that we are a little town and sometimes feel no hope for what is given us. Driving 20-30 miles is not an easy tasks for many people, but that doesn't mean the need is not here. And it is here even after 5pm.

Addendum 1

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

**THE MATTER OF REAPPOINTING EXPIRING LIBRARY BOARD TERMS**

**STAFF REPORT:**

- Exhibit A: Application for Lori Pelkey
- Exhibit B: Application for Desria Hansen

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY REAPPOINT LORI PELKEY AND DESRIA HANSEN TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2028.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda May 7, 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 that the Library Board recommend both applicants to the City Council for reappointment.**

**BACKGROUND INFORMATION:**

The Library Board has two terms that will end on June 30<sup>th</sup>, 2024. Both incumbents, Lori Pelkey and Desria Hansen, are interested in serving another four-year term and have submitted their applications.

- **Lori Pelkey: (EXHIBIT A)** Lori was appointed on 2/8/2022 to the Library Board and has been an instrumental part of several programs.
- **Desria (Des): (EXHIBIT B)** Des was appointed on 12/8/2020 to the Library Board. She currently leads Baby Story time every Wednesday and is the current Board Chairperson.

Both candidates have been vital to several programs and the growth of the Harrisburg Library.

**REVIEW AND APPROVAL:**

*Cathy Nelson*  
 \_\_\_\_\_ 5/1/24  
 Cathy Nelson/Library Supervisor                  Date



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

## BOARD & COMMITTEE APPLICATION FORM

### Planning Commission, Budget Committee, and Library Board

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident?      Yes       No

Employment:

In which position are you interested?\*

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

I would love to be included once again on the Harrisburg Library Board, I have enjoyed serving these past two years. By serving on the Library Board, I can bring my 21 years of rural library experience to the table. I can share what has worked and what has not worked in my rural library through the years.

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

I have worked in public libraries for 25 years. During the pandemic, I volunteered at both Harrisburg Library and Junction City Public Library, helping to keep their storytimes up and running during that difficult time.



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

Name:

Address:

Phone Number:

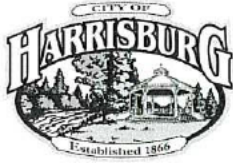
Relation to you:

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

Date:

\*Please be aware that candidates for City Council and 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](mailto:lross@ci.harrisburg.or.us).



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**BOARD & COMMITTEE APPLICATION FORM**  
Planning Commission, Budget Committee, and Library Board

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident?      Yes       No

Employment:

In which position are you interested?\*

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

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

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

Name:

Address:

Phone Number:

Relation to you:

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

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

**THE MATTER OF FILLING A LIBRARY BOARD VACANCY**

**STAFF REPORT:**

- Exhibit A: Application for Danielle Pedersen
- Exhibit B: Application for Cheryll Ressler

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT \_\_\_\_\_ TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2027.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda May 7, 2024

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

STAFF RECOMMENDATION:

**Staff recommends that the Library Board recommend one of the two applicants to the City Council.**

BACKGROUND INFORMATION:

The City has an opening on the Library Board after Board Member, Kristi Prozialeck resigned after the last meeting. I would like to thank her for being a volunteer and for everything she contributed to the Library.

The City received two applications for the vacant position for a term ending June 30, 2027. Both applicants have been invited to the meeting tonight to introduce themselves and to answer any questions the Board or staff may have. The applicants are as follows in alphabetical order:

- **Danielle Pedersen: (EXHIBIT A)** Danielle is a City of Harrisburg resident. She is an active volunteer for story time. She enjoys reading, crafting, gardening, cooking, science, and animals. She knows some Spanish and ASL.
- **Cheryll Ressler: (EXHIBIT B)** Cheryll co-leads the grief support group. She is an avid reader, has owned her own business and has been on other boards.

Both candidates sound amazing. We are very grateful that they applied and encourage them, if not appointed today, to please consider reapplying in the future, should a position open.

REVIEW AND APPROVAL:

*Cathy Nelson* \_\_\_\_\_ 4/26/24  
 Cathy Nelson/Library Supervisor Date



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### BOARD & COMMITTEE APPLICATION FORM

Planning Commission, Budget Committee, and Library Board

Name: Danielle Pedersen

Address: [REDACTED] Harrisburg, OR 97446

Phone Number: [REDACTED]

Email: dpedersen2011@hotmail.com

Are you a Harrisburg resident? Yes  No

Employment: N/A

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:

I love to be active in the community. I volunteer for story time. I have a 4 year old daughter who loves the library/its programs. I would love to be an active member to be able to help keep the library a wonderful place for the community. I have a lot of volunteer experience and can contribute a helping hand (and smiling face)

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

Schooling: HS diploma, associates degrees (x3), bachelor degree, some Spanish/AsL, some medical school  
Hobbies: Reading, Crafts, gardening, cooking, science, animals, medical  
Prior experience: volunteer at library.

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

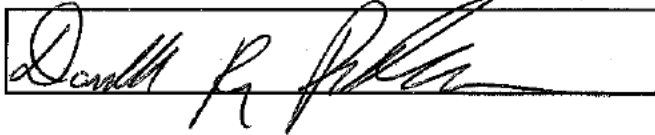
Name: Mandy Pelkey

Address: [REDACTED] Junction City, OR 97448

Phone Number: 5 [REDACTED]

Relation to you: Friend

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



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**BOARD & COMMITTEE APPLICATION FORM**  
Planning Commission, Budget Committee, and Library Board

Name: Cheryll Ressler

Address: [Redacted] H3

Phone Number: [Redacted]

Email: cressler65@gmail.com

Are you a Harrisburg resident? Yes  No

Employment: Disabled

In which position are you interested?\*

Library Board Member

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

I want to help ~~at~~ the Library, and they need Board Members. I love our library & want to help.

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

Avid Reader, College degree in Secretarial Sciences. Owned my own business. Have been on boards before.

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

Name:

Address:

Phone Number:

Relation to you:

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

Date:

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# 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 – May 7, 2024

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.
- **Game Night:** This program will be on the 1<sup>st</sup> Thursday for teens of each month from 6:00pm to 7:00pm. Plenty of games available for all ages.
- **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 lead by Board Member Des Hansen.
- **Lego Club:** Lego Club is every Friday from 3pm-4pm, in the library, and is instructed by Librarian Amanda Pelkey.
- **Karaoke Club:** Every Saturday at 1pm in the library.
- **Grief Support:** Held the 1<sup>st</sup> and 3<sup>rd</sup> Mondays in the Municipal Center.
- **Computer Classes:** Decide on times and starting date for classes. Need new volunteer to teach classes.

### REVIEW AND APPROVAL:

*Cathy Nelson* 4/26/2024  
Cathy Nelson-Library Supervisor