



Library Board Agenda

March 04, 2025

5:30 PM

Chairperson : Alexandria Bennett
Vice-Chairperson: Lori Pelkey
Board Members: Danielle Pedersen, Madison Stepherson 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 JANUARY 7, 2025 LIBRARY BOARD MEETING**

NEW BUSINESS

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

STAFF REPORT:

Exhibit A: Application for Pat Rufo

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT PAT RUFO TO THE LIBRARY BOARD FOR A TERM ENDING JUNE 30, 2025.

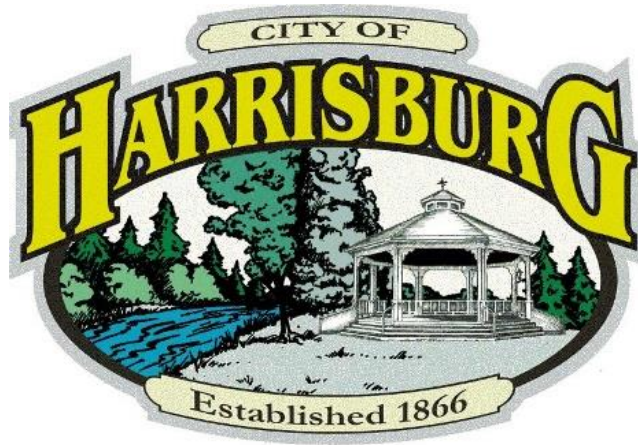
- 3. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**
STAFF REPORT:

Exhibits: None

ACTION: FOR DISCUSSION ONLY

OTHERS

ADJOURN



Library Board Minutes
January 07, 2025

Chairperson: Alexandria Bennett. Presiding
 Vice-Chairperson: Lori Pelkey, Present
 Board Members: Danielle Pedersen (Via Phone) and Vacancy
 Staff Members: Library Supervisor Cathy Nelson, City Recorder Lori Ross Librarian Edith Carter
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Chairperson Bennett at the hour of 5:31pm

CONCERNED CITIZEN(S) IN THE AUDIENCE. None present

APPROVAL OF MINUTES: No comments or concerns.

- Pedersen **motioned to approve the Library Board Minutes for November 5, 2024 and was seconded by Pelkey. The motioned passed unanimously by a vote of 3-0.** (Yes: Bennett, Pelkey and Pedersen. No: None.)

THE MATTER OF FILLING A LIBRARY BOARD VACANCY: Ross informed the Board there are currently two vacancies and only one application was received for this meeting. Ross did receive another application today, which will be presented to the Board at the March meeting. Ross introduced Madison Stepherson.

- Stepherson stated that she has been volunteering for the Baby Story Time program and has a nine month old infant. She is currently in her last year of writing her dissertation at the University of Oregon for her PhD.
- Pelkey asked Stepherson what her favorite childhood memory was of a Library. Stepherson commented on the prizes she received by participating in summer reading programs.
- Pedersen motioned to have Stepherson fill one of the vacancies on the Library Board and was seconded by Pelkey. Discussion was made to have the entire motion read as written. With no vote, the motion died.
- Bennett **motioned to recommend to the City Council that they appoint Madison Stepherson to the Library Board with a term ending June 30, 2028 and was seconded by Pelkey. The motion was approved by a vote of 3-0.** (Yes: Bennett, Pelkey and Pedersen. No: None.)

January 07, 2025

THE MATTER OF DISCUSSING LIBRARY PROGRAMS:

Craft Club: The program is going well, although attendance is down at times. Carter thinks it could be related to the weather and patrons not wanting to drive at night.

Teen Book Club: Currently on hold due to low attendance.

Story Time: The program is going well also. Attendance was low during the holidays but is now back to normal.

Baby Story Time: Going well. No other discussion.

Lego Club: Attendance is low; however, patron attendance is consistent and productive.

Grief Support: Bennett contacted Cheryl Ressler and Chery Spangler about the program. Ressler asked to have the program placed on hold as she was relocating. Spangler would like one month to find a new volunteer. Bennett to follow up in February and will update the Board at the March meeting. Bennett thinks it's a great program for the community.

Cooking Class: The Librarians to inquire about interest in starting the program. Age group will be for 13-18 year olds.

OTHERS:

- Stepherson asked about the status of Karaoke Club. Nelson commented that it's no longer a program but a service that's available. Carter usually will take it out on Saturdays between 1pm and 2pm if there is interest.
 - There was discussion about whether the Library could create a policy regarding the type of music or video games allowed to be played in the Library. Nelson stated that all purchased video games are E for Everyone so that is not an issue, and staff will monitor the play list on an individual basis. If any patrons complain about the music content, those complaints will be reviewed.
 - Nelson noted that Karaoke only happens on Saturdays, during the allowed time.
- There was discussion of the Library holding a Spring Dance.
- Nelson commented on the low attendance numbers for Story Time during the Holidays this year and last year. Ross suggested for next year having a "grand finale" holiday program then maybe pausing for a few weeks until after the holidays.

The next meeting will be on March 4, 2025 at 5:30pm

With no further business, the Library Board Meeting adjourned at the hour of 6:01pm.

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT:

Exhibit A: Application for Pat Rufo

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT PAT RUFO TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2025.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda March 4, 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 Pat Rufo to the City Council.

BACKGROUND INFORMATION:

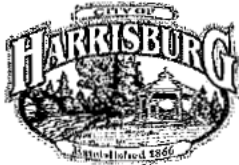
Library Board Member, Rian Tupua, resigned in November leaving a vacant position for a Board Member Term ending June 30, 2025.

The City received only one application for the open positions which was from Pat Rufo (**Exhibit A**). Rufo commented in her application that she has previous experience in schools and has lived in Harrisburg for 3 years and is starting to get connected.

The term for this vacancy expires on June 30, 2025. If recommended, the request will go before City Council for Mayor appointment on March 11, 2025.

REVIEW AND APPROVAL:

_____ 2/21/2025
Cathy Nelson Date
Library Supervisor



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: Pat Rufo

Address: [Redacted] Harrisburg OR 97446

Phone Number: 541-2 [Redacted]

Email: patrufo [Redacted]

Are you a Harrisburg resident? Yes No

Employment: Retired

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:

The library is a vital part of the community for all ages and interests. I would like to help in making the library more accessible to the community and be a safe space for young people.

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

I worked in a school 15 years before retiring and am somewhat familiar with things that drive families and kids. I've lived in Harrisburg for only 3 years and am starting to get a feel of the culture. I have a degree in Accounting with

a minor in Business Management.

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

Name: Deanna ("Anni") Thiessen

Address: [REDACTED]

Phone Number: 541 [REDACTED]

Relation to you: Long-time friend and previously co-worker

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

Pat Ross

*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 – March 4, 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 on hold.
- **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. *Discuss.*
- **Summer Reading Program:** Theme is "Level Up at your Library". Need volunteers. *Discuss.*

REVIEW AND APPROVAL:

Cathy Nelson 2/21/2025
Cathy Nelson-Library Supervisor