



## Library Board Meeting Agenda

March 10, 2022

6:00 PM

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**Pro-Tem Chairperson:** Desri Hansen  
**Board Members:** Angela Christensen, Katherine Hansen, Lori Pelkey 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. *This meeting is held in a facility that requires face masks at this time. The City does ask anyone running a fever, having an active cough or respiratory difficulties, not to attend this meeting. All board members, staff, and citizen attendees are 6' apart from each other.*
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 FOR THE JANUARY 19, 2022 LIBRARY BOARD MEETNG.**

**OLD BUSINESS**

- 2. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

Exhibits: None

**ACTION: FOR DISCUSSION ONLY**

**NEW BUSINESS**

- 3. 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 MARCH 10, 2022 AND FOR FISCAL YEAR 2022/2023**

**2. MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY BOARD VICE-CHAIRPERSON EFFECTIVE MARCH 10, 2022 AND FOR FISCAL YEAR 2022/2023**

- 4. THE MATTER OF THE LIBRARY GETTING THEIR OWN FACEBOOK PAGE**

**STAFF REPORT:**

Exhibit A: Facebook Page

**ACTION: INFORMATION ONLY**

- 5. THE MATTER OF A MURAL FOR THE LIBRARY**

**STAFF REPORT:**

Exhibits: None

**ACTION: INFORMATION ONLY**

**ADJOURN**



Library Board Meeting Minutes  
January 19, 2022

**Pro-Tem Chairperson:** Desri Hansen  
**Board Members:** Katherine Hansen and Kristi Prozialeck  
**Board Members Absent:** Angela Christensen  
**Staff Present:** Library Supervisor Lori Ross, Librarian's Cheryl Spangler and Amanda Pelkey  
**Meeting Location:** Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL** at the hour of 6:07pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** None present.

**APPROVAL OF MINUTES**

- Prozialeck motioned to approve the minutes for the November 2, 2021 Library Board meeting and was seconded by Hansen. The Library Board then voted unanimously to approve the minutes for November 2, 2021.

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

**STAFF REPORT:** Ross thanked all three applicants for applying to be on the Library Board. She informed all three candidates that if they weren't elected tonight, there are other committees who are always looking for volunteers.

Ross introduced the first candidate, BJ O'Brien who recently moved to Harrisburg.

- O'Brien informed the board that she was a retired teacher of 35 years, a florist for 20 years and has four cats and a dog. She has vast experience in organizing, running fundraisers and programs. She looks forward to meeting new people and getting involved in the community.
- D. Hansen asked O'Brien if she taught K-12<sup>th</sup> grade. O'Brien answered she taught 17 years pre-K and junior college at Inter-City Los Angeles and the last 18 years K-8<sup>th</sup> grade by Kings Canyon National Park.
- O'Brien commented that she loves for kids to have a book in their hand instead of googling and it's a concern she has for kids these days along with not being able to write.

January 19, 2022

Ross introduced the next candidate, Alexandria Bennett, who move to Harrisburg two years ago.

- Bennett introduced herself and stated that she loved Oregon and Harrisburg. She attended college in Oklahoma and got a degree in political science. She's a substitute Teacher for Corvallis and she hopes to be soon for Harrisburg.
- Prozialeck asked why the Library Board? Bennett said has a collection of her own and is trying to go to the Library more. She feels Libraries are a core to the community.
- D. Hansen asked what programs she would like to see or how she could she make them better. Bennett stated that she loves Lego Club and Book Clubs. She would want to promote better and get the community involved.
- C Hansen asked if she had any experience with grant writing. Bennett replied that she did not.
- A. Pelkey asked how she would promote in order to get the community more involved in the Library. Bennett replied by putting up signs to push group study or volunteer positions.

Ross introduced that last candidate, Lori Pelkey who lives in Junction City.

- L. Pelkey commented that she loves the Library. She has seven children, and she regularly visited the Library in Monroe when she was raising them and eventually became a Community Library Specialist for Monroe Public Library. She loves meeting the patrons, especially the kids, and having that connection with the community and when an opportunity came up in Harrisburg, for Story Time, she was excited to be able to volunteer for the program.
- C Hansen asked is she was still working at the Monroe Library and L. Pelkey replied yes.
- D. Hansen commented that L. Pelkey volunteers for Story Time every Friday and asked her how long she was wanting to help with Harrisburg if Monroe was to restart their program? L Pelkey replied that she would love to as long as it didn't interfere with her 25-hour work schedule.
- C Hansen asked if she was a Monroe resident and why not the Monroe or Junction City Library Board? L. Pelkey replied that she lives in Junction City, and it would be a conflict of interest for her to be on the Monroe Library Board and she hasn't thought about Junction City.
- A. Pelkey asked L. Pelkey how she would get people to come into the Library? Pelkey replied that as the Library moves forward, you need to reach out to the community, and let them know what the Library has to offer.
- A. Pelkey asked all three candidates, how they feel about a fine free Library.
  - L. Pelkey stated that she loves a fine free program as it did affect her family when her children were little. She has also seen it affect patrons at the Monroe Library.
  - Bennett stated that she loves it but tends to be skeptical of people. She thinks fines are put in place to protect the materials and protect the books from being lost or damaged and the money goes towards the Library.
  - O'Brien stated that she is old school and is about taking responsibility. She has no problem with kids or teens working off fines, unless they have lost the book.
- Ross thanked all three candidates once again for applying. Hansen stated that she thought everyone would bring something great to the Library Board and if she had to choose, she would vote for L. Pelkey because she is already a volunteer, and she appreciates all of her time with the story time program.

January 19, 2022

- D.Hansen **motioned to recommend to the City Council that they appoint Lori Pelkey to the Library Board with a term ending June 30, 2024 and was seconded** by Prozialeck. **The Library Board then voted unanimously to recommend Lori Pelkey to the Library Board.**

## THE MATTER OF DISCUSSING LIBRARY PROGRAMS

**STAFF REPORT:** D. Hansen commented that story time has been hit and miss with attendance. The most participants they have had was about 15.

- D. Hansen stated that she dropped off flyers at the school and that we should hold off on changing the date and time for the Story Time program. She asked if anyone had ideas on how to get more people in attendance.
- Spangler said she would like to have stories towards older kids. D. Hansen thought we should focus the story on the younger kids. Spangler suggested having the older kids attend something in the Library.
- D. Hansen suggested that Lego Club might be something for Fridays also. Pelkey said she would be willing to create a curriculum for a Friday program. Pelkey suggested an older book club, maybe happening at the same time, where a chapter is read each week and then discussed.
- Prozialeck thought we should focus on Lego Club and see how that goes and maybe discuss an older kid book club later. C Hansen said she would work on the flyer. The Friday Lego Club would start on Friday, the 28<sup>th</sup> at 10am for ages 5-10yrs.
- C Hansen said she would be willing to volunteer for an Adult Book Club. Ross said the 2<sup>nd</sup>, or fourth Thursday nights were available. C Hansen thought maybe the 10<sup>th</sup> of February and then the 2<sup>nd</sup> Thursday, starting at 6:30pm to 8pm. C Hansen said she would also make a flyer for the book club.
- C Hansen asked about the D & D program and Spangler commented that it would be after January, and it would be an adult program.

### Others:

- Ross informed the Board that at the next meeting we will need to appoint a Chairperson and a Vice Chair.
- Spangler updated the Board regarding the mural. Jerry Dame, of Harrisburg, said he would like to paint the mural and will be giving us a price quote and some ideas for the design. Spangler commented that she has already received some donations that will be used towards the mural and has applied for a grant. Ross suggested formally asking the Library Guild for funding. Ross suggested possibly meeting February 2<sup>nd</sup> at 6pm in order to speed up the mural process.
- Ross informed the Board that Council will be wanting some stats, to determine the fate of the fine free program. D. Hansen remembers some of Council's concerns which included; if there was going to be an excess cost to cover lost materials; will people take advantage of the Library, and would the materials be checked out for a normal amount of time? D. Hansen asked the Librarians if they feel people are taking advantage the program and if materials are being brought back at a normal time. Pelkey said it's been hard to tell, but the book bin is always full.
- Ross asked if they are having success with the late letters and email notifications? Spangler said that yes, people will call and renew once they get the first letter. Ross also asked about the letters for lost materials, in which the patron has been charged. Pelkey said she has had one patron who lost and paid for the material. Spangler said she had someone who damaged a book but took responsibility and replaced it.

January 19, 2022

- D. Hansen said council might like to hear community response.
- Ross informed the Board that the City Administrator gave permission for the Library to have a Facebook page, however, a policy will need to be written and approved prior. Ross will work on the policy by the next meeting.
- Spangler stated that Miss Oregon will be attendance when the first graders once again have their annual visit to the Library.

**ADJOURN at the hour of 7:42pm**

UNAPPROVED

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

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**THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

No Exhibits

**ACTION: FOR DISCUSSION ONLY**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda-March 10, 2022

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.

Here is a list of all programs currently available:

- **Crafting Club:** This program is held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month from 5pm to 7pm at Municipal Center. The program is instructed by Board Member, Kristi Prozialeck, and all ages are welcome to attend. Prozialeck has mentioned that the patrons participating want to meet weekly instead of bi-monthly. The Municipal Center is not available any additional Thursdays. Does anyone have a suggestion?
- **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. Librarians Cheryl Spangler and Amanda Pelkey assist alternating Fridays. This program includes interaction between parent and child, story time, crafts, and a lot of fun!
- **Lego Club:** Lego Club is held the 2<sup>nd</sup> and 4<sup>th</sup> Saturday of each month from 11am to noon, 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! At the last meeting, it was decided that the Lego Club would also meet every Friday in the Library at 10am for older siblings attending Story Time. How is the attendance for that program?
- **Adult Book Club:** This program is held on the 4<sup>th</sup> Thursday of each month from 6:30pm to 8pm. This program is led by Board Member, Katherine Hansen, and is held in the Municipal Center. It's a great way to meet new friends, read a great book and be able to share your opinion. A new book will be discussed each month. The first day o the program will be March 24<sup>th</sup>.

- **Dungeons & Dragons (D & D):** This program has been in high demand and hopes to begin again soon. It will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month from 4pm to 6pm at the Municipal Center. At this time, we have no approved volunteer for the program. We hope to get an update at the meeting.

REVIEW AND APPROVAL:

Lori Ross                      03/03/2022  
Lori Ross                                      Date  
City Recorder



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

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**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 MARCH 10, 2022 AND FOR FISCAL YEAR 2022/2023**

**2. MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY BOARD VICE-CHAIRPERSON EFFECTIVE MARCH 10, 2022 AND FOR FISCAL YEAR 2022/2023**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda March 10, 2022

<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 appoint a Chairperson and a Vice-Chairperson.**

**BACKGROUND INFORMATION:**

The Library Board has not had a Chairperson since Cassandra Barney moved in April of 2021. Board Member, Desri Hansen, graciously stepped in as the Pro-Tem Chairperson in May of 2021 and has been doing a great job! Due to several vacancies on the Board, it was decided to wait until we once again had a full Committee to make nominations.

- Chairperson: The Chairperson shall preside at 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.

Officers of the Board serve for one year with nominations being held at the first meeting of the new fiscal year.

**REVIEW AND APPROVAL:**

          Lori Ross          03/03/22  
Lori Ross/City Recorder     Date

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

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**THE MATTER OF THE LIBRARY GETTING THEIR OWN FACEBOOK PAGE**

**STAFF REPORT:**

Exhibit A: Facebook Page

**ACTION:                    INFORMATION ONLY**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda March 10, 2022

<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 review the information regarding a social media policy for the Library and determine the name of the Facebook page.**

BACKGROUND INFORMATION:

It has been requested by Library staff and the Board, that the Library have their own Facebook page instead of sharing with the City. Staff is currently working on a Library Facebook Policy which will be provided at the meeting for review.

The Library Facebook page will be administrated by Library staff, the Library Supervisor, and the City Administrator. All posts will be related to library services, resources, events, programs, and community information.

Currently, there is a Facebook page titled "Harrisburg Public Library", **(EXHIBIT A)** that was created in 2014. We need to know who the creator of this page is and if we are able to gain administration rights. If not, we will need to come up with a name for the Facebook page.

REVIEW AND APPROVAL:

<i>Lori Ross</i>	03/03/2020
Lori Ross	Date
City Recorder	

Monday, March 7, 2022 8:29:28 AM - Greenshot

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**New Spiritual Journey:**  
God has guided my heart into learning the spiritual significance of Tea, more specifically, having it before midday.  
I will report on this journey as it progresses. It begins with "Alice in Wonderland," which I will begin reading in just a few hours after my travel is completed.

Windows taskbar: Type here to search, 8:29 AM 3/7/2022

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

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**THE MATTER OF A MURAL FOR THE LIBRARY**

**STAFF REPORT:**

Exhibits: None

**ACTION:        INFORMATION ONLY**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda March 10, 2022

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

STAFF RECOMMENDATION:

**Staff recommends that the Library Board discuss a proposed mural. If Library Staff provides information at this meeting, the Library Board should decide on the location and design of the mural. A proposal will then be presented to the City Council at the March 22, 2022 Workshop Meeting.**

BACKGROUND INFORMATION:

As discussed at previous meetings, Library staff would like to have a mural painted on the outside of the Library to draw attention to the Library. Since that time, Librarian Cheryl Spangler has reached out to a Harrisburg resident about painting the mural. At this time, staff has to yet receive any information regarding a price quote or samples of any designs. If that information is not provided at the meeting, staff recommends discussions to be set over until the May 12, 2022 meeting.

REVIEW AND APPROVAL:

<i>Lori Ross</i>	03/03/2020
Lori Ross	Date
City Recorder	