



## Library Board Meeting Agenda

July 11, 2023

5:30 PM

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Chairperson:	Vacancy
Vice-Chairperson:	Angela Christensen
Board Members:	Desria Hansen, Lori Pelkey and Alexandria Bennett
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.)

**NEW BUSINESS**

**1. 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 JULY 11, 2023 AND FOR FISCAL YEAR 2023/2024**

**2. MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY BOARD VICE-CHAIRPERSON EFFECTIVE JULY 11, 2023 AND FOR FISCAL YEAR 2023/2024**

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

**STAFF REPORT:**

Exhibit A: Application for Kristi Prozialeck

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

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

**STAFF REPORT:**

Exhibits: None

**ACTION: FOR DISCUSSION ONLY**

**ADJOURN**

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 JULY 11, 2023 AND FOR FISCAL YEAR  
2023/2024**

**2. MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY  
BOARD VICE-CHAIRPERSON EFFECTIVE JULY 11, 2023 AND FOR FISCAL  
YEAR 2023/2024**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda July 11, 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 1<sup>st</sup> 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 board member, the Library Board can choose to table this nomination until the next meeting scheduled for September 5<sup>th</sup>, 2023 and vote for a pro-tem Chairperson instead.

**REVIEW AND APPROVAL:**

Lori Ross      07/06/2023  
Lori Ross/City Recorder      Date

# Agenda Bill

## Harrisburg Library Board

### Harrisburg, Oregon

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

#### STAFF REPORT:

Exhibit A: Application for Kristi Prozialeck

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

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda July 11, 2023

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

#### STAFF RECOMMENDATION:

**Staff recommends that the Library Board recommend appointment of Kristi Prozialeck to the City Council.**

#### BACKGROUND INFORMATION:

Former Library Board Chairperson, Kristi Prozialeck, resigned from the board December 29<sup>th</sup> for personnel reasons. She has since discovered that she will not be leaving the City of Harrisburg and decided to reapply for the vacant Library Board position.

The City has received one application for the open position which was from Kristi Prozialeck (**Exhibit A**). Kristi has served as a volunteer for the Harrisburg Public Library for several years.

The term for this vacancy expires on June 30, 2027. If recommended, the request will go before City Council for Mayor appointment on July 25, 2023.

#### REVIEW AND APPROVAL:

*Cathy Nelson* 07/06/2023  
 Cathy Nelson Date  
 Library Supervisor



City of Harrisburg  
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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: Kristi Prozialeck

Address: [REDACTED] Harrisburg, OR 97446

Phone Number: [REDACTED]

Email: [REDACTED]

Are you a Harrisburg resident? Yes ☒ No ☐

Employment: [REDACTED] - Instructional Designer

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 was a board member prior and enjoyed it immensely. I had to step down when my mother was ill. I was going to move out of state but have decided to stay in the area. I enjoyed being on the board and helping with programs with the library. I would like to continue to do that. I like to see our library succeed and to grow. I look forward to getting to work with the library again.

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

I was the library chairperson prior. I am an avid reader, I enjoy crafts and look forward to the craft club every thursday. I do have my masters in public administration and have some skills in grant writing. In my day job I write curriculum and teach in the corporate sector.

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

Name: Tania Moore

Address:

Phone Number:

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.



Date: 6/12/20

\*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).

# 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 – July 11, 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 1<sup>st</sup> 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:** Discuss program and next event.
- **Grief Support:** Follow-up from last meeting if any more information.

#### REVIEW AND APPROVAL:

*Cathy Nelson* 07/06/2023  
Cathy Nelson-Library Supervisor