

Library Board Agenda

January 02, 2024

5:30 PM

Chairperson: Kristi Prozialeck
Vice-Chairperson: Desria Hansen
Board Members: Lori Pelkey, Alexandria Bennett and Rian Tupua
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 FOR THE NOVEMBER 7, 2023 LIBRARY BOARD MEETING**

NEW BUSINESS

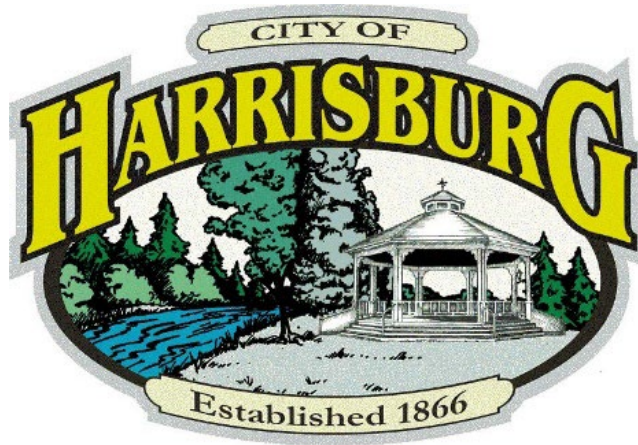
- 2. THE MATTER OF DISCUSSING LIBRARY BOARD PROGRAMS**

STAFF REPORT

Exhibits: None

ACTION: FOR DISCUSSION ONLY

ADJOURN



Library Board Meeting Minutes
November 07, 2023

Chairperson: Kristi Prozialeck
 Vice-Chairperson: Desria Hansen
 Board Members: Lori Pelkey and Alexandria Bennett
 Staff Members: City Recorder Lori Ross
 Librarians: Amanda Pelkey
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL at the hour of 6:32pm by Chairperson Kristi Prozialeck

CONCERNED CITIZEN(S) IN THE AUDIENCE. None present

APPROVAL OF MINUTES: No comments or concerns.

- Pelkey motioned to approve the minutes from the September 5, 2023 Library Board Meeting and was seconded by Hansen. The motion passed unanimously by a vote of 4-0. (Yes: Prozialeck, Pelkey, Hansen and Bennett. No: None.)

THE MATTER OF FILLING A LIBRARY BOARD VACANCY: Prozialeck introduced applicant Rian Tupua to the board and staff. Tupua stated her family moved to Harrisburg from Florence and that she has a 5-year-old son. She stated she wants to be involved in the community and enjoys the Library.

- Pelkey motioned to recommend to the City Council that they appoint Rian Tupua to the Library Board with a term ending June 30, 2025 and was seconded by Hansen. The motion passed unanimously by a vote of 4-0. (Yes: Prozialeck, Pelkey, Hansen and Bennett.)

THE MATTER OF DISCUSSING LIBRARY PROGRAMS: The Library Board discussed the following programs:

- **Crafting Club:** Program is going well. Prozialeck relayed some frustration from club members about having so many set projects instead of having an open Craft Club. A. Pelkey replied that in the future she will try to not have so many set projects. It

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was also suggested not to have two different programs at the same time in the Municipal Center as it can be distracting. It was suggested to use the Jury Room in the future if needed.

- **Game Night:** The program has not been held lately due to no volunteer. Pelkey stated that she would be willing to volunteer for the program if needed.
- **Storytime:** The program is going well. A. Pelkey stated they recently visited the Harrisburg Fire Station. A. Pelkey stated a future program will include making snow globes or Christmas ornaments for the holidays.
- **Baby Storytime:** The program is going well. At one time they had 12-15 children attending not including parents.
- **Lego Club:** The program has been very small, but there is lots of interest in kids joining the program. It was suggested to switch back to Saturdays, but decided to leave as is but to change the time to 3:30pm.
- **Karaoke Club:** The program is hit or miss with most kids being interested in video gaming.
- **Grief Support:** The Board thought the program was going well but the number of attendees was unknown. Ross reminded the Board of the importance of sign-in sheets to track programs' progress. Hansen stated that Cheryl Spangler would like the program to be posted on Facebook every week. It was decided to post every other week when the program is running.

THE MATTER OF DISCUSSING UPCOMING HOLIDAY BAZAAR: A. Pelkey stated there are 13 vendors already signed up with only three openings.

- Prozialeck asked about decorations and Ross stated she would ask Public Works to put up the Christmas Tree.
- Bennett suggested having flyers available outlining all available Library Programs.
- It was decided to set up for the Bazaar the night before. Prozialeck, Hansen, A. Pelkey and Tupua to assist.
- A. Pelkey suggested having a raffle basket available at the Bazaar. It was suggested to ask each vendor to donate an item and to also ask local businesses.

OTHERS:

- Prozialeck would like to have survey done for the middle and high school students asking what kind of programs they would like to have available. Hansen suggested placing the survey on Facebook.
- Prozialeck would like to have more advertising for our clubs and suggested creating a flyer with all club information available. It was suggested to have the survey available with the flyer and an incentive for filling out the survey.
- The board would like to create a policy about promoting merchandise for sale during a library program. This will be discussed further at the January meeting.
- Prozialeck suggested making a short video presentation on how to place a book on hold online. She feels it's a very lengthy and complicated process.
- Prozialeck volunteered to run the Adult Computer Class which will begin after the first of the new year. It would have a maximum of 6 adults at one time. A. Pelkey to reach out to Cathy Sapp about volunteering also.
- Next meeting will be held January 2, 2024 at 5:30pm.

With no further discussion, the Library Board meeting adjourned at hour of 6:32pm.

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 – January 2, 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 1st Thursday for teens of each month from 6:00pm to 7:00pm. Plenty of games available for all ages. No longer holding Adult Game Night on the 3rd Thursdays.
- **Teen Book Club:** This program is held on the 2nd 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 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!
- **Baby Story Time:** This program is back and held every Wednesday at 11am in the library.
- **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:** Moved meetings to the HART Center. No longer considered a library program.

REVIEW AND APPROVAL:

Cathy Nelson 12/15/2023

 Cathy Nelson-Library Supervisor