

Library Board Meeting Agenda
November 1, 2022
5:30 PM

Chairperson: Kristi Prozialeck
Vice Chairperson: Katherine Hansen
Board Members: Angela Christensen, Desri Hansen and Lori Pelkey
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 at this time. The City does ask that 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 OCTOBER 3, 2022, LIBRARY BOARD MEETING**

NEW BUSINESS

- 2. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

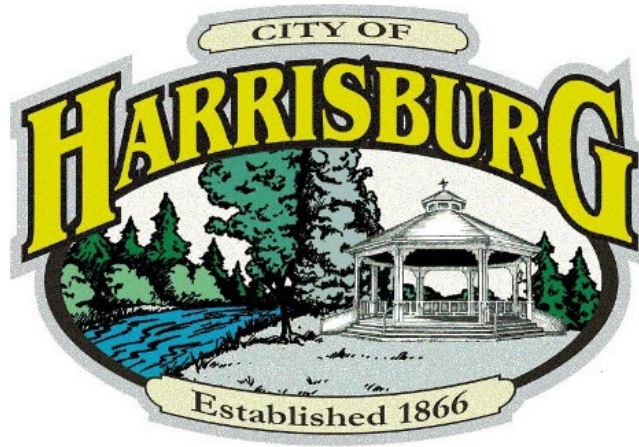
STAFF REPORT:

No Exhibits

ACTION: FOR DISCUSSION ONLY

OTHERS:

- Passport Program.
- Christmas Parade Float
- 2023 Board Meetings



Library Board Meeting Minutes
October 03, 2022

Chairperson: Kristi Prozialeck, Presiding
Vice-Chairperson: Katherine Hansen, Present
Board Members Present: Desri Hansen (arrived at 5:39pm) and Lori Pelkey
Board Members Absent: Angela Christensen
Library Staff Present: Amanda Pelkey
City Staff Present: Library Supervisor Cathy Nelson (via Zoom) and City Recorder Lori Ross
Meeting Location: City Hall Located at 120 Smith St

CALL TO ORDER AND ROLL CALL

CONCERNED CITIZEN(S) IN THE AUDIENCE. None present

APPROVAL OF MINUTES

- C. Hansen motioned to approve the minutes for July 11, 2022 and was seconded by L. Pelkey. The Library Board approve the motion by a vote of 4-0. (Yes: Prozialeck, C. Hansen, D. Hansen, and L. Pelkey; No: 0)

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

Crafting Club: Prozialeck stated the club is going well but they would like to hold it on the same day each week. Craft Club will be held every Thursday beginning October 13th. Nelson to update the website.

Book Club: K. Hansen stated it has been slow and they are thinking of holding it at a private residence. Ross commented that if it was at a private residence, it would not be able to be a Library program. They will hold this month's program which is for the book, "Giver of the Stars" and reevaluate at next meeting.

Dance: Prozialeck stated they would like to hold a dance on the 28th of October from 6:30pm to 9:30pm in the Municipal Center. Nelson will have them submit a facility use form. Tim Cox will be the DJ and they have some decoration and snacks. They will need to purchase cookies, soda and will order some food from Chopstix, Burrito Boy and the Mexican Restaurant. The event will be a costume contest with a 1st, 2nd, and 3rd place prize. They will use a \$30 Barnes and Noble gift card

for 1st place and Prozialeck will look into getting some local gift cards. The theme will be the "80's". Nelson suggested they don't purchase any food with nuts or shellfish.

- Pelkey suggested doing a family game night on Thursday's once a month. Crafting Club said they would share the room. A. Pelkey stated they would like to start this Thursday and asked Nelson if the Library could purchase a stand for the TV that was donated to the Library. Nelson to order one and to place something in the Utility Bill about the program.

Storytime: L. Pelkey commented the program is going well still but slower due to kids being back in school. D. Hansen asked about ordering a dozen cat craft kits at \$2.00 each. Nelson okayed the purchase.

Lego Club: A. Pelkey stated it was still slow. The club is currently in the process of building a pirate ship. A. Pelkey would like to purchase kits once a month. Prozialeck suggested purchasing kits, once a quarter.

D & D: No information available.

Other Program Suggestions:

- Prozialeck suggested computer lessons for adults and having High School students teach the class along with her assistance. It would be funded out of the SOC Grant.
- Prozialeck also suggested a sewing class, on behalf of absent Librarian Spangler, where they could make pajama pants.
- C. Hansen asked about the LGBTQ Club. Nelson replied that it was advised by the City Attorney, due to being a Government Agency, not to hold this program and suggested the High School. Prozialeck to reach out to the High School.
- C. Hansen asked about the Sharing Library's and A. Pelkey stated the Consortium said doesn't offer that program any longer. (Known as the Passport Program to the Consortium.) L. Pelkey commented that Harrisburg is still listed as participating in the Passport Program as well as other Libraries in our Consortium. Prozialeck pointed out that our Library Policy still states we are part of the Passport Program as shown on page 15.

THE MATTER OF DISCUSSING UPDATES TO THE HARRISBURG PUBLIC LIBRARY POLICY HANDBOOK

STAFF REPORT: Nelson stated the only changes made where addressing becoming a fine free Library and the new Code of Conduct Policy.

- D. Hansen spoke of an incident where an adult patron was using the facility with indecent clothing. It was pointed out the portion of the policy that refers to appropriate clothing as shown on page 25.
- Prozialeck suggested adding a policy about unattended children. It was pointed out the portion of the policy that refers to children under 10 years as shown on page 4.
- It was decided to leave page 15, Passport Program, in the policy at this time.
 - D. Hansen **motioned to accept the changes to the updated Harrisburg Public Library Policies and Procedures Handbook and recommend it be given to the Harrisburg City Council for approval and was seconded by C. Hansen. The Library Board approved the motion by a vote of 4-0** (Yes: Prozialeck, C. Hansen, D. Hansen, and L. Pelkey; No: 0)

OTHERS:

Mural Update: Nelson stated the mural is finished and paid for. A. Pelkey asked about the inside mural and asked how much was left in the fund. Nelson replied about \$440. A. Pelkey to speak with the artist.

Summer Grant Program: A. Pelkey stated with the Grant, the Library was able to purchase early literacy toys and a gaming system for all ages. The grant also paid for wages for Spangler to work longer hours, insurance premiums, and for the Wild Life Safari trip which was a success. Nelson stated that \$5,000 was allotted for tutors being provided by the High School. It is believed the funds will go to the School and they will pay the students.

Volunteer Logs: Ross asked all board members who are volunteers to please use the quarterly log sheets to track their hours. Ross to make a folder for each program to include timecards and sign in sheets.

Holidays: The Board would like to be in the Christmas Parade this year.

- Prozialeck asked for volunteers to help set up and take down the dance. D. Hansen stated she would help.
- Prozialeck stated she would like to submit a survey to the High School asking what types of programs they would like to see available. She will send the survey to Nelson.
- Next meeting to discuss the Passport Program and Christmas.

ADJOURN: With no further discussion, the Library Board Meeting adjourned at hour of 6:57pm

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

No Exhibits

ACTION: FOR DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – November 1, 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.

Programs currently available:

- **Adult Book Club:** Review the status of this program. It was discussed at the last meeting of possibly holding this event at a private resident's home and not having it continue as a Library Program
- **Crafting Club:** This program is held every Thursday from 5pm to 7pm at the Municipal Center. The program is instructed by Board Member, Kristi Prozialeck, and all ages are welcome to attend.
- **Dungeons & Dragons (D & D):** This program is held on the 1st and 3rd Wednesday of each month from 4pm to 6pm at the Municipal Center. Program volunteers are Quinton Sheridan and Sef Robin. No update was given at the last meeting.
- **Game Night:** This is a new program and will be Thursday, November 3rd from 6pm to 7pm. Plenty of games available for all ages. Staff suggest changing the name to "Family Game Night" since it's focuses on family participation.
- **Sewing Class:** This is a new program designed for teenagers. Update on the program to be given at meeting.
- **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 every Saturday 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!

Others:

- **Dance:** Librarians and Board to give an update on the Halloween Costume Dance held Friday, October 28th.

REVIEW AND APPROVAL:

Cathy Nelson 10/26/2022

Cathy Nelson

Library Supervisor