

## Library Board Agenda

March 05, 2024

5:30 PM

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Chairperson: Vacant Position  
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 FROM THE JANUARY 2, 2024 LIBRARY BOARD MEETING**

**NEW BUSINESS**

- 2. THE MATTER OF NOMINATING A CHAIRPERSON FOR THE LIBRARY BOARD**

**STAFF REPORT:**

Exhibits: None

**ACTION: MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY BOARD CHAIRPERSON EFFECTIVE MARCH 5, 2024 AND FOR FISCAL YEAR 2023/2024**

**IF NEEDED**

**MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY BOARD VICE-CHAIRPERSON EFFECTIVE MARCH 5, 2024 AND FOR FISCAL YEAR 2023/2024**

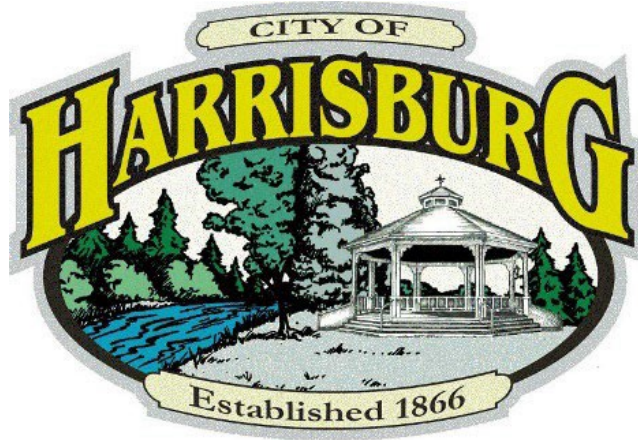
- 3. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

Exhibits: None

**ACTION: FOR DISCUSSION ONLY**

**ADJOURN**



Library Board Meeting Minutes  
January 2, 2024

Chairperson: Kristi Prozialeck  
 Vice-Chairperson: Desria Hansen  
 Board Members: Rian Tupua and Alexandria Bennett  
 Board Members Absent: Lori Pelkey  
 Staff Members: Library Supervisor/Deputy City Recorder Cathy Nelson  
 Librarians: Amanda Pelkey  
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL** at the hour of 5:36 pm by Chairperson Kristi Prozialeck

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

**APPROVAL OF MINUTES:** No comments or concerns.

- Hansen **motioned to approve the minutes from the November 7, 2023 Library Board Meeting and was seconded by Tupua. The motion passed unanimously by a vote of 4-0.** (Yes: Prozialeck, Tupua, Hansen and Bennett. No: None.)

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

- **Crafting Club:** Program is going really well. The Thursday before Christmas they made "Make & Takes".
- **Game Night:** The next Game Night will be January 4 at 6pm. They will no longer be holding the Adult Game Nights on the 3<sup>rd</sup> Thursday due to lack of participation.
- **Teen Book Club:** They have 3 girls that are actively attending. The next meeting will be on January 11<sup>th</sup> at 5pm.
- **Storytime:** The program is going well. The schedule is posted online at the City Website and on Facebook. This month they are going to be making snowflakes, slime snow, polar bears, and penguins. There has been some great feedback from parents.
- **Baby Storytime:** The program is going well. Hansen is leading this program.

- **Lego Club:** The program has been very small, but there is lots of interest in kids joining the program. They will have 2 FFA volunteers joining them soon.
- **Karaoke Club:** They bring out the Karaoke machine if the kids want to do it.
- **Grief Support:** The group has moved to the HART Center and is no longer considered a library program.
- **Computer Classes:** A sign-up sheet will be in the library to see if there is interest and also to see if Saturdays from 9-10am or 3-4pm works for the majority.

**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 and to ask for adult volunteers.
- Prozialeck would like to hold another Christmas Bazaar. A. Pelkey will research and see when other events are happening and what other cities are doing.
- Prozialeck wants to hold a teen dance during Spring break, which falls March 25<sup>th</sup> – 29<sup>th</sup>. We will need at least four (4) chaperons. She will look into the dates and have more discussion during the next meeting.
- Tupua asked about the Friends of the Library. They are not currently active.
- Next meeting will be held March 5, 2024 at 5:30pm.

**With no further discussion, the Library Board meeting adjourned at hour of 6:14pm.**

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

**THE MATTER OF NOMINATING A CHAIRPERSON FOR THE LIBRARY BOARD  
STAFF REPORT:**

Exhibits: None

**ACTION: 1. MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY  
BOARD CHAIRPERSON EFFECTIVE MARCH 5, 2024 AND FOR FISCAL YEAR  
2023/2024**

**IF NEEDED**

**2. MOTION TO APPOINT \_\_\_\_\_ AS THE LIBRARY  
BOARD VICE-CHAIRPERSON EFFECTIVE MARCH 5, 2024 AND FOR FISCAL  
YEAR 2023/2024**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda March 5, 2024

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

**STAFF RECOMMENDATION:**

**Staff recommends the Library Board appoint a 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. Due to the resignation of Chairperson, Kristi Prozialeck, the Board will need to assign a new Chairperson and if needed, a new Vice-Chairperson. Responsibilities of these roles are listed below.

- **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.

**REVIEW AND APPROVAL:**

\_\_\_\_\_  
03/05/2024  
Lori Ross/City Recorder    Date

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

**THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

Exhibits: None

**ACTION: FOR DISCUSSION ONLY**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – March 5, 2024

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$?	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 1<sup>st</sup> Thursday for teens of each month from 6:00pm to 7:00pm. Plenty of games available for all ages.
- **Teen Book Club:** This program is held on the 2<sup>nd</sup> 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 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 lead by Board Member Des Hansen.
- **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.
- **Computer Classes:** Decide on times and starting date for classes. Need new volunteer to teach classes.
- **Grief Support:** Moved meetings to the HART Center. No longer considered a library program.

REVIEW AND APPROVAL:

*Cathy Nelson* 2/16/2024  
Cathy Nelson-Library Supervisor