



Library Board Meeting Agenda  
November 02, 2021  
6:00 PM

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**Chairperson Pro-Tem:** Desri Hansen  
**Board Members:** Anita McClure, Angela Christensen and Kristi Prozialeck  
**Meeting Location:** Harrisburg City Hall @ 120 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 is disinfected prior to the meeting. We do ask anyone running a fever, has an active cough or respiratory difficulties to not 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 SEPTEMBER 9, 2021 MEETING.**

**NEW BUSINESS**

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

**STAFF REPORT:**

**Exhibit A: Application for Katherine Hansen**

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT KATHERINE HANSEN TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2023.**

**OLD BUSINESS**

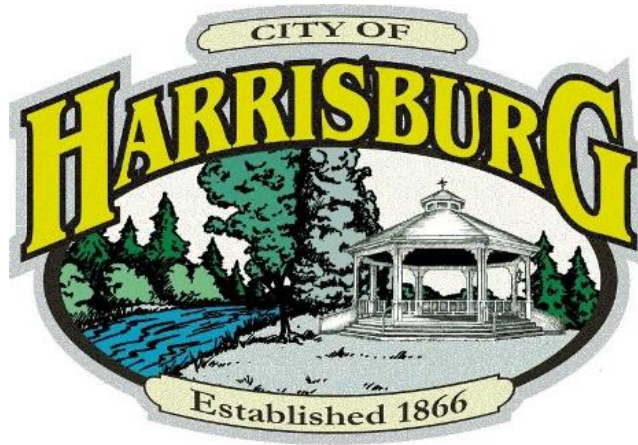
- 3. THE MATTER OF DISCUSSING LIBRARY PROGRAMS**

**STAFF REPORT:**

**No Exhibits**

**ACTION: FOR DISCUSSION ONLY**

**ADJOURN**



Library Board Meeting Minutes  
September 09, 2021  
6:00 PM

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**Pro-Tem Chairperson Absent:** Desri Hansen  
**Board Members Present:** Jayne Detering, Anita McClure, and Angie Christensen by phone  
**Staff Present:** Library Supervisor Lori Ross, Librarians Cheryl Spangler and Amanda Pelkey  
**Meeting Location:** Harrisburg Municipal Center @ 354 Smith St.

**CALL TO ORDER AND ROLL CALL** at the hour of 6:01pm

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

**APPROVAL OF MINUTES**

- Christensen **motioned to approve the minutes for the July 8, 2021, meeting and was seconded by Detering. The Board then voted unanimously to approve the minutes for the July 8, 2021 meeting.**

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

**STAFF REPORT:** Ross informed the Board and staff that the City received two applications for the open Board position and both applications were included in the agenda packet (EXHIBIT A). One was from Kristi Prozialeck who was present for the meeting and the other was Katherine Hansen who was not present. At this time, Ross asked applicant Prozialeck if she would like a moment to tell the Board about herself and why she applied to be on the Board.

- Prozialeck addressed the Board stating that she wanted to look for volunteer opportunities to help out her community and she thought the Library would be a great place to volunteer as she has fond memories of her previous hometowns' Library. She has always enjoyed books and reading.
- McClure told Prozialeck that she was really glad she was here and that we needed more people that were really in love with the Library.

September 09, 2021

- Ross thanked both applicants for applying to be a part of the Board and stated that if we have an opening in the future, that we would love for either applicant to apply again.
- Detering **motioned to recommend to the City Council that they appoint Kristi Prozialeck to the Library Board with a term ending June 30, 2022, and was seconded by McClure. The Board then voted unanimously to recommend to the City Council that they appoint Kristi Prozialeck to the Library Board with the term ending June 30, 2022.**

## THE MATTER OF DISCUSSING 2021 LIBRARY PROGRAMS

**STAFF REPORT:** Ross opened the discussion about Library Programs with the announcement that the Story Time Program will be returning, Friday, September 10<sup>th</sup>.

- McClure informed the Board that we are also going to be starting the Care Givers Support Program. Spangler made some flyers, EXHIBIT B, for the program and McClure has been distributing them to ministerial associations in Harrisburg and Junction City and stated they are all excited about the program. She also delivered some to the Medical Clinic in Junction City as well as Country Counseling in Harrisburg.
- Ross asked when the program was going to start, and McClure answered the 22<sup>nd</sup> of September.
- Christensen left the meeting, via phone, at the hour of 6:13pm.
- McClure stated that the Care Givers Support Program will offer participants ideas, methods to help each other and offer support. She will also occasionally have a specialist attend. The program will be one hour to begin with, starting at 1:30pm.
- Pelkey spoke of the Story Time Program. She stated the Library used to hold a Baby Time and a Toddler Story Time program, but decided to combine them both, since the same kids generally attended both. Volunteers for the program are Hansen and Lori Pelkey. Both Spangler and M Pelkey will be helping with the program.
- Pelkey stated that the Lego Program will begin on Saturday, the 11<sup>th</sup> of September. The Library purchased new Lego's and she was able to find a Lego Club curriculum and her first program will be ziplining which will include the children building vehicles, buildings and having them zipline. She commented that it was good for fine motor skills.
- Spangler stated that she has been waiting for the okay, to start the Dungeons and Dragons program and she has had some adults state that they were interested as well. Ross stated that once we have a volunteer, we can pinpoint a time for the program. The Library doesn't need to be opened when the program is running as long as we have an authorized volunteer.
- Ross pointed out the brochure, EXHIBIT A, for the Library and McClure suggested lightening up the dark backgrounds to make it easier to see.
- McClure suggested the restart of the Knitting/Crochet Program. Prozialeck stated that her mom participated in the knitting program when it was last held. Spangler stated we have books on different things to knit, like flowers and eventually we could make a quilt. Prozialeck said that she could volunteer for the program, and she could teach a flower every month. Ross said she would email Prozialeck the volunteer form. Spangler and Pelkey mentioned it could be

September 09, 2021

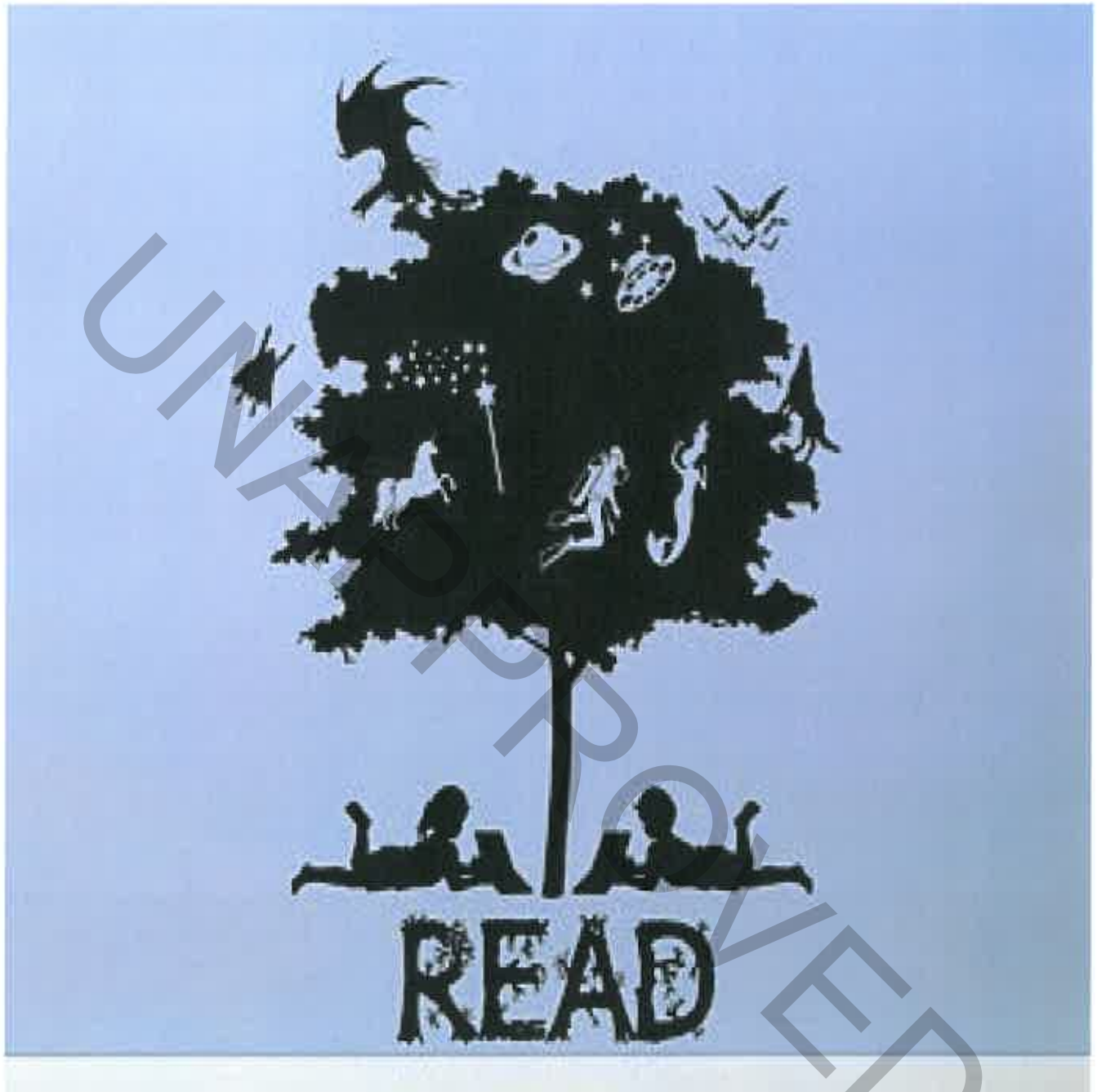
held inside the Library. Ross said that once we have her volunteer application approved and orientation completed, we can decide on a start date and time.

- Pelkey suggested having a program for early literacy and learning to read. Spangler suggested reaching out to the schools to see if there were any students who would volunteer. Pelkey to look into materials needed and curriculums. Both Spangler and Pelkey thought maybe Thursday, after school would work.
- Ross asked about Halloween and the holidays and if we wanted to do something special. McClure suggested having a pumpkin painting contest, outside. Spangler suggested a “ladies’ night” contest program where local businesses could participate. Ross suggested a costume contest. Pelkey thought it was a reasonable idea and that we could hand out goodie bags to patrons who visited. McClure said she could contact local business about donations for prizes. Pelkey said we could have a prize for a child and an adult.
- Spangler brought up the idea of putting a mural on the outside wall of the Library. McClure stated that we have amazing artist in town, and they could do it for free. Spangler handed out **Addendum A** showing some ideas she had and pointed out some of her favorites. McClure said there is an artist in Junction City who is amazing, Rachel Joy. Pelkey agreed. Spangler said she would want it on the east wall and have it wrap around to the north. Ross noted the board liked the idea and would like to go forward. Spangler and Pelkey to get idea on the cost, and to narrow down a design. McClure to reach out to Rachel Joy.
- Spangler stated that she would also like to make a sign décor to place in the front of the Library.

**OTHER:**

- Ross updated the Board with the number of books checked out by the Oregon Digital Library Consortium. In July there were 47 E-Books or Audio Books checked out and in August, there were 66. She also stated that the Library is going to participate in an additional service through the ODLC that will give the Library the opportunity to purchase books that are only available to our patrons and not the whole consortium. She stated this will be a great service to offer when there is a book that is in high demand with a long wait list. Spangler thought this was an exciting offer.
- Detering informed the Board that she was turning in her resignation effective tonight. She has enjoyed every moment on the Board and its bittersweet. She stated this is a great time to get new people on board with new ideas and she still wants to see the new Library get built. Board and staff thanked Detering for being a part of the Board and said that she would be missed.
- Ross informed the Board that she would advertise next week for a new Board Member and leave it open until the middle of October.

**ADJOURN** at the hour of 6:50pm



We could wrap it around the side of the building so the girl and the dragon will be on the side, the boy would be on the front. We could put read on the side of the building or leave it out.

The kids could be close to the ground, but some shadowing under them.

I have done this before at home, just use a projector, draw the outline then paint it black. I could do it.





Another corner one



This would look great on the side of the building



APPROVED





UNAPPROVED

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

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

**STAFF REPORT:**

**EXHIBIT A: APPLICATION FOR KATHERINE HANSEN**

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT KATHERINE HANSEN TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2023.**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda November 2, 2021

| <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 recommend appointment of Katherine Hansen to the City Council.**

**BACKGROUND INFORMATION:**

At our last meeting, Jayne Detering resigned from the Library Board after serving for several years. This left us with one vacancy for a term ending June 30, 2023.

The City received one application for the position from Katherine Hansen (**Exhibit A**). She describes herself as a lifetime library lover and an avid reader. Katherine has been invited to this meeting to answer any questions the Board may have.

**REVIEW AND APPROVAL:**

*Lori Ross*                      10/26/2021  
Lori Ross                              Date  
City Recorder



City of Harrisburg  
120 Smith Street  
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:

Address:

Phone Number:

Email:

Are you a Harrisburg resident?      Yes       No

Employment:

In which position are you interested?\*

Tell us why you would like to be included on the Board or Committee of your choice and what you will contribute:

A lifetime library lover, a avid reader. I retired from the grocery business. Also been in banking, retail, an wholesale. I worked and volunteered in libraries from Jr. High, into college. I have a passion for keeping towns library, working with the community.

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

Some college, Volunteered in Camp Fires (12 years) a Group leader, DayCamp (group leader, Activities leader, Camp Director) Sunday School teacher (pre Schoolers. 5 years) Tradition Alternative School (6y Library, class rooms, special activities leader, outdoor School. Hobbies: Gardening, Baking, Upcycling (f vintage sales) ... I also belong to two book groups, bunco group, and a classic car group.

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

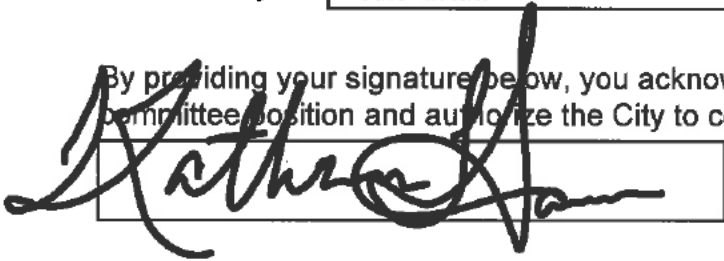
Name: Mark [REDACTED]

Address: [REDACTED] Eugene OR

Phone Number: (541) [REDACTED]

Relation to you: Brother in law

By providing your signature below, you acknowledge that you are the applicant for the committee position and authorize the City to contact your references.



\*Please be aware that candidates for Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Michele Eldridge, City Recorder/Assistant City Administrator.

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 2, 2021

| 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:**

Here is a list of all programs currently available:

- **Caregivers Support Group:** This program is held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 1:30pm. The program is instructed by Anita McClure and Librarian, Cheryl Spangler. All ages are welcome to attend.
- **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 volunteer, 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!

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.

**Possible New Programs:** New Board Member, Kristi Prozialeck would like to discuss a knitting and crocheting club. She would be the volunteer for the program and would like to hold the class on the second Thursday of every month from 4pm to 5pm. We hope to have more information available for the meeting.

**REVIEW AND APPROVAL:**

*Lori Ross*

10/26/2021

Lori Ross/City Recorder    Date