



Library Board Meeting Agenda
July 08, 2021
6:00 PM

Chairperson: Vacant
Board Members: Jayne Detering, Anita McClure and Desri Hansen
Meeting Location: Harrisburg Municipal Center @ 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. *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 MARCH 11 AND APRIL 1, 2021 MEETINGS.**

OLD BUSINESS

- 2. THE MATTER OF DISCUSSING 2021 LIBRARY PROGRAMS**

STAFF REPORT:

EXHIBIT A: MAGIC TAILS

EXHIBIT B: MARTY PANTS

ACTION: FOR DISCUSSION ONLY

NEW BUSINESS

- 3. THE MATTER OF NOMINATING A PRO-TEM CHAIRPERSON TO THE LIBRARY BOARD**

STAFF REPORT:

NO EXHIBITS

ACTION: MOTION TO NOMINATE : _____ TO BE THE LIBRARY PRO-TEM CHAIRPERSON UNTIL A PERMANENT CHAIR CAN BE APPOINTED.

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

STAFF REPORT:

EXHIBIT A: APPLICATION FOR ANGELA CHRISTENSEN

ACTION: MOTION TO RECOMMEND THAT THE CITY COUNCIL APPOINT ANGELA CHRISTENSEN TO THE TERM ENDING JUNE 30, 2025, AT THE JULY CITY COUNCIL MEETING.

ADJOURN



Library Board Meeting Minutes March 11, 2021

Chairperson: Cassandra Barney, Presiding
Board Members Present: Jayne Detering, Anita McClure, and Desri Hansen
Board Members Absent: Violet Stone
Staff Members Present: City Administrator Michele Eldridge, Library Supervisor Lori Ross, and Librarians Cheryl Spangler & Mandy Pelkey
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL at the hour of 6:04pm.

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

APPROVAL OF MINUTES

MOTION TO APPROVE THE MINUTES OF JANUARY 14, 2021

- Hansen motioned to approve the minutes, seconded by Detering, and the Library Board voted unanimously to Approve the Minutes of January 14, 2021.

OLD BUSINESS

THE MATTER OF FINALIZING A PROPOSAL FOR THE CITY COUNCIL REQUESTING THE LIBRARY BECOME A FINE FREE LIBRARY.

STAFF REPORT: Ross summarized the staff report, and noted that with an auto renewal, did the Board want that to be renewed by staff, or by the patron. A book would be out for 63 days, plus another 14 before it's considered lost. That's quite a long time. None of the other libraries allow auto renewals, patrons either do it themselves, or contacts the Library.

The Board discussed this for some time. Ross noted that email is one of the best ways to communicate overdue books, or potentially lost ones. Spangler said that they generally respond to letters; but said after being questioned, that yes, sending letters doesn't necessarily mean that they will open them on time. *The Board decided to get rid of the auto renewal function.* Barney said that if an item isn't returned, then on the 30th day after the last due date, the item will be marked as lost. Hansen added that if they renewed twice, and it becomes lost, they still have 30 days to find it. Ross said yes, and at that

March 11, 2021

point, it's when the Library will likely order a replacement book. That will be charged a fine. Spangler said that if they tell us that they are getting a replacement book, then can they check out another? Ross said that charging a lost book after 35 days gone is ok, but 90 days for the period isn't ok. We need a procedure. Barney said that within 30 days after it's lost then, the fee will be charged. If they turn in a book, the fee is cleared. If they can check out materials until they amass \$20 in fines, then it gives you leeway. *The Board agreed in a consensus that they were fine with this change to the policy.*

The Board reiterated in conversation that they would get rid of overdue fines, whether it's turned in or not. Ross added that it's not a daily fee. Barney said correct, it's a one-time fee for the lost book. Detering asked for clarification, because we just had the \$20 fine discussion. Barney told her that the majority of patrons don't lose the books. It's just really late. If it's returned in 93 days, it's late, but it isn't fined. Ross agreed, and said if it's marked as lost, and it's returned, then the fines are wiped out. Barney wanted confirmation that we will continue fining for lost or damaged books; correct? Ross said not a daily fee, but if they don't find the book, then yes, they will be fined for the valuation. She felt that \$20 is a good amount. She also asked about the administrative fee. Some libraries didn't charge this. The fee may pay for replacing the book to our collection, but it doesn't cover the cost of all the work. Some Libraries also pay large amounts for this, like a \$5 minimum fee. Barney wanted to eliminate that fee, and the **Library Board agreed**. Librarians felt that they have time to replace the book during regular hours, and it should be counted as a regular part of their job.

Barney noted **everyone seemed to be ok with all the changes**, so if you have changes you want to suggest; please send them by this weekend so Michele can get them on Monday following. **(Please see the motion approving the recommendation below)**

THE MATTER OF... REVIEW AND APPROVE THE PROPOSED CHANGES TO THE LIBRARY POLICY TO SUPPORT BECOMING A FINE FREE LIBRARY.

STAFF REPORT: Ross briefly reviewed the summary and thought Cassie had done a good job on this document. She'd like to change the DVD check out times to one week. After discussion, the Board decided to allow a 7-day loan and renewing only if there isn't a waiting list on the DVD. In addition, they decided that materials can be renewed online, by calling the Library, via email, or in person. Ross said that there is the administrative fee, which the Board has agreed that they want to remove. We've already agreed on the \$20 charge as being the limit to which someone can't check out materials. Pelkey noted that the charge for a lost item is the valuation of the book. We also don't collect now for overdue books for other libraries.

- Barney then **motioned to recommend the approved library policy changes to be presented to City Council at the March 23, 2021 work session, and was seconded** by McClure. **The Library Board then voted unanimously to recommend the proposed changes to the City Council at the next Council meeting.**
- Eldridge reminded the Board that they had provided a consensus for the first item on the agenda, but it needed to be a motion.
- Detering then **motioned to recommend the Approved Library Fine-Free Proposal to be Presented to the City Council at the March 23, 2021 Work Session. She was seconded** by Barney, and the **Library Board voted unanimously to recommend the Library Proposal, as discussed.**

March 11, 2021

NEW BUSINESS**THE MATTER OF DISCUSSING 2021 LIBRARY SUMMER PROGRAMS**

STAFF REPORT: Ross reviewed the two programs being recommended by staff and answered in-depth questions about the both the Magic Tails program, and Marty Pants workshop. Spangler asked if they could access the magic lessons through the whole summer, and Ross told her yes, except for the magic show, which is limited to a week. Both programs are good for social distancing, and we are buying small cushions that the kids can sit on, and that are set out with the distancing we are required to use. Barney really liked the To-Go bags that they are creating with packaged crafts the kids can do at home.

OTHER: Ross said on the week of the 22nd, that we can set up orientation for Hansen, since she will be running a program. Spangler asked about McClure's Caregiver's class, and McClure said that she's tired of planning it, and if we can move ahead, she wants to do it. It's been frustrating to wait out the pandemic. Her partner deals with dementia; another person has died, and her son-in-law also died. They have people who need this group. Barney wanted to move ahead if we can.

McClure then left the meeting at 7:29pm. Barney was enthused by the work they had done and hoped we could move ahead with everything.

ADJOURN at 7:31 pm.



Library Board Meeting Minutes April 01, 2021

Chairperson: Cassandra Barney; Presiding

Board Members Present: Jayne Detering, Desri Hansen and Anita McClure

Absent Board Members: Violet Stone

Staff Members Present: Library Supervisor Lori Ross, and Librarians Cheryl Spangler and Mandy Pelkey

Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL at 6:07PM

CONCERNED CITIZEN(S) IN THE AUDIENCE: None were present.

APPROVAL OF MINUTES: None to approve.

THE MATTER OF THE LIBRARY BOARD AND STAFF DISCUSSING WAYS TO ADVERTISE FOR OUR "FINE FREE TRIAL PERIOD" STARTING JULY 1, 2021.

- Barney updated board members with the outcome of the last City Council Meeting and the approval of the fine free trial periods. Only discussion on agenda is ways to advertise for our fine free trial period starting July 1st.
- Ross asked between now and July 1st, how are we going to get the word out there for our residents about the fine free program. By doing so, our hope is to get more patrons to visit the library. She stated ways we can are City website, reader board, Facebook; bulletin boards, signs for City Hall, the Library and HMC,

McClure suggested using the reader board and the Tri-County Tribune. She asked what is the cost associated for advertising? Staff to investigate. Pelkey mentioned having a 4th of July float and advertise there. Desi mentioned the Next-Door app. Barney asked about advertising at concerts this year. Movies? Are we having them? We could have someone speak about the program and invite them to visit the Library. Hansen asked if they could say something in the water bill? Ross told her yes. We advertise monthly in the utility bill on the back page. She

April 01, 2021

encouraged board members, who are residents to look at going forward. She stated there is always something in there about the Library. McClure mentioned the Mobile Home Parks and to send something to the managers. She said to speak with managers and have the managers deliver a flyer. Pelkey suggested making flyers for businesses. Spangler mentioned the coffee shops and taking flyers to the school for handing out to the kids.

- Ross asked if we should make some yard signs like what we used for the amnesty program. *The Board agreed with that suggestion.*

Other Discussions:

Questions about the City Council Decision.

- McClure asked if we were just trying it for a year.
- Ross informed her yes. We would speak about the terms of the approval at the next Library Board meeting.
- Pelkey said we do get a report showing how many books and late books we have. Pelkey said she would forward those to Ross.

Hansen asked what is the average time a book is out? She stated that she felt City Council was a concerned with the length of time. Ross clarified the time frame with the Board for checking out materials and how long it takes before a book becomes lost. Hansen asked how many books can be checked out? She thought it might work better and Council might like it to have a lower limit per person. Issue cards per person and not per family. Pelkey-stated that youth accounts limit out at 3 books.

Michele entered the meeting at 6:34pm.

The Board asked Michele if there was going to be a parade. Michele stated that they are doing fireworks and not having food vendors. They are focusing on local businesses for food. They are not sure about the parade yet. If we cannot have a regular parade, we will have a reverse parade.

Library Programs Discussions:

Barney mentioned the Summer reading program. Gear it towards the entire community and not just 18 and under. She stated that Corvallis offers free materials all summer long as part of their program. Ross said that she did not think we would be able to afford that. Pelkey thought we could do a drawing for the adults. Barney said that when we start story time again, we can hand out flyers. Ross stated that we are hoping to start again soon, COVID permitting if we drop into the low category. Board spoke briefly about restarting Lego club also. Ross stated that program would most likely not be starting soon due to not being able to hold it in the Municipal Center because it is led by staff on a Saturday when the Library is open. The Library does not have the capacity. Words were spoken about missing Barney for our story time programs. Barney and staff gave Hansen words of encouragement and said she will make it her own.

ADJOURN: Library Board adjourned the meeting at the hour of 6:37pm

Agenda Bill

Harrisburg Library Board

Harrisburg, Oregon

THE MATTER OF DISCUSSING 2021 LIBRARY PROGRAMS

STAFF REPORT:

Exhibit A: Magic Tails-Magic Lessons

Exhibit B: Mark Parisi-Marty Pants

ACTION: FOR DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda-July 8, at 6pm

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$?	Yes	Library Fund

STAFF RECOMMENDATION:

Staff recommend a discussion about Summer Library Programs for 2021

BACKGROUND INFORMATION:

Library programs have been at a standstill since the pandemic began in the spring of 2020. Since we have not been able to hold in person programs, here are some of the things the Library has offered virtually.

- ◆ At this time, we are offering two virtual programs available through Facebook.
 - The first was Magic Tails presented by Daniel Lusk 9 (Exhibit A). This program was presented through Facebook, June 15th to the 19th.
 - Now until September 30th, School of Magic Lessons presented also by Daniel Lusk. Patrons can watch six magic lesson with three levels of difficulty.
 - July 1st t the 30th, Marty Pants presented by Mark Parisi (Exhibit B). A virtual experience that's engaging, funny that includes a book reading, live drawing lessons, cartoons and cartooning advice.
 - The Library also offered "Magic Hat Grab Bags" which included, magic tricks, bunny, drawing pad and pencils along with two reading logs. Patrons can redeem completed logs and earn up to two \$5.00 Barnes and Noble gift cards
- ◆ The Library is now offering Rocket Languages, an award winning interactive online language learning system available to our patrons at no charge.
- ◆ Starting July 1st, 2021, the Library has become part of the Oregon Digital Library offering E-Books or Audio Books to our patrons.

City Staff is pleased to announce that we have been given the green light to start up our in-person programs once again. Since it has been so long, Staff would like to discuss the following:

- ◆ Dungeons and Dragons: Do we still have volunteers for this program? What day and time?
- ◆ Story Time: Does Dez still want to be the lead for this program? We do have a volunteer, Lori Pelkey, who just needs to go through orientation and then will be able to assist. What day and time?
- ◆ Lego Club: Mandy was the lead on this program that was held in the Library on Saturdays. Do we want to continue with the same schedule?
- ◆ Anita's Senior Support Group: We need to review materials needed for the program and order. Who will be helping with the program and when?

REVIEW AND APPROVAL:

Lori Ross
City Recorder

Magician Daniel Lusk presents

SUMMER READING 2021



MAGIC SHOW
watch online!

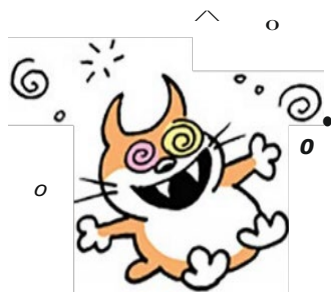
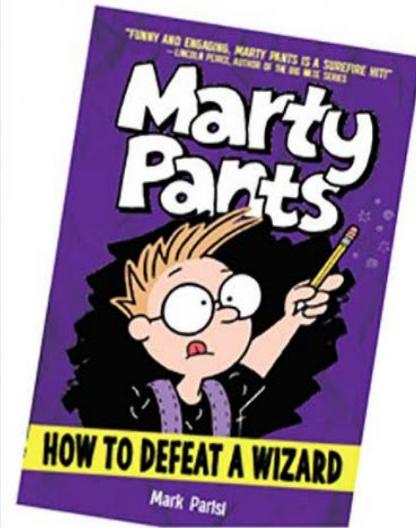
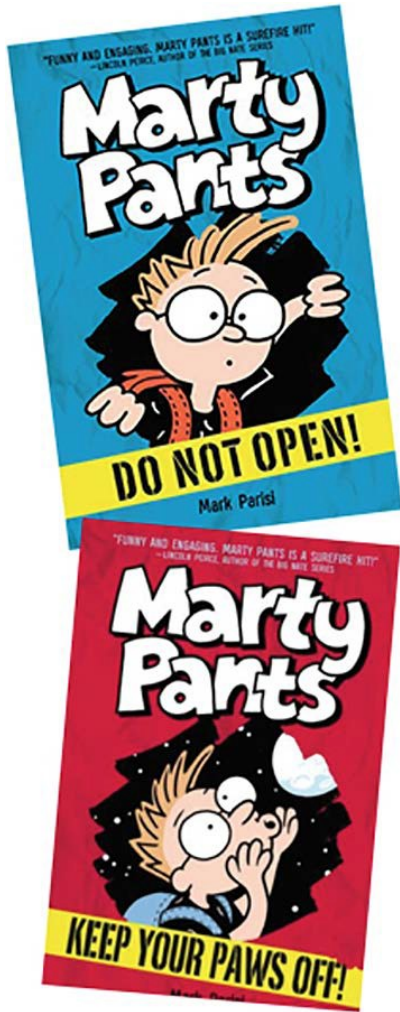


VIRTUAL AUTHOR VISIT!

Get ready to laugh! Join Mark Parisi, author & cartoonist of the Marty Pants series!

Workshop-Live drawing -Visit the Library today and enter to win your own copy of Mary Pants!

(Drawing will be held at the end of the program)



Where: Facebook

When: July 1-30th, 2021

Time: Anytime! Visit us on Facebook!

www.facebook.com/harrisburgoregon



Agenda Bill
Harrisburg Library Board
 Harrisburg, Oregon

THE MATTER OF NOMINATING A PRO-TEM CHAIRPERSON TO THE LIBRARY BOARD

STAFF REPORT: NO EXHIBITS

ACTION: DISCUSSION AND NOMINATION OF PRO-TEM CHAIRPERSON. MOTION TO NOMINATE: _____ TO BE THE LIBRARY PRO-TEM CHAIRPERSON UNTIL A PERMANENT CHAIR CAN BE APPOINTED.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda-July 8, 2021, at 6pm

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

STAFF RECOMMENDATION:

Staff recommends the Board Members vote on a pro-tem Chairperson until a permanent one can be appointed.

BACKGROUND INFORMATION:

Since Board Chairperson, Cassandra Barney has left her position due to her move to Texas, the Library Board needs a pro-tem Chairperson. As the Board still needs two more members to be appointed by City Council, the staff recommends that the Board vote on a pro-tem Chairperson until a permanent one can be appointed once those vacancies are filled.

REVIEW AND APPROVAL:

 Lori Ross Date
 City Recorder

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT:

EXHIBIT A: APPLICATION FOR ANGELA CHRISTENSEN

ACTION: MOTION TO RECOMMEND THAT THE CITY COUNCIL APPOINT ANGELA CHRISTENSEN TO THE TERM ENDING JUNE 30, 2025, AT THE JULY CITY COUNCIL MEETING.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda, July 8, 2021 at 6pm

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	N/A	N/A

STAFF RECOMMENDATION:

Staff recommends that the Library Board recommend the appointment of Angela Christensen to the City Council.

BACKGROUND INFORMATION: The Library Board recently lost two Board Members, Chairperson Cassandra Barney and Violet Stone. Casandra and her family relocated to Texas where her husband is perusing a new job opportunity. Violet Stone also left the Harrisburg area, but for Albany. They will be truly missed.

The City has been advertising on the City website as well as advertising in the City Utility Bill. As of today, we are still in need of one more board member applicant. Staff encourages all Board Members and Library Staff to consider recruiting any friends or family members to these positions. The meetings are typically held six times per year, more if needed.

The City received an application (**Exhibit A**) from Angela Christensen, who is a citizen of Harrisburg. She serves on another board as the treasurer and states that she loves being a part of groups that do great things. We are thrilled she applied, and staff recommends that the Library Board approve the motion above.

REVIEW AND APPROVAL:

7.8.2021

Lori Ross Date
City Recorder



City of Harrisburg
120 Smith Street
Harrisburg, OR 97446
Phone (541) 995-6655
www.ci.harrisburg.or.us

BOARD & COMMITTEE APPLICATION FORM

Planning Commission, Budget Committee, and Library Board

Name: Angela Christensen

Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]@gmail.com

Are you a [REDACTED] Yes ☒ No ☐

Employment: Harrisburg School District

In which position are you interested?*

Library Board


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

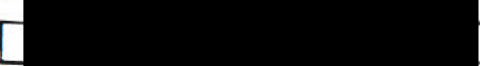
I would love the chance to help out the community library with different activities.


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

I am currently a treasurer on a Board and I absolutely love it. I love being part of a group that loves to do great / good things.

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

Name: 

Address: 

Phone Num 

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.



*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.