



Library Board Meeting Agenda
January 09, 2020
6:30 PM

Chairperson: Cassandra Barney
Board Members: Jayne Detering, Violet Stone, and James Blake
Meeting Location: The 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/Assistant City Administrator Michele Eldridge, at 541-995-6655*

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 of November 14, 2019

NEW BUSINESS

2. THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT:

EXHIBIT A: APPLICATIONS FOR ANITA MCCLURE AND SAMANTHA HANSEN

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT _____ TO THE TERM VACATED BY HEATHER LONG, ENDING JUNE 30, 2020.

3. THE MATTER OF REVIEWING LIBRARY PROGRAMS

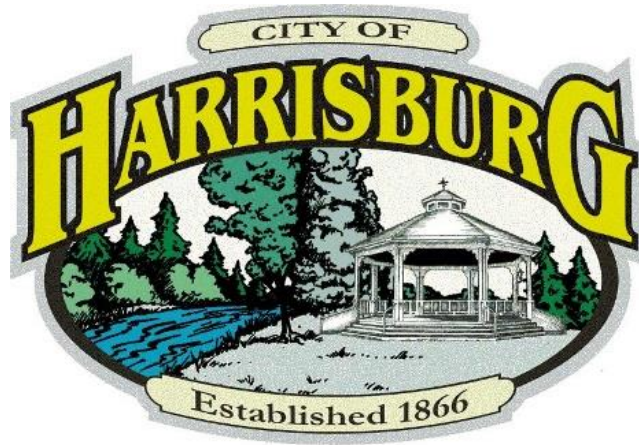
STAFF REPORT:

Exhibit A: January Program Calendar

Exhibit B: Prioritized Library Programs List

ACTION: FOR DISCUSSION

ADJOURN



Library Board Meeting Minutes
Harrisburg Municipal Center Jury Room – 354 Smith St.
November 14, 2019

The Harrisburg Library Board met on this date at the Harrisburg Municipal Center, at the hour of 6:28pm. Presiding was Chairperson Cassandra Barney. Also present were board members Jayne Detering, Violet Stone, and James Blake. Staff present were Library Supervisor Lori Ross, and Librarian Amanda Pelkey.

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

APPROVAL OF MINUTES

Motion to Approve the Minutes of August 8, 2019. Stone **motioned to approve the minutes**; Blake **seconded the motion**. **The Library Board voted unanimously to approve the minutes of August 8, 2019.**

THE MATTER OF REVIEWING LIBRARY POLICY

- Barney **motioned to recommend to the City Council to repeal Resolution No. 800. She was seconded** by Blake.
- Detering **motioned to recommend to the City Council that they adopt the Policy Handbooks Via Resolution. She was seconded** by Barney.
- Stone **motioned to recommend to the City Council to approve the suggested amendments to HMC Title 2.20 Via an Ordinance Amendment. She was seconded** by Barney.
- **The Library Board then voted unanimously to approve all three recommendations to the City Council. The following were the recommendations:**
 - 1. To Repeal Resolution No. 800;**
 - 2. To Adopt the Policy Handbook via Resolution; and,**
 - 3. To Approve the Suggested Amendments to HMC Title 2.20 via an Ordinance Amendment.**

THE MATTER OF REVIEWING LIBRARY PROGRAMS

The Library Board discussed the current programs as listed on the agenda bill. Unfortunately, the Lego Club was currently on hold, and they hoped that Lego Club would be able to get going again soon. Crystal Falk was the person running that program. If anyone wants to add a program, they were reminded that they will need to research the cost of the program, determine where it would be held, and also who would be running the program.

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

The Library Board term that was vacated by Heather Long is still open, and board members were encouraged to reach out to friends and family in hopes of recruiting a new member. Both Mandy & Violet would be reaching out to some people that they knew to see if they would be willing to be appointed.

ADJOURN: The meeting was adjourned at the hour of 7:17pm.

Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

THE MATTER OF FILLING A LIBRARY BOARD VACANCY

STAFF REPORT:

EXHIBIT A: APPLICATIONS FOR ANITA MCCLURE AND SAMANTHA HANSEN

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT _____ TO THE TERM VACATED BY HEATHER LONG, ENDING JUNE 30, 2020.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

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

STAFF RECOMMENDATION:

Staff recommends that the Library Board recommend to the City Council that they appoint one of these candidates to the City Council.

BACKGROUND INFORMATION:

Heather Long resigned from the Library Board this last September. Since that time, the City has been advertising on the City website for a new Board Member as well as advertising in the City Utility Bill. Her term ends on June 30, 2019.

The city received two applications; One from Anita McClure, and the other from Samantha Hansen. Both individuals have been in the City for years, and both use Library services on a regular basis. They have been invited to this meeting; and are available to answer any questions.

The term for whoever is appointed and for James Blake, both expire on June 30, 2020. The position openings will be posted in mid-April. Both members will be invited to re-apply.

MOTION (If necessary):

MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPOINT _____ TO THE TERM VACATED BY HEATHER LONG, ENDING JUNE 30, 2020.

REVIEW AND APPROVAL:

Michele Eldridge

01.03.20

Michele Eldridge

Date

City Recorder/ Assistant City Administrator



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

APPLICATION FOR CITY COMMITTEES

Planning Commission, Public Works Committee, Budget Committee, and
Parks and Recreation Committee.

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident? Yes No

Employment:

Which position are you interested in?*

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

Please list any schooling, hobbies, prior experience or any other information that would indicate how you would contribute to these committees.

RECEIVED
JAN 03 2023

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

Name:

Address:

Phone Number:

Relation to you:

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.



City of Harrisburg
120 Smith Street
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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:

There is an opening. My hus band + I love the Library + use it constantly.

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 an artist and inventor + advocate for Rural Homeless. Love our Community and want to serve wherever I am needed. I was on the Harrisburg Planning Commission

The City of
Harrisburg
NOV 20 2019
RECEIVED

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Name:

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Relation to you:

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Agenda Bill
Harrisburg Library Board
Harrisburg, Oregon

THE MATTER OF REVIEWING LIBRARY PROGRAMS

STAFF REPORT:

- Exhibit A: January Program Calendar
- Exhibit B: Prioritized Library Programs List

ACTION: FOR DISCUSSION

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
?	Yes	Library Programs

STAFF RECOMMENDATION:

Staff recommends reviewing Library Programs currently in effect and to discuss some possible new programs for implementation in 2020.

BACKGROUND INFORMATION:

At our last meeting in November, we discussed some possible new Library Programs. Since the Library is now open, it is the perfect time to hopefully finalize some new and exciting programs and then add them to our calendar.

The November Calendar (**Exhibit A**); shows that currently the Library has three programs operating:

- Crochet & Knitting Club is held every Tuesday at 1pm in the Library. The program is run by Cheryl.
- Dungeons & Dragons is held every Thursday at 4pm in the Auditorium. The program is run by Tristan Kucera.
- Baby-Time is held every Friday at 9:40am followed by Toddler Story-Time at 10am in the Library. The program is run by Kathryn McAbrey and Mandy Pelkey. Cassandra Barney will also help when permitted.

The Lego Club is currently on hold, but Librarian Mandy Pelkey is willing to run the program until Crystal Falk, the volunteer running the program, is able to return. It is hoped that Mandy will be able to start running this program later in the month of January.

Librarian Cheryl Spangler is working on two additional programs. One is an adult D&D club. The other program is the Ancestry/Genealogical Club. She will provide more information in relation to these during the meeting.

At the last meeting, we discussed high, medium and lowest priority programs; (**Exhibit B**). High means the program is already in effect and lowest means it needs to be organized the most. If we want to continue going forward with these programs and other programs, we will need to discuss:

- What is the cost associated with these programs?
- Where would they be held?
- Who would run the program? Staff? Volunteer?

For all programs we will need to keep in mind that if the program is going to be run by a volunteer; meaning a City staff member will not be present, they will be required to have a completed background check, plus will need to go through orientation. These steps need to take place a minimum of two weeks prior to their running any Library program.

MOTION (If necessary):

For Discussion only

REVIEW AND APPROVAL:



01.03.20

Michele Eldridge Date
City Recorder/ Assistant City Administrator

Harrisburg Public Library

JANUARY 2020



Current Library programs. More to follow!
We hope to see you there!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Library Closed Happy New Year!!!!	2 4pm: Dungeons & Dragons	3 9:40am: Baby Story Time 10am: Toddler Story Time	4
5	6	7 1pm: Crochet & Knitting Club	8	9 4pm: Dungeons & Dragons	10 9:40am: Baby Story Time 10am: Toddler Story Time	11 Lego Club 10:30am
12	13	14 1pm: Crochet & Knitting Club	15	16 4pm: Dungeons & Dragons	17 9:40am: Baby Story Time 10am: Toddler Story Time	18
19	20	21 1pm: Crochet & Knit- ting Club Library Open 12-3pm	22	23 4pm: Dungeons & Dragons	24 9:40am: Baby Story Time 10am: Toddler Story Time	25 Lego Club 10:30am
26	27	28	29	30 4pm: Dungeons & Dragons	31 9:40am: Baby Story Time 10am: Toddler	

Prioritized Library Program List

High Priority Programs: These programs were already running before the library closed, so should continue and will be fairly simple to manage. They already have volunteers and a set schedule.

1. D&D (Dungeons and Dragons) Club- Every Thursday, 7pm, in auditorium.
2. Baby and Toddler Story Time- Every Friday, 9:40am for Baby, 10am for Toddler, in library.
3. Lego Club- Every 2nd and 4th Saturday, 10am, in library.

Medium Priority Programs: These programs are already mostly organized and assigned, they just need set start dates and concrete volunteers. These programs can be started any time. They can even just run for certain times of the year.

4. Adult Book Club- this one is basically already set up. Just needs a little more organization and structure. Held every 2nd and 4th Thursday, 5pm?, at the salon Jayne Detering owns?
5. Yarn Club- This one should be super easy to do; we just need a volunteer to lead it. Every 1st Saturday at 1:30pm, in library
6. Ancestry Night- Every 1st and 3rd Thursday?, 6pm?, in library
7. Scary Stories at the Library (can run only in October?) Every Thursday night in October at 7pm?

Lowest Priority Programs, but possibly the most fun...: These programs will be great, but they need the most supplies, the most planning and the hardest to find volunteers.

8. Lattes at the Library
9. Family Movie Night
10. Youth Spanish Story Time- Ask high school students to volunteer?
11. ASL Club- Ask high school students to volunteer?
12. Fitness Friday