



Library Board Agenda

May 06, 2025

5:30 PM

Chairperson:	Alexandria Bennett
Vice-Chairperson:	Lori Pelkey
Board Members:	Danielle Pedersen, Madison Stepherson and Pat Rufo
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 MARCH 4, 2025 LIBRARY BOARD MINUTES

NEW BUSINESS

2. THE MATTER OF REAPPOINTING EXPIRING LIBRARY BOARD TERMS

STAFF REPORT:

Exhibit A: Application Pat Rufo

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY REAPPOINT PAT RUFO TO THE LIBRARY BOARD WITH A TERM ENDING JUNE 30, 2028.

3. THE MATTER OF DISCUSSING LIBRARY BOARD PROGRAMS

STAFF REPORT:

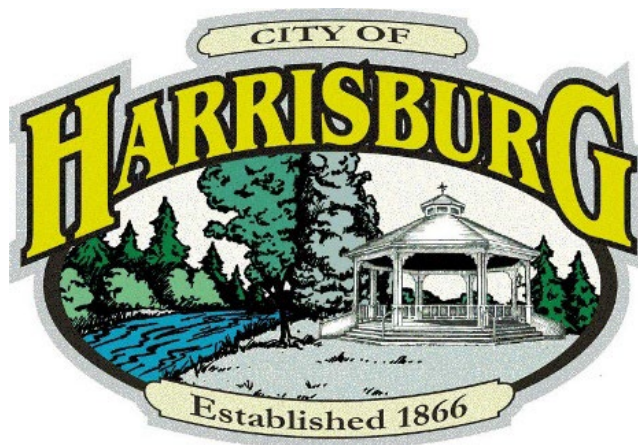
Exhibits: None

ACTION: FOR DISCUSSION ONLY

OTHERS:

- Volunteer Policy
- Float
- Next Meeting is July 1, 2025

ADJOURN



Library Board Minutes

March 04, 2025

Chairperson: Alexandria Bennett
 Vice-Chairperson: Lori Pelkey
 Board Members: Madison Stepherson and Vacancy
 Board Members Absent: Danielle Pedersen
 Staff Members: City Recorder Lori Ross Librarian Amanda Pelkey
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Chairperson Bennett at the hour of 5:32pm.

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

MOTION TO APPROVE THE MINUTES FROM THE JANUARY 7, 2025 LIBRARY BOARD MEETING: No comments or concerns.

- Pelkey **motioned to approve the January 7, 2025 Library Board Minutes and was seconded by Stepherson. The motion passed unanimously by a vote of 3-0.** (Yes: Pelkey, Stepherson and Bennett. No: None.)

THE MATTER OF FILLING A LIBRARY BOARD VACANCY: Bennett introduced applicant Pat Rufo. Rufo reviewed her application and added that she believes the Library is a core piece of the community that reaches all ages. She would like to be able to offer her support and bring new programs if needed.

- Pelkey asked if she has attended any programs in the past. Rufo replied that she did assist with the technology literacy class.
 - Stepherson **motioned to recommend to the City Council that they appoint Pat Rufo to the Library Board for a term ending June 30, 2025 and was seconded by Pelkey.**
 - Pelkey asked about the term ending date of June 30, 2025. Ross informed the board this was the ending date of for the open term. She will need to run again before the end of the fiscal year.
 - **The motion then passed unanimously by a vote of 3-0.** (Yes: Stepherson, Pelkey and Bennett. No: None.)

March 04, 2025

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT: M. Pelkey informed the Board attendance for all programs is down which she attributes to sickness.

Crafting Club: A few times with low attendance and other times with 6-8 participants. Bennett thinks it will be pick up in the springtime with the time change. Bennett also asked about having a theme. L. Pelkey stated the club prefers not to.

Teen Book Club: Currently suspended.

Story Time: Less attendance than usual. Pelkey commented that she hears good things about the program. M. Pelkey to begin using the early literacy toys again soon. Rufo asked about the early literacy grant and if it was continual. M. Pelkey replied it was a one time grant.

Baby Story Time: Consistent attendance.

Lego Club: Steady, but small numbers. M. Pelkey asked about orientation for Jakob. Ross informed Pelkey he still needs to submit his volunteer application.

Grief Support: Bennett has no update, but she will follow up. M. Pelkey stated that Cheryl Spangler did pick up the attendance sheets. The location of the event is not clear. M. Pelkey did add that Cheryl Ressler has moved and is no longer volunteering for the program.

Cooking Class: No information. The date still needs to be decided.

Summer Reading Program: M. Pelkey asked for all Board Members to assist with the Carnival scheduled for August 8th from 10am to 1pm held at BN Park.

- Bennett asked if you need to be an approved volunteer for an event like this. Ross to research and get back to Pelkey. Rufo thought you couldn't have one on one contact with a child if they're not an approved volunteer.
- M. Pelkey would like to have a volunteer for each station. Stations from last year included a cotton candy machine, slushy machine, ring toss, three legged race and prizes.
- Ross suggested reaching out to some local programs for volunteers. Stepherson suggested reaching out to Harrisburg Christian Church. Bennett suggested reaching out to The Guild and thinks we need to find ways to get The Guild more involved.

Others:

- M. Pelkey referred to **Addendum 1**; Bingo cards for the Barnes and Noble Gift Cards which are part of the Summer Reading Program.
- Bennett asked about holding a dance this year. M. Pelkey replied they have decided not to hold one.
- The Summer Reading Program kicks off June 13th where they will hand out the Bingo cards in backpacks.
- Bennett informed the new Board Members that the Library can have a float in the 4th of July Parade. A driver and a trailer would be needed. Discuss details at the next meeting scheduled for May 6th.

With no further business, the Library Board Meeting adjourned at the hour of 6pm.

Level Up at Your Library

Harrisburg Library Summer Reading Log

Get 2 Bingos win a \$5 Barnes and Nobles gift certificate. Up to 2 gift certificates per patron.



Read a Bird Book	Read a Cat Book	Read a Dog Book	Read a Space Book	Read a Fairy Book
Read a Car Book	Visit the library	Talk to a Librarian	Come to a library Program	Read a Non-fiction Book
Visit the library	Read a kindness Book	Free space	Read a Non-fiction Book	Read a Ocean Book
Read a Non-fiction Book	Talk to a Librarian	Come to a library Program	Read a Scary Book	Visit the library
Come to a library Program	Read a Non-fiction Book	Read a Beach Book	Read a Camping Book	Come to a library Program

Exhibit A: Application Pat Rufo

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY REAPPOINT PAT RUFO TO THE LIBRARY BOARD WITH THE TERM ENDING JUNE 30, 2028.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda May 6, 2025

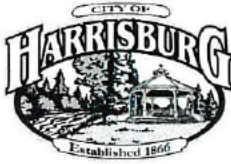
BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
NO	N/A	N/A

Staff recommend that the Library Board recommend applicant to the City Council for reappointment.

The Library Board has one term that will end on June 30th, 2024. Incumbent, Pat Rufo, is interested in serving another four-year term and has submitted the application.

- **Pat Rufo**: (EXHIBIT A) Pat was appointed on 3/11/2025 to the Library Board and her current term ends 6/30/2025.

Cathy Nelson 4/22/25
Cathy Nelson/Library Supervisor Date



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: Pat Rufe

Address: [REDACTED] Harrisburg OR 97446

Phone Number: [REDACTED]

Email: pat [REDACTED]

Are you a Harrisburg resident? Yes ☒ No ☐

Employment: Part-time with Spaeth Lumber Corvallis OR

In which position are you interested?*

Library Board Member

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

I appreciate all the things the library can do for the community besides housing books. I would like to help in making the library activities & resources available to the community: All ages and all groups and backgrounds.

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

I have always enjoyed reading - fiction and non-fiction. I worked in finance in a school district for 15 years and am familiar with some challenges in both financing a library and reaching kids & families.

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

Name: DeAnna [REDACTED]

Address: Ho [REDACTED] gon

Phone Number: [REDACTED]

Relation to you: Prior Co-worker + 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.

Pat [Signature]

Date: 4/23/2025

*Please be aware that candidates for City Council and Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Lori Ross, City Recorder.

**Please submit completed applications to PO Box 378, Harrisburg, Oregon 97446 or in person at 354 Smith St or by emailing to lross@ci.harrisburg.or.us.

Agenda Bill

Harrisburg Library Board

Harrisburg, Oregon

THE MATTER OF DISCUSSING LIBRARY PROGRAMS

STAFF REPORT:

Exhibits: None

ACTION: FOR DISCUSSION ONLY

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – May 6, 2025

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:

- **Crafting Club:** This program is held every Thursday from 5pm to 7pm at the Municipal Center. All ages are welcome to attend.
- **Teen Book Club:** This program is starting back up.
- **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 led by Madison Stepherson.
- **Lego Club:** Lego Club is every Friday from 3pm-4pm, in the library, and is instructed by Nolan Malpass.
- **Grief Support:** Held the 1st and 3rd Mondays in the Municipal Center. Has started back up.
- **Cooking Class:** Friday at 1:30am for teens only.
- **Summer Reading Program:** Theme is "Level Up at your Library". Need volunteers.
Discuss.

REVIEW AND APPROVAL:

Cathy Nelson 4/22/2025
Cathy Nelson-Library Supervisor