



Harrisburg Library Board Minutes May 9, 2019

The Harrisburg Library Board met on this date at City Hall, located at 120 Smith Street, at the hour of 6:35pm. Presiding was Chair Cassandra Barney. Also present were as follows:

- James Blake
- Jayne Detering
- Librarian Cheryl Spangler
- Library Assistant Mandy Pelkey
- City Recorder/Asst. City Administrator Michele Eldridge

Absent was Vice-Chair Violet Stone and Heather Long.

Matter of Approving the Minutes.

- Barney **motioned to approve the minutes of the March 14, 2019 meeting.** Detering **seconded. The motion passed unanimously.**

Library Policy and Review.

- Barney had asked the board to take a final look at the policy changes, and asked if anyone had anything to add. There were none, so Barney indicated that Spangler would have a hard copy of the policy that would be provided at the next meeting for their approval.

Discuss and Review Proposal for Late Fees and Lost Books.

- Barney handed out a written proposal (Addendum No. 1) that outlined what they had previously decided. Eldridge asked for clarification on 'amnesty day', and whether that would be just a one day thing, or would it last for a couple of weeks. The board decided a two-week period, starting July 1, 2019, would give more people the opportunity to return library materials. Barney would send a revision with that information in it. It was also clarified that if a patron had lost a book, that as noted in the policy, they would be charged \$5.00. In this case, the fee wouldn't be removed, and the patron would need to pay \$5.00 in order to have their account reinstated. The \$5.00 was set as a standard fee for replacement. Barney noted that the statement written is in line with research they had done at area libraries, and that those libraries noted an increase of patrons, and more satisfaction with their libraries after the changes went into effect. **Board Consensus was that the written proposal would be provided to the City Administrator to take to Council.**

Discuss Changes to the Library.

- Eldridge provided the hours of the new Library, which are as follows:

Monday	Closed
Tuesday	1:00-5:00

Wednesday	1:00-5:00
Thursday	1:00-8:00
Friday	9:00-5:00
Saturday	10:00-3:30
Sunday	Closed

- In addition, Eldridge shared the schedule that the co-librarians will be working:

Day	Cheryl	Amanda	Overlap
Tuesday	1:00-5:00		
Wednesday	1:00-5:00		
Thursday	3:00-8:00	1:00-6:00	3:00-6:00
Friday	9:00-2:00	9:00-5:00	9:00-2:00
Saturday		10:00-3:30	

The Library Board was very dissatisfied with the reduction in days that the Library would be open, and hoped to move some of the overlap of hours to a different day, such as Monday. Eldridge informed the board that the hours were designated by the City; they had been developed this way in order to provide more coverage for programs to be ran. The hours as set were non-negotiable. There is bit of flexibility allowed; for instance, if they decided to add a program on a Wednesday evening for a few weeks, the hours could be taken from the Thursday or Friday overlap. That could apply to a Monday afternoon program as well. The board thought that if they took hours from an overlap period, then perhaps a volunteer could still run a program in the main auditorium, while the Library was open. However, Eldridge pointed out that an employee needs to be present, when a City facility is being used. Even if it's adjacent to the Library, it's not contiguous, and there would be no way for a Librarian to check the area without leaving the Library unattended. The board also questioned the types of hours in relation to specific days, and our patron needs. Eldridge encouraged the board to make sure to market the new hours to their patrons so that they are informed of the changes.

Eldridge also informed the board that if the Budget Committee approves it, the book budget will be increased to \$10,000, and Library Programs is \$4,000. Barney asked how much the Library has for programs now. Eldridge told her technically none; there is a miscellaneous line that could be used to cover some program coverage, budgeted at \$1,500. Spangler added that there is a summer reading program too, that's paid for by the state. Eldridge noted that the Library book budget hadn't been changed since at least 2004, and the increases budgeted wouldn't be happening without some sacrifices on the part of staff.

The Library Board felt that the hours of the Library could have been shared with them earlier, and Eldridge told them that they hadn't been finalized until a two or three weeks ago, and the board meeting wasn't until now. *The board ultimately determined that they would like to meet with Brian Latta about the library schedule.*

Others: The Library Board was excited about some of the potential programs that they could start planning now, and was eager to have those worked on, and marketed to the public.

With no further others to discuss, the Library Board adjourned at the hour of 7:40pm.

Board President

City Recorder