



Library Board Minutes August 08, 2019

The Library Board met on this date at City hall, located at 120 Smith St., at the hour of 6:34pm. Chairperson Cassandra Barney opened the meeting. Present were board members Jayne Detering, and James Blake. Absent was board member Violet Stone. Staff members present were Library Supervisor Lori Ross, plus Librarians Cheryl Spangler and Mandy Pelkey. (Board member Heather Long had tendered her resignation after the agenda was released.)

CONCERNED CITIZEN(S) IN THE AUDIENCE. None

APPROVAL OF MINUTES

James **motioned to Approve the Minutes for July 11, 2019, seconded** by Jayne. **The board then voted unanimously to approve the minutes of July 11, 2019.**

THE MATTER OF DISCUSSING AND FINALIZING DETAILS OF LIBRARY PROGRAMS

The Library Board wanted to continue the D & D program, as well as the Story time, and Lego club.

D & D: Is to take place in the Auditorium every Thursday at 7pm. Cheryl was asking if a volunteer needed to be present if the Library was open. Lori informed her that if the program is not going to be held in the Library, but the Auditorium, that an approved adult volunteer would need to be present. She was going to ask one of her adult participants to see if they would get the background check. Cost of the program is just for snacks. Cheryl says about \$10.

Baby & Toddle Story Time: Katherine is on board for running this program. Baby time is a new addition. Cassie will assist with this program when she is able to. During the program they will read two books and do some crafts. It is about a 50-minute program involving singing, interaction with parent and child. There are some startup costs for materials, and \$20 a month for snacks.

Mandy suggested a healthy snack segment for story time, plus a focus on healthy snacks. Casandra will investigate advertising the story times; possibly at Life Bible during their Mom's group program. Cheryl mentioned the Ready to Read Grant and the need to use it since the Library hasn't been opened. She suggested about one time per month, giving a free book to children for attending the story time.

Lego Club: Will start in October and be run by Crystal Falk.

Crochet & Knitting Club: Cheryl thinks that she knows two volunteers who would like to run the program. Program can be held in the Library. No cost should be involved.

Spinning Club: Mandy will look into the cost and will need to purchase dowels and hooks.

Scary Story Time: Cassie said to be held at the same time as D & D but at a different location; inside the Library. Thursdays at 7pm. Cheryl will run the program. Snacks would be the same as D & D. Will start Thursday, October 1st.

Yarn Club: Mandy said to start in October and run every Saturday at 1:30pm. Program would be run by Mandy. Mandy mentioned advertising on the City website/Social Media and flyers.

Cassandra said to focus on other programs after the Library re-opens and suggested no September meeting.

THE MATTER OF DISCUSSING THE ADVERTISING OF THE APPROVED 2019 LIBRARY AMNESTY PROGRAM.

For phase one of the Amnesty program we don't need to advertise because it's already in effect. Cassie suggested advertising on Facebook and can make a flyer that can be uploaded. Phase two and three will start when the Library re-opens. Lori mentioned that the program is only for patrons who have late fines for Harrisburg materials. She received a report that shows that only 21 Patrons are affected by non-Harrisburg materials. Of those, 5 patrons have lost materials totaling 11 items. She said this is good information to have because on the flyer that Cassandra made, we did indicate that certain restrictions do apply.

Cassie liked the idea of yard signs to get the word out about the program and the Library re-opening. She said that she could contact the school about making some flyers for the students. We could also advertise in the Friday update that Brian puts out weekly.

THE MATTER OF REVIEWING LIBRARY POLICY

Cassie asked if the IGA with the consortium had expired. Lori said that she had received an email from Ed Gallagher with the Albany Library and he sent her the signed 2017 agreement. However, Brian did not sign it. Brian said that we most likely didn't have one because it would have had to go to City Council for approval. Ed was going to investigate it further and see if he could find a signed agreement.

The Library Board reviewed the Library Policy. In the circulation policy, the board wanted to change the loan period of 4 days for DVD's instead of videocassettes. The current policy doesn't have any limits on the number of materials a patron can check out. However, Evergreen allows a limit of 99 books; after discussion, the board wanted the limit to be 40 books. In addition, under the limit for children under 10 years of age, there should be no more than 3 items checked out at a time. Under fines and charges, the board decided that the 4-day grace period should be added to the Library Policy; and if materials are returned prior to the 5th day, then an overdue fine will not be charged. The Board agrees that the Library should follow the policy and not allow patrons to check out materials if they have overdue fines.

The Library Board reviewed the complaint policy clarifying that any complaints pertaining to procedure would be addressed to the Board and any complaints in regard to personnel, would be addressed to the Library Supervisor, and then the City Administrator.

The Library Board asked staff to bring the revised policy back for final review at the next Library Board meeting.

ADJOURN: The meeting was adjourned at the hour of 7:38pm. The next meeting is scheduled for October 10, 2019, in the Library.

Chairperson

City Recorder