CITY OF HARMONY
MEETING AGENDA
LIBRARY BOARD

October 6th, 2025 Council Room
5:00 P.M Community Center

1. Call to Order
2. Roll Call
3. Approval of the Agenda

4. Citizen Comment
   (Those wishing to speak will sign-up at the meeting door before the start of the meeting. Each speaker is allowed up to three minutes, with a maximum total of 15 minutes. Speakers will: state their full name; direct comments solely to the library board members; and speak respectfully. Remarks are limited to topics relevant to Harmony Library. The Board does not engage in discussion or debate. Comments will be taken under advisement and may be directed to the Library Director for a response after the meeting.)

5. Consent Agenda
   a. Approval of Minutes
   b. Claims for Review

6. New Business
   a. November Display – History of Minnesota/Fillmore County
   b. Hours of Operation
   c. Board Members Terms
7. Old Business
   a. Code of Conduct Policy – Final
   b. Security Update

8. Adjournment

MINUTES
LIBRARY BOARD
Regular Meeting

September 2nd, 2025 Council Room
5:00PM Community Center

Meeting was called to order by Kelli Jo Krenzke at 5:03 p.m.

Present: Harvey Benson, Kelli Jo Krenzke, Paula Barness, Jeff Weiss, Vicki Christianson, Tara Morem, and Jessica Powell. Also present were Alissa Stelpflug (City Administrator), Greg Schieber (City Attorney), Sue Olinger, Alayna Holets, and Megan Rutter.

APPROVAL OF AGENDA: Kelli Jo called for approval of agenda. Vicki made motion to accept agenda and Paula seconded. Motion carried. Kelli Jo introduced Tara Morem from the City Council as the new replacement for Michael Himlie and Jessica Powell as replacement for outgoing board member Joan Michel.

CITIZEN COMMENT: Kelli Jo then asked for any citizen comments. Sue O. presented several suggestions/comments to the Board.
The list included:

1. Large shelf stabilizer crossbars
2. Changing the voicemail on the answering machine to a current library staff.
3. A suggestion/concern box available for the patrons
4. An annual book sale to deepen connections with the community.
5. Sharing surplus books we have but don't need with other surrounding area libraries
6. Establishing a "Friends of the Library" society which would have their own board but would report to the Library board
7. Small coloring books (5-7pages) with our library hours on say the back cover
8. Sanitary wipes to wipe down the doorknobs at least twice weekly
9. Hand sanitizer for the patron use
10. Feather duster with real feathers

11. A senior program the reads to 3-5 year olds for 20, 30 or 40 minute weekly sessions
12. Restoration of the volunteer program and possibly working with the High School providing a work for credit program. There have been three other patrons voicing an interest in volunteering too.

These suggestions/comments were items that she felt would help/improve the library. It was decided that these items be re-presented to the Board and Library Director after a new Library Director is established.

Megan Rutter was the second citizen to speak. She stated that she doesn't take threats lightly, regarding to what she can and can't say in public. She said "Stop blaming me! S. D. can show up here and swing his d**K around all he wants. You didn't seem to care about me when I was getting harassed by a pedophile. Go ahead and trespass me, feel free, let's dance and see how it goes! In a threatening voice. Most of her comments were all aimed at a library staff member. Referencing that her 12 year old sister was helping her in the library, and her boyfriend helps carry heavy items. Megan stated that the library is letting some people volunteer but not her, and that she has it all documented. She has noticed other patrons behind the desk. She has heard said staff member gossip about underage drinking in the library, and that she think she is in charge of the library. Megan even brought up personal things about said library staff member that were not appropriate. Not of the comments pertain to the library itself. Megan also stated that she did not like the nasty comments or threats that were being told about her. She was stopped from further speaking at the two-minute time frame.

CONSENT AGENDA: Kelli Jo asked for approval for the August Minutes and expenditures. Motion by Paula to accept minutes and expenditures with a second by Tara.

NEW BUSINESS:
SUGGESTION AND CONCERN FORM: Alissa discussed creating a suggestion/concerns form that would be available for library patrons to fill out. The form would contain the date, name & address of library patron, type of suggestion/concern with details, desired resolution and patron's signature. A

locked box would be placed at the library with blank forms on the side of the box and a slit on top of the box where completed forms would be inserted. Alissa would keep the key in the city office. The City Administrator and/or the Library Director would have access to the box and would remove the suggestion/comment forms and proceed with follow-up.
After much discussion, Vicki made motion to accept the suggestion/concern box with a second from Kelli Jo.

SEPTEMBER DISPLAY: Administrator Stelpflug stated that the back-to-school theme will be on display in the library the month of September.

OCTOBER DISPLAY: The October display will be a Halloween/Popular Mystery Novels theme. Library staff will be designing and setting up the monthly displays. In the future the upcoming month's themed display will be reported at the current monthly board meeting.

CODE OF CONDUCT POLICY: The Code of Conduct Policy was reviewed. Discussion on each section followed. Kelli Jo suggested that we wait with any action until the Library Board can review the City of Harmony's current Code of Conduct Policy.

SECURITY UPDATE: Due to concerns regarding suspicious activity within the library the suggestion of installing cameras in the library was brought back into discussion. The Security Camera Policy was reviewed and Alissa presented camera purchase options. Motion by Paula to Adopt the Security Camera Policy and to purchase cameras at a cost of $192.05 was made with a second by Kelli Jo.

LIBRARY USE & CULTURE: Greg Schieber led a discussion regarding Library Use and Culture. It was emphasized that the library should remain a safe and respectful environment for both patrons and staff. The Board also noted that members should be able to serve without experiencing threats, derogatory remarks, or bullying. Additionally, inappropriate behaviors such as swearing, belittling of staff, threats, or bullying will not be tolerated during the Citizen Comment portion of board meetings. The Board acknowledged that repeated conduct of this nature could result in the elimination of the Citizen Comment

section in the future; however, at this time, the Citizen Comment section will remain in place.

CODE OF CONDUCT POLICY: At this time, Kelli Jo requested that the Code of Conduct Policy be reopened for consideration, noting the importance of not delaying its adoption. The Board reviewed the policy in detail, discussing each section and identifying several revisions. Kelli Jo made a motion to approve the Code of Conduct Policy, contingent upon the recommended revisions being incorporated, including the removal of the dress code section, with an adoption date of September 2, 2025. Paula seconded the motion. Alissa will provide a revised copy of the policy for review at the October board meeting.

HIRING COMMITTEE-LIBRARY DIRECTOR RECOMMENDATION: The hiring committee had a second interview with candidate Cara McCoy. The hiring committee recommends that Cara McCoy be hired as the new Library Director with a starting salary at Grade 5, Step 1. Motion by Vicki and seconded by Kelli Jo to approve the hiring of Cara McCoy. Alissa will contact Cara.

Adjournment at 7:00 p.m.

City of Harmony
Library Board Claims for Review

October 6, 2025

Department	Object of Expense	Vendor	Comments	Amount
Library	Program Services	ABSOLUTE SCIENCE	Mega Foam Blaster 9/13/25	$575.00
Library	Repair/Maint Office Equipment	CANON FINANCIAL SERVICES, INC	Copier lease	$86.78
Library	General Operating Supplies	ELAN FINANCIAL SERVICES	Amazon -2 port wall charger	$14.99
Library	Small Tools and Minor Equip	ELAN FINANCIAL SERVICES	Amazon - security cameras	$188.72
Library	General Operating Supplies	ELAN FINANCIAL SERVICES	Amazon - Sanizer, pencil case, etc.	$32.56
Library	Office Accessories	ELAN FINANCIAL SERVICES	Amazon - Tape refill, cardstock	$18.53
Library	Program Supplies	ELAN FINANCIAL SERVICES	Amazon - Modeling clay, coloring boo	$37.98
Library	Small Tools and Minor Equip	ELAN FINANCIAL SERVICES	Amazon - Dusters	$9.49
Library	Software Service Fees	SELCO	Basic services, fees, and Tech Suppor	$353.83
				$1,317.88

Harmony Public Library Board Members
7 members for 3 year terms (3 term limit)

Kelli Jo Krenzke (President) Appointed 01/20 term ends 12/31/25 – kjkrenzke@gmail.com

Paula Vagts (Vice President) Appointed 01/22 term ends 12/31/25 – Paulavagts@gmail.com

Tara Morem (City Council Board Member) Appointed 01/25 term ends 12/31/28 Tjmorem@gmail.com

Vicki Christianson (Secretary/Treasurer)- Appointed 01/18 term ends 12/31/27 Vachrist73@gmail.com

Jeff Weiss – Appointed 01/25 term ends 12/31/27 Jeffreyweiss1965@gmail.com

Jessica Powell: Appointed 01/25 term ends 12/31/25- jessiemckpwl@gmail.com

Harvey Benson: Appointed 01/21 term ends 12/31/27

Harmony Public Library

Code of Conduct Policy

Mission Statement:

The Harmony Public Library will provide access to various types of materials as well as programs and services that meet the educational and recreational needs of the community.

Code of Conduct

The Harmony Library belongs to the residents of Harmony, who pay taxes to support it. Therefore, it is the responsibility of the City of Harmony, the Library Board, staff, and volunteers of the Harmony Library to ensure that everyone entering the library doors (referred to herein as "patron') enjoys a library that is clean, pleasant, safe, and free from inappropriate behavior and any threat of harm, indignity, or invasion of privacy or property.

While it is impractical to try to address every behavioral situation that may occur, the following rules and guidelines are for the protection of all who use the library, and to ensure that a safe and respectful environment is maintained for all library patrons. Whenever these rules do not cover a specific situation, library staff have the responsibility to make decisions that are in the best interest of the library. Staff may require a patron to leave the premises, call the police, or ultimately bar a patron from the library for noncompliance with this Code of Conduct. If you observe patron behavior that does not meet this Code of Conduct, please contact a staff member. Have fun, ask questions, explore. Be considerate of others using the library and everyone will benefit.

Care for Library Property: Use library materials, equipment, furniture, grounds, and facilities responsibly. Patrons are expected to clean up after themselves, including returning chairs to the original position and returning materials to the reshelving cart.

Laws: No one may violate any city ordinance or state statute while in the library building, on library grounds, at library-sponsored events held at any venue, or during library board meetings. In addition, Library patrons may not:

- intentionally deface, destroy or steal library property or the property of other library patrons. Damage to library property is prohibited by Minnesota Statute §609.541.
- solicit, panhandle, gamble, sell, or petition for contributions or support
- enter the library with items too large to fit under a study chair
- fail to observe Internet use guidelines and policy
- tamper in any way with library equipment

Alcohol/illegal drugs: Alcohol or illegal drugs may not be brought into the library, nor may anyone under the influence of either enter the library or be on the library grounds.

Smoking: Smoking is not permitted at any time in the library or on library grounds.

Disruptive behavior: All patrons are expected to behave and communicate in a reasonable, respectful and safe manner. Behavior that disturbs or interferes with patrons or employees of the library is considered disorderly conduct and is prohibited by Minnesota Statute §651.01. Disruptive behavior includes, but is not limited to:

- excessive speaking or laughing loudly
- running, roughhousing, or horseplay
- fighting or physical altercations
- public displays of affection or sexual misconduct
- excessive noise of any kind
- playing any audio equipment or device without headphones or in a manner that can be heard by others
- unauthorized game playing
- using skateboards, inline skates or bicycles in the library
- odors (including that related to personal hygiene) or activities which create an unsanitary or unhealthy environment or are offensive to the normal sensibilities of other library patrons
- using obscene, abusive, or hate-charged language

Harassment or Personal threats: No one may willfully annoy, harass, or threaten another person. This includes, but is not limited to:

- conveying threats or any kind of physical force or harm
- using obscene, abusive, or hate-charged language
- engaging in sexual misconduct
- stalking, staring, or invading personal space

Unattended persons: patrons may not leave unattended in the library any persons who seek or need personal assistance for other than library-related services, and where staff has a reasonable basis to be concerned for the safety of the unattended person, such as young children or persons who need supervision because of physical or mental conditions.

Enforcement of Guidelines:

Anyone violating these rules of conduct is first warned by the library staff. If the conduct continues, the offender will be ordered to leave the premises. Staff members, city administrator, or law enforcement will, at their discretion, expel patrons without warning in situations of serious, threatening, or malicious behavior.

Failure to observe these rules may lead to suspension or revocation of library privileges, including the right to visit the buildings or grounds. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.

Appeals Process

Individuals may appeal their exclusion in writing to the Library Director. If unsatisfied with the Director's decision, further appeals may be directed to the Harmony Public Library Board.

Thank you for helping us maintain a positive library environment.

Approved by the Harmony Library Board on September 2nd, 2025.