

Harlan Community Board of Trustees

Meeting Minutes for January 9, 2023

The Harlan Community Library Board of Trustees met on Monday, January 9, 2023 at 5:20 p.m. in the Library meeting room

Present: Hope Chipman, Dan McElwain, Andrew Sandquist, Paul Simpson, Roy Burkhalter, Dena Jacobsen

Absent: Susan Finn, Connie Claussen, Bill Early

Also Present: Director Amanda Brewer; City Council Liaison, R.J. Bielenberg

Board Member Roy Burkhalter called the meeting to order. Paul moved, seconded by Dan to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Dan moved, seconded by Andrew, to approve the minutes from December 2022. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth –
 - i. January 12th is Lego Night,
 - ii. 20th is Dungeons and Dragons (teen program),
 - iii. 26th Family Fun night: Jar Aquariums
 - b. Adult –
 - i. Jan 12th is the 2022 Reading Rave for GRC and the 2023 Challenge will start on the 13th.
 - ii. Classic Movie on the 18th,
 - iii. 19thAdult Craft Night – Felt Snowman Door Hanger. 15 people completed the annual challenge and around 30 people registered back in January of 2022
 - c. Library and Lunch book club attendees is up to 13-14 and 5 O'clock is at about the same. Both groups have seen considerable growth this last year.
2. Grants – Spring SCCF grant is coming up. Have not pinned down exactly what we will be requesting funding for but we have plenty of projects that we want to do that have no funding. We placed the order for the Interactive Play Table that we received funding for from Monogram Loves Kids Foundation in 2022. We also finished installing the 3 new patron computers from the SCCF 2022 Fall Grant.

3. 2023 Life-Long Learning Sponsorships – We have 6 programs we are looking for sponsors for this year. Monogram Foods has committed to 2 programs (2023 Great Reading Challenge & Big Bang Bubbles June 28th), Shelby County State Bank has committed to Mr. Stinky Feet (Children’s Musician). I will be speaking with the Lion’s Club in the near future to see if they have continued interest in sponsoring 2023 programs.
4. Board Education
 - a. We will be doing the 2022 Board Education Series. It has not been released yet on IALearns. Once it is released, I will let everyone know. As a reminder, board education is required for our state accreditation and the recommended amount per year is 3 hours.
5. State Accreditation – we are up for our next accreditation period.
6. 2022 City Audit – The state has reached out and is requesting documentation from the foundation for the 2022 so I will be working on that process.
7. Statistics –
 - a. Good Month for Income – Several payments came in from the towns we contract with for library services.
 - b. Our general income from fines and fees was up slightly.
 - c. ILL was down due to holidays and weather.
 - d. Circulation continues to grow!
8. Bills –
 - a. 360 Design and Landscape (a.k.a. Our Nest Greenhouse) - \$132.00 Winter Pots
 - b. The Dealt Hand - \$270.00. Pop-up board game events group in greater Des Moines area that hosts a card game event. To be held at The Lounge in March.

Motion by Andrew, seconded by Paul, to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings:

1. None

Old Business:

1. Outdoor landscape project
 - a. Follow up with architectural firms
 - i. One company said that our project isn’t “big enough” for their company
 - ii. Another company, left message and haven’t heard back

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New Business: None

Our next meeting will be February 13, 2023 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:41 p.m.

Hope Chipman, Secretary

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

Harlan Community Board of Trustees

Meeting Minutes for February 13, 2023

The Harlan Community Library Board of Trustees met on Monday, February 13, 2023 at 5:25 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Bill Early, Susan Finn, Andrew Sandquist,
Absent: Connie Claussen, Dan McElwain, Paul Simpson, Roy Burkhalter
Also Present: Director Amanda Brewer; Dena Jacobsen

President Susan Finn called the meeting to order. Andrew moved, seconded by Bill to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Tanya moved, seconded by Bill to approve the agenda for this meeting. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth – Family Fun Night is schedule for the 23rd.
 - b. Working on putting together a large Earth Day Event – collaborating with several other businesses/organizations.
 - c. Adult – Civil War program this Thursday, Adult Saturday Morning Scrabble on the 25th.
2. Grants – Spring SCCF grant – requesting grant for programming (teen and outreach).
3. Board Education
 - a. Board Room Series 2022 (recorded webinars)
 - b. 4 sessions, each session is 1.5 hours long. Amanda will email recommendations for which sessions would be most beneficial.
4. State Accreditation – will wrap everything up following the board meeting.
5. 2022 City Audit – Have submitted all the documents and all the receipts for the “testing”.
6. Teen Technology Table will be delivered by the end of the week.
7. Update on staffing changes – Collection Librarian position to be offered to Elizabeth Schechinger. Elaine will be retiring this summer after 45 years of service to the library. Retirement celebration pending. The adult services librarian position will then be advertised.
8. Library talks – Lions Club, Harlan Review Club, Harlan Literary Club and City Council
9. Reorganization and expansion of “work space” in the back room.
10. Bills –
 - a. US Post Office – 396.00 – stocked up on stamps before the price increase

- b. Advantage Archive - \$1200 (2022 & 2023 monies from the Newspaper and Museum) microfilm and digitization. Library paid \$742.50

Motion by Bill, seconded by Andrew, to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings:

1. None

Old Business:

1. None

New Business:

1. Policy discussion:
 - a. Collection Maintenance and Weeding policy
 - i. Updated language to exclude items that library no longer has (i.e. VHS and cassette tapes)
 - b. Computer Use policy
 - i. Updated daily minute allowances, otherwise no changes.
 - ii. No content limitations imposed at this time.
 - c. By Laws of the Library
 - i. Need annual review by the Board. No changes made.
2. 2023-2028 Long Term Plan
 - a. Update outdoor landscaping – in progress
 - b. Expand book offerings for books for low income residents – plans to increase
 - c. Expand ColorLove Project
 - d. Finish rebranding the library
 - e. New logo and library hours sign, additional branding ideas
 - f. Onboard new collections librarian
 - g. Create more user-friendly collection desk area, more to a self service model for items on hold, create more storage space at circulation desk

Andrew motioned, seconded by Bill to approve policy changes and 2023-2028 long term plan as discussed at the meeting. Motion carried unanimously.

3. Approve Collection Librarian job description which replaces the Catalogue Clerk job description.

Andrew motioned, seconded by Tanya to approve job description changes to the clerk job description. Motion carried unanimously.

Our next meeting will be Monday, March 13, 2023 at 5:15 p.m.

Bill motioned, seconded by Andrew, to adjourn the meeting. Motion carried unanimously.

There being no further business, the meeting adjourned at 5:52 p.m.

Hope Chipman, Secretary

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

Harlan Community Board of Trustees

Meeting Minutes for March 13, 2023.

The Harlan Community Library Board of Trustees met on Monday, March 13, 2023 at 5:20 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Connie Claussen, Susan Finn, Dan McElwain, Andrew Sandquist, Paul Simpson, Roy Burkhalter

Absent: Bill Early

Also Present: Director Amanda Brewer, Dena Jacobsen

President Susan Finn called the meeting to order. Connie moved, seconded by Tanya to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Tanya moved, seconded by Andrew, to approve the minutes from January and February library board meetings. The motion carried unanimously.

Director's Report:

1. Programming:
 - a. Youth –
 - i. March 9th Lego Challenge
 - ii. March 23rd – Magic Show with Rick Eugene (Family Fun Night)
 - b. Adult –
 - i. March 2nd – Yarn Painting
 - ii. March 16th “Iowa’s Misbehaving Women” by Author Cheryl Mullenbach
 - iii. March 30th – Game Night at the Lounge 6-9pm
 - iv. April 1st – Iowa Writer’s Workshop putting on a Craft Writing Workshop through our library.
2. Grants:
 - a. Still waiting to hear on the Shelby County Community Foundation Grant.
 - b. Applied for a grant from the Iowa Historical Society for about \$4500 to finish up the newspaper project. We should know in April on the status.
 - c. I asked the foundation for up to \$6000 to fund an electric book bike. Any funding from the SCCF grant would be used first and the remainder would be paid by the Foundation.
3. All accreditation materials are completed. There was an issue with the library code but it seems resolved.
4. Board Education - Board Room Series 2022 (recorded webinars)
5. Statistics – No major points of discussion

6. Bills:

- a. Iconic Screen Printing \$374.31. \$300 was budgeted for staff shirts and some staff purchased additional items.
- b. 60.4% of budget has been used and 67% of the year has passed

Motion by Andrew, seconded by Connie, to approve the bills the director has paid. Motion carried unanimously.

Motion by Hope, seconded by Andrew, to approve Elizabeth Schechinger for Collection Librarian position effective July 1. Motion carried unanimously.

Committee Meetings: None

Old Business: None

New Business: None

Our next meeting will be April 10, 2023 at 5:15 p.m.

There being no further business, motion made by Andrew, seconded by Roy to adjourn the meeting. Motion carried unanimously. Meet adjourned at 5:35 p.m.

Hope Chipman, Secretary

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

Harlan Community Library Board of Trustees--April 10, 2023

The Harlan Community Library Board of Trustees met on Monday, April 10, 2023, at 5:25 p.m. in the Library meeting room.

Present: Susan Finn, Dan McElwain, Roy Burkhalter (via phone) and Tanya Bruck
Absent: Hope Chipman, Andrew Sandquist, and Connie Claussen
Also Present: Director Amanda Brewer

President Susan Finn called the meeting to order. Bill moved, Dan seconded by to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Bill moved, seconded by Dan, to approve the March 13, 2023 minutes. The motion carried unanimously.

Director's report:

- April programming included Family Fun Night Bingo, but Adult Writer's workshop was cancelled.
- Upcoming programming includes Lego Challenge on the 20th, Earth day on the 22nd, adult craft wreath on the 13th, and Financial Literacy on the 27th
- There will be an ambassador visit on April 25th. The Masonic Lodge will present a check for children's programming.
- Summer Reading Kickoff will be May 31st at North Park at 10am
- \$1300 from the Shelby County Community Chest was received for graphic novels
- Amanda applied for a grant from the Iowa Historical Society for digitizing the rest of the newspaper on behalf of the library Foundation.
- The library received a Humanities Iowa grant. The library will spend \$1,000, and the grant will match it for a summer speaker series.
- Due to the state's changes in the taxation of multi-residential property, the library is receiving less funding from the library levy as well as the general levy. The total loss is about \$6000.
- We participated in pre-school round up as a community partner. Librarians visited with 63 families and signed up 10-12 families for library cards.
- Kindergarten visits first week of May
- Hiring for Adult Services position is happening. There were 5 applications, and the library is at the 2nd interview part of the process. They will hopefully have a decision by the end of this week.
- Midwest Pano contracted with library to offer reduced fee virtual library tours. \$1100 - we are going to do that.
- We have a volunteer who has video and technology skills to help with social media for the library.
- Ordering new laptop to replace one from 2016.
- Circulation numbers continue to grow. It is the highest since last July, and twenty percent is digital check outs.
- 75% of year passed, 70.2% of budget has been spent.
- We are moving forward with purchasing a mobile library electric bike, which will be stored at Ouren's.

Motion by Bill, seconded by Dan to approve the bills the director has paid. Motion carried unanimously.

Old Business: No old business.

New Business: No new business.

Our next meeting will be May 8, 2023 at 5:15 p.m.

There being no further business, the meeting on motion by Bill, seconded by Dan, adjourned at 5:46 p.m.

Harlan Community Library Board of Trustees

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Tanya Bruck, Secretary

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

Harlan Community Board of Trustees

Meeting Minutes for May 8, 2023.

The Harlan Community Library Board of Trustees met on Monday, May 8, 2023 at 5:20 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Connie Claussen, Susan Finn, Paul Simpson, Roy Burkhalter
Absent: Bill Early, Dan McElwain, Andrew Sandquist
Also Present: Director Amanda Brewer

President Susan Finn called the meeting to order. Connie moved, seconded by Roy to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Roy moved, seconded by Tanya, to approve the minutes from the April library board meeting. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth – Earth Day – Little over 80 people attended
 - i. May 22nd last day of After School Activities until fall and May 24th is the last day of Story Time until the fall.
 - ii. Lego night is on the 18th.
 - iii. Summer Library Kickoff is on the 31st 10am till Noon – Foundation is the sponsor
 - b. Adult – Civil War program on the 11th (HMU will be here to video the program)
 - c. White Elephant BINGO on the 25th
2. May 31st – Summer Library Kickoff
3. Summer Library Shirts are available to order –
4. Grants:
 - a. Monogram due at the end of the month
 - b. We received nearly \$4500 from State Historical Society to finish up the digitization project
5. Kindergarten Visits going on now.
6. June – Re-elect officers and terms – Connie Claussen (2 terms left), Susan Finn (1 term left), Hope Chipman (2 terms left)
7. Another Architectural Firm has committed to giving us a bid - FEH out of DesMoines
8. Staff Dress Policy review
 - a. Staff dress policy last reviewed and ratified by the Library Board of Trustees on March 16, 2009.

- b. Discussed suggestions for changes to policy. Amanda will discuss with employees and make necessary policy updates to be reviewed by the Board at the next meeting.
- 9. Board Education - Board Room Series 2022 (recorded webinars)
- 10. Statistics – Nothing unusual
- 11. Bills
 - a. Schechinger Construction – 2,677.24
 - b. PCS – 1,761.99 laptop for Emily
- 12. 81% of budget spent and 83% of the year has lapsed. \$8300 under budget for the year)

Motion by Connie, seconded by Paul, to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings: None

Old Business: None

New business:

- 1. Adult Services Librarian
 - a. Propose Madison “Lucy” Stracke – had an excellent interview. \$16.20/hour with a \$0.50 raise after successful 6 month review.
 - b. Motion by Tanya, seconded by Connie, to approve Madison Stracke for Adult Services Librarian. Motion carried unanimously.

Our next meeting will be June 12, 2023 at 5:15 p.m.

There being no further business, motion made by Connie, seconded by Roy to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:35 p.m.

Hope Chipman, Secretary

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

Harlan Community Board of Trustees

Meeting Minutes for June 12, 2023.

The Harlan Community Library Board of Trustees met on Monday, June 12, 2023 at 5:18 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Susan Finn, Dan McElwain, Bill Early
Absent: Andrew Sandquist, Dena Jacobsen, Connie Claussen, Paul Simpson, Roy Burkhalter
Also Present: Director Amanda Brewer

President Susan Finn called the meeting to order. Bill moved, seconded by Hope to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Bill moved, seconded by Tanya, to approve the minutes from the May library board meeting. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Kids
 - i. Over 200 people at the Summer Kickoff
 - ii. 10am on Wednesdays – Outdoor adventures,
 1. 14th Mr. Stinky Feet, North Park
 2. 21st Defiance
 3. 28th, Bubble Stations with Absolute Science, North Park
 - iii. Relay for Life event last week – table for kids activities
 - iv. SMASH & Pop – kids ages 10+ , 15th
 - v. Stem Night 29th
 - b. Adults –
 - i. Photo Phone Scavenger Hunt last week,
 - ii. Veteran's program on the 22nd HI program,
 - iii. Classic Movie on the 21st
2. Amanda does part time work as a Host Home Provider
 - a. New client from Mosaic has a relation to a Board member
 - b. Discussion by the Board about whether there is a conflict of interest for the Board member. Decision made that there is no conflict based on the description.
3. Board Education - Board Room Series 2022 (recorded webinars)
4. Other:
 - a. Statistics – Nothing unusual
 - b. Bills –
 - i. Hoopla – paid forward \$4000 for next year
 - ii. Midwest Pano (digital tour of the library) – \$1199.00
5. 92% of the year has passed and we have spent 90% of our budget

Motion by Bill, seconded by Dan, to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings:

1. Facilities committee met
 - a. Reviewed proposals from FEH & Verio and Schneider for landscaping and design bids
 - b. Would like Amanda to go back to companies to see if any steps can be cut out to provide basics of design/conception/cost to take next steps for fundraising

Old Business:

1. Staff Dress Policy
 - a. Overall emphasis on “business casual” attire
 - b. Removed allowance for wearing shorts
 - c. Added allowance for jeans if worn with library branded shirt
 - d. Removed allowance of graphic shirts other than library/reading shirt
2. Bill made a motion, seconded by Dan to approve proposed staff dress policy updates. Motion carried unanimously.

New business:

1. Circulation Policy
 - a. Increase in “abuse” of digital media use. Specifically, people who move out of or live out of Harlan requested Harlan library membership renewal. They are then using digital media (i.e. Libby and Hoopla)
 - b. Amanda proposes to include language in the Member Library Responsibilities to specify that digital services are available only to residents of Harlan, rural residents of Shelby county and/or residents of contracting cities.
 - i. Policy also includes access to physical equipment for cities facilities

Tanya motioned, seconded by Bill to approve proposed changes to Member Library Responsibilities policy as described. Motion carried unanimously .

Dan motioned, seconded by Tanya to approve continuation of terms for the following Board members: Susan Finn (1 term left), Connie Claussen (2 terms left) and Hope Chipman (2 terms left) on the Board. Motion carried unanimously.

Dan motioned, seconded by Tanya to approve Board positions as follows: Andrew – president, Bill – vice president, Hope – secretary. Motion carried unanimously.

There being no further business, motion made by Bill, seconded by Tanya to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:55 pm.

Our next meeting will be July 10, 2023 at 5:15 p.m.

Hope Chipman, Secretary

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

Harlan Community Board of Trustees

Meeting Minutes for 7/10/2023

The Harlan Community Library Board of Trustees met on Monday, 7/10/2023 at 5:15 p.m. in the Library meeting room

Present: Tanya Bruck, Susan Finn, Dan McElwain, Bill Early, Andrew Sandquist,
Paul Simpson

Absent: Connie Claussen, Roy Burkhalter, Hope Chipman

Also Present: Director Amanda Brewer

President Andrew Sandquist called the meeting to order. Bill moved, seconded by Susan to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Bill moved, seconded by Susan, to approve the minutes from the June library board meeting. The motion carried unanimously.

Director's Report:

1. Programming

15th - Shelby County Fair - Free Books for the adults and kids

19th - Closing Program for Kids at North Park with Will Stuck

19th - Mark Rosmann program - Agricultural Diplomat in India

20th - Music in the stacks

27th - Creative Writing with Author Bruce Arant - Youth 2:30-4:30 and Adults at 5:30pm

2. Board Education - Board Room Series 2022 (recorded webinars)

3. Fines and Fee income was up about \$1000 over last year

4. Programming attendance was up by around 500 over last year

5. Foot traffic has grown over the last year. Up by 12,000 - new counter may be part of increase.

6. Computer usage in the library went from 2991 last year to 4429 this year

7. New patrons 282 to 348

8. Bills:

Hoopla advance \$4000

Put in more book orders for Baker and Taylor

Programming supplies were up due to SLP

Replaced Elaine's desktop from 2017 with a laptop - 1028.00

Purchased hardware/software so we could move security cameras to our machines and allowed for additional data storage. - 1591.00

FMCTC - put telephone in the back at the youth services desk - 218.00

PCS - Prepaid support hours - \$2600.00

Trust - Foundation Picnic expenses & SLP expenses

9. Spent all of the budgeted dollars except \$547.11
10. 92% of the year has passed and we have spent 90% of our budget

Motion by Susan, seconded by Paul, to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings:

1. Facilities committee met
 - a. Committee has not met but Amanda updated the board that she went back to both contractors to see if they have some flexibility in their bids for exterior building updates. There is some flexibility, however, both companies talked about which phases of the project would need to be done and the dollar amount attached to those phases in order to get to a point that a fundraising campaign can be put together. Amanda will follow up with the Facilities Committee.

Old Business:

1. Staff Dress Policy
 - a. Overall emphasis on "business casual" attire
 - b. Removed allowance for wearing shorts
 - c. Added allowance for jeans if worn with library branded shirt
 - d. Removed allowance of graphic shirts other than library/reading shirt
2. Bill made a motion, seconded by Dan to approve proposed staff dress policy updates. Motion carried unanimously.

New business:

- a. Approval of new hire Kristi Peters as Youth Services Clerk starting at \$15.00/hr – Motion made by Dan to approve the hire at said wage, second by Bill. Motion passed unanimously.
- b. Outdoor bench in honor of Elaine Sprague's 45yrs of service – Amanda requested that one of the new benches in the exterior project be used to recognize Elaine Sprague and her 45 years of service. A motion from Bill and a second from Susan was made. Motion passed unanimously.

There being no further business, motion made by Bill, seconded by Susan to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:45 pm.

Our next meeting will be 9/11/2023 at 5:15 p.m.

Amanda Brewer, Secretary - Temp

These minutes are as recorded by the Secretary - Temp and are subject to Board approval at the next regular meeting.

Harlan Community Board of Trustees

Meeting Minutes for 9/11/2023

The Harlan Community Library Board of Trustees met on Monday, 9/11/2023 at 5:20 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Dan McElwain, Andrew Sandquist, Bill Early,

Absent: Connie Claussen, Susan Finn, Dan McElwain, Paul Simpson, Roy Burkhalter

Also Present: Director Amanda Brewer, Lucy Strake (Adult Services Librarian)

President Andrew Sandquist called the meeting to order. Bill moved, seconded by Dan to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Bill moved, seconded by Tanya, to approve the minutes from the July library board meeting. The motion carried unanimously.

Discussion of purpose and mission for the Library Board of Trustees – Andrew Sandquist

- Research Board mission and how this supports the Library mission
 - Plan to reflect on Board's role and read chapters of handout from Andrew
- Board is very grateful to Amanda for her leadership, organization and having things prepared for the monthly Board meetings.
- Some expressed the feeling of “not doing anything” in their role as a Board member.

Director's Report:

- Programming
 - Fall programming has resumed...Story Time, Steam After School, Lego Nights, Family Fun Nights.
 - September 16th – Saturday Morning Mario Party
 - Adults – Paper Quilling on the 14th & Iowa Author – Michelle Cowen with Bitter Not Better
- Board Education - Board Room Series 2022 (recorded webinars)
- Book Bike – Goal is to be in the Homecoming Parade and have Bookworms handing out candy. Also taking it to Harvest Fest.
- Grants -
 - Shelby County Community Chest – Library of things (shelving and materials)
 - Shelby County Community Foundation – Meeting Room Chairs Reupholstered
- Other:
 - Book Sale - \$3200

- Google Docs
- ILA Annual Conference in October – Amanda, Liz and Kristi
- Statistics –
 - Liz is keeping up with cataloging needs in her new position. Catalogued 194 last month. Average for Elaine was around 175.
 - 56 New patrons in July and August
- Bills:
 - Annual renewals for Cybrarian, Overdrive & Otis Elevator
 - Trust – Interactive Play Table (Monogram Loves Kids Foundation Grant)
 - SLP programs – Bruce Arant and Cultural (Humanities Iowa Grant)
 - 17% of the year has passed and we have used 19% of our budget. This is very normal for the first 4-5 months of the fiscal year due to the annual fees that are paid in the 1st quarter.

Motion by Bill, seconded by Dan, to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings: None

Old Business: None

New business:

- Staffing
 - Vandalism of vehicle outside of library earlier in the month
 - Incident prompted resignation of McKenna Ewoldt, part time library employee
 - Low library attendance on Saturdays for the last several years
 - Amanda proposes to make change from 2 employees to 1 for Saturday mornings
 - Staffing shortage of 1 person, other employees rotating coverage of Thursday evening hours.

Motion made by Bill to approve resignation of McKenna Ewoldt, seconded by Tanya. Motion carried unanimously.

- Facilities – update on landscaping services
 - Snyder Associates bid came in at \$29,000
 - Vireo/FEH bid came in at \$42,000
 - Recommendation from Facilities Committee to go with Snyder for project.

Motion made by Dan and seconded by Tanya to approve decision to move forward with Snyder Associates for landscaping project.

Our next meeting will be 10/9/2023 at 5:15 p.m.

There being no further business, motion made by Bill, seconded by Tanya to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:00 p.m.

Hope Chipman, Secretary

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

Harlan Community Board of Trustees

Meeting Minutes for October .

The Harlan Community Library Board of Trustees met on Monday, 10/9/2023 at 5:20 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Connie Claussen, Susan Finn, Paul Simpson, Roy Burkhalter
Absent: Bill Early, Dan McElwain, Andrew Sandquist, Dena Jacobsen
Also Present: Director Amanda Brewer

President Andrew Sandquist called the meeting to order. Bill moved, seconded by Susan to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Bill moved, seconded by Dan, to approve the minutes from the September library board meeting. The motion carried unanimously.

1. President Report

- a. Discussion of Mission Statement: Library has its own mission statement, should the Board have its own as well?
 - i. Resolution for the Board to use the library's Mission Statement as the interests are aligned.

2. Director's Report:

- a. Programming
 - i. Family Fun Night – 87pple
 - ii. Handheld pumpkin pie program – full
 - iii. Sherlock Holmes program this Thursday at 6pm
 - iv. Adult Craft Night on the 26 th
 - v. Harvest Fest on the 28 th
 - vi. Closing at 5pm on the 31 st for Trick Or Treating
- b. Board Education - Board Room Series 2022 (recorded webinars)
- c. Grants - Nothing new to report
- d. Other:
 - i. 2024/2025 Budget
 1. Statistics –
 - a. 38 new patrons sign up during National Library Card Month
 - b. Home bound circulation went up to 30 in September. Recently added 2 new people.
- e. Bills:
 - i. Trust Account – Book Bike and Digitization project
 - ii. Rivistas – Annual magazine subscription service due

- iii. ILA Conference
 - iv. 25% of the year has passed and we have used 26% of our budget.
3. Bills approval: Bill motioned, seconded by Tanya to approve the bills presented by the Director.
 4. Committees
 - a. Board of Education: Watch educational videos
 5. Old Business
 - a. None
 6. New Business
 - a. None
 7. Other
 - a. Door counter: works intermittently
 - b. Helpfulness of Statistics report
 - i. Discussion of frequency that library statistics should be presented to the Board. Agreement to move to a quarterly report instead of a monthly report.

Our next meeting will be 11/13/2023 at 5:15 p.m.

There being no further business, motion made by Dan, seconded by Hope to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:50 p.m.

Hope Chipman, Secretary

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

Harlan Community Board of Trustees

Meeting Minutes for November 13, 2023.

The Harlan Community Library Board of Trustees met on Monday, 11/13/2023 at 5:20 p.m. in the Library meeting room

Present: Hope Chipman, Connie Claussen, Paul Simpson, Dena Jacobsen, Andrew Sandquist, Bill Early, Dan McElwain
Absent: Susan Finn, Tanya Bruck,
Also Present: Director Amanda Brewer

President Andrew Sandquist called the meeting to order. Connie moved, seconded by Dan to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Meetings from October's meeting were not yet available for review prior to this month's meeting. October minutes will be subject to review at the December meeting.

Director's Report:

- Programming
 - Youth
 - Lego night was the 2nd.
 - Family Painting night on the 16
 - Steam is going like gang busters
 - Great group of book worms this year
 - Adult
 - University of Iowa Art Share program was on the 4th
 - Homemade candles was the 9th – 25 people on the waiting list
 - Historical Tour of Harlan with Alan Mores is on Thursday the 30th
- Closed Thursday and Friday for Holiday
- Board Education - Board Room Series 2022 (recorded webinars)
- Grants – Did not get the grant to reupholster the meeting room chairs
- Other:
 - I am working on getting involved with Iowa Library Association and working toward more communication with our legislature about the impacts of recent changes in library funding.
 - Jane at city hall is said it numerous times that over the next 4 years as the money decreases from the state that city dollars will have to prioritize and non essential services (such as the library) will be affected before essential services such as streets and facility maintenance. This is why library advocates need to get active speaking with state legislators and local leaders.

- Elizabeth and I have been working on making the cataloging process more efficient to free up more of her time to do other things such as collection maintenance.
- Schools asked us to be part of conferences this year and to partner with them on a literacy project targeting birth to 3 year olds
 - Emily created an excellent video about how to approach reading to children birth to 3 years old. Plans to share on library website/facebook and school will make video available.
- Just shy of 4000 in foot traffic in October
- Computer usage is running around 500 sessions a month and now we are at 12 computers – we were down to 10 because the need decreased after COVID. 2 years ago at this time usage was at 240 sessions a month.
- Long Term Plan Review – Overhead projector
 - Goals spanning from 2023 to 2026 – further details in presented spreadsheet
 - Update exterior of library
 - Access of services for low income
 - Create more user friendly resources
- Statistics –
 - Circulation in October was just 100 shy of our July numbers which is typically our highest number of the year. 😊
 - Receipts are staying steady in that \$450 to \$500 range each month
 - 41 new patrons signed up for library cards in October
- Bills:
 - 34% of the year has passed and we have used 33.8% of our budget.
 - Motion by Paul, seconded by Bill, to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings: None

- Reminder to Personnel Committee that the library director's evaluation is due for the December meeting.

Old Business:

- Reminder to all to do Board education

New business:

- Reinvent "Adopt and Author" program
 - Used to be popular but has not been actively continued
 -

Our next meeting will be 12/11/2023 at 5:15 p.m.

Harlan Community Library Board of Trustees

Meeting Minutes, November 13, 2023

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There being no further business, motion made by Connie, seconded by Bill to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:47 p.m.

Hope Chipman, Secretary

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

Harlan Community Board of Trustees

Meeting Minutes for 12/11/2023

The Harlan Community Library Board of Trustees met on Monday, 12/11/2023 at 5:23 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Connie Claussen, Bill Early, Dan McElwain, Andrew Sandquist

Absent: Roy Burkhalter, Susan Finn, Paul Simpson

Also Present: Director Amanda Brewer

President Andrew Sandquist called the meeting to order. Bill moved, seconded by Dan to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Connie moved, seconded by Bill, to approve the minutes from the October and November meetings. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth –
 - i. STEAM – Staying Warm/Feeding Birds and Winter/Slime Super Balls
 - ii. 14 Lego Challenge
 - iii. 16 Holiday Card Making
 - iv. 28 Family Fun Night – Snowman Luminary
2. Adult
 - a. 7 Adult Craft Night – Marble Acorn Ornaments
 - b. 21 White Elephant BINGO
3. Closings – December 23, 25, 30, January 1
4. Board Education - Board Room Series 2022 (recorded webinars)
5. Grants –
6. Other:
 - a. Changes to Vacation and Holidays, Budget FY25
 - b. Statistics – FY22 – FY23 changes
 - i. Programming 17% growth
 - ii. Library Materials being Used – 33% growth
 - iii. Technology – 34% grown in computer usage
 - iv. Room usage – 42% growth
7. Bills:
 - a. Petsche Mechanical – \$707.78 – Exterior Lights

- b. Iconic Screen \$109.67 – staff shirts and reimbursed
- c. SWIPCO – STEAM transportation, approx. \$88/mo
 - i. In the future, will try to engage local companies to sponsor STEAM
- 8. 42% of the year has passed and we have spent 41.6% of our budget
- 9. Agenda – Director Eval

Motion by Connie, seconded by Tanya, to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings:

- 1. Personnel committee
 - a. Annual evaluation of Library Director’s performance – performed by Bill and Dan. Roy did not participate in the evaluation.
 - b. Bill made a motion, seconded by Dan to approve the director’s very positive evaluation and for a 1.5% increase in salary.
- 2. Continuing Education:
 - a. Amanda will forward weblink for 2024 Iowa state library webinar series

Old Business:

- 1. None

New Business:

- 1. None

Our next meeting will be 1/8/2023 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:48 p.m.

Hope Chipman, Secretary

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

