

Harlan Community Library Board of Trustees--January 10, 2022

The Harlan Community Library Board of Trustees met on Monday, January 10, 2022, at 5:20 p.m. in the Library meeting room.

Present: Susan Finn, Hope Chipman, Bill Early, Dan McElwain, Connie Claussen, and Tanya Bruck

Absent: Joann Miller, Paul Simpson, Dan McElwain, and Roy Burkhalter

Also Present: Director Amanda Brewer and City Council liaison, Sharon Kroger

President Susan Finn called the meeting to order. Connie 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.

Hope moved, seconded by Bill, to approve the minutes from December 13th. The motion carried unanimously.

Director's report:

- Upcoming programming for kids includes science fair kick off, Lego night, family fun night painting event, and coding event. Upcoming programming for adults includes the annual Great Reading Challenge, author program, and Cocoa and Card night.
- The library plans to apply for the Shelby County Community Foundation Grant to help fund the exterior updates of the building.
- Board members will need to do their board education for the year.
- Computer usage is growing steadily, especially among the youth.
- Book clubs are acquiring new members.
- Amanda has been to the town council meetings, and contract payments are being received.
- 50% of the year has passed, and 45.4% of the budget has been spent.
- 4 patron computers were purchased with funds given by the HCL Foundation in 2019.
- The fire alarm should be put in by December.

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

No committee reports.

Old Business:

None

New Business:

None

Our next meeting will be February 14, 2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:45 p.m.

Tanya Bruck, 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--February 14, 2022

The Harlan Community Library Board of Trustees met on Monday, February 14, 2022, at 5:20 p.m. in the Library meeting room.

Present: Susan Finn, Hope Chipman, Bill Early, Dan McElwain, and Paul Simpson

Absent: Connie Claussen, Tanya Bruck, Joann Miller, and Roy Burkhalter

Also Present: Director Amanda Brewer and City Council liaison, Sharon Kroger

President Susan Finn called the meeting to order. Paul 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.

Dan moved, seconded by Bill, to approve the minutes from January 10. The motion carried unanimously.

Director's report:

- Great attendance at the Family Night event the previous week.
- Upcoming programming for kids includes Lego night on the 24th and Science Fair on the 28th. Upcoming programming for adults includes the Humanities Iowa program, "Women of Warmth, Wisdom and War" on the 17th. New programming in March is an After School Program on Mondays from 3:30 to 4:30 to include board games, craft & create projects, STEM and other surprises.
- Grants include the AARP Community Challenge Grant for \$15,000 to be used for the Story Walk. Working on another grant to be used toward improvement of public spaces.
- Outreach: There will be 9 sessions of Kindergarten for SLP tours this spring to introduce library offerings to kids in advance of summer.
- Material Selection Policy. The library director reviewed the current material selections policy. This document was last updated 2019 and generally states that as a public library there is no censor on offered materials. This was provided in response to recent events in the news regarding title offerings and banned books based on racial and sexual orientation content.
- Board members will need to do their board education for the year.
- 59% of the year has passed, and 51.5% of the budget has been spent.
- Great Dane installed a new mop skin for \$804.60
- The fire alarm system is in the process of being installed.

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

Committee reports:

- Property Committee: Met with Ron Temel regarding the outdoor landscaping project. He will go back and decide if it is something he can do and if so get us some rough drawings.

Old Business:

- None

New Business:

- None

Our next meeting will be Monday March 14, 2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:45 p.m.

Hope Chipman, Board Member (for Tanya Bruck Secretary)

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

Harlan Community Library Board of Trustees--March 14, 2022

The Harlan Community Library Board of Trustees met on Monday, March 14, 2022, at 5:18 p.m. in the Library meeting room.

Present: Susan Finn, Hope Chipman, Bill Early, Dan McElwain, Connie Claussen, Paul Simpson, and Tanya Bruck

Absent: Joann Miller and Roy Burkhalter

Also Present: Director Amanda Brewer

President Susan Finn called the meeting to order. Paul 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.

Bill moved, seconded by Paul, to approve the minutes from February 14th. The motion carried unanimously.

Director's report:

- Upcoming programming for kids includes March after school programming on Mondays and St. Patty's Day scavenger hunt. Adult programming includes a book signing, White Elephant bingo, and "Climbing Everest" with Iowan, Jen Loeb.
- The library did not receive the Southwest Iowa Community Grant for exterior improvements.
- The AARP Community Challenge Grant is due on March 22 and Amanda is submitting an application.
- There will be a National Library Ambassador visit on April 8th
- There will be a Circulation Policy Review with staff. Their recommendations will be brought to the board for discussion.
- There will be an opening for Youth Services Clerk.
- All towns, with the exception of Earling, has paid their contract
- Traffic continues to rise and income from fines and fees remains steady.
- Bills this month included ILA dues for Elaine, Dena, Amanda, and Emily, programming payments to Jen Loeb, David Pedersen, and Linda McCann, and payment to Advantage Archive for digitization of newspapers.
- 67% of the year has elapsed, and 57.6% of the budget has been spent.

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

No committee reports.

Old Business:

None

New Business:

None

Our next meeting will be April 11, 2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:37 p.m.

Tanya Bruck, 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 11, 2022

The Harlan Community Library Board of Trustees met on Monday, April 11, 2022, at 5:18 p.m. in the Library meeting room.

Present: Hope Chipman, Bill Early, Connie Claussen, Paul Simpson, and Tanya Bruck

Absent: Susan Finn, Dan McElwain, Joann Miller and Roy Burkhalter

Also Present: Director Amanda Brewer; City Council liaison, Sharon Kroger

Vice President Bill Early called the meeting to order. Connie moved, seconded by Paul 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 Hope, to approve the minutes from March 14th. The motion carried unanimously.

Director's report:

- Upcoming programming includes Easter jars for Family Fun Night, a butterfly encounter at Kids Fest, air plant terrarium, and a 3D egg craft.
- The library did not receive the Shelby County Community Chest Grant for the improvements to the outdoor landscape.
- There were 4 applicants for the Youth Services position.
- All town contracts are paid.
- The fire alarm will need to be paid in April.
- The book sale is scheduled for August.
- 75% of the year has elapsed, and 67.5% of the budget has been spent.

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

No committee reports. The Facilities Committee is meeting after the board meeting to discuss the use of \$5,000 from the ARPA grant for exterior improvements.

Old Business:

None

New Business:

After reviewing the circulation policy, and discussion amongst library staff, it was identified that some procedures did not follow the circulation policy. The only recommended changes were to follow the policy regarding DVD check outs; 4 per person and not 4 per family. The late fee structure will remain the same, however, DVDs will now be included in Fine Forgiveness. The policy also states a photo ID and proof of current residency. Procedure has been to obtain 2 proofs of current residency. Therefore, staff will begin following the policy. Motion by Paul, seconded by Connie to adopt the amendment to the Circulation Policy. The motion carried unanimously.

It was recommended by the library director that the Circulating Internet Hotspots Policy be updated to state that patrons must wait 1 business day before checking out another hotspot. The current policy

states that patrons must wait 1 business day to check out the same hotspot but does allow patrons to check out a different hotspot as soon as returning one. Motion by Connie, seconded by Bill to adopt the amendment to Circulating Internet Hotspots Policy. The motion carried unanimously.

Our next meeting will be May 9, 2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:50 p.m.

Tanya Bruck, 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—May 9, 2022

The Harlan Community Library Board of Trustees met on Monday, May 9, 2022, at 5:20 p.m. in the Library meeting room.

Present: Susan Finn, Connie Clausen, Joann Miller, Dan McElwain, William Early

Absent: Paul Simpson, Hope Chipman, Roy Burkhalter, Tanya Bruck

Also Present: Director Amanda Brewer; City Council liaison, Sharon Kroger

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

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

Joann moved, seconded by Dan, to approve the minutes from April 11, 2022. The motion carried unanimously.

Director's report:

Amanda Brewer made her report for library activities for the prior month. A program involving kindergartners was held in the prior two weeks. A family fun night was held the previous Thursday involving a children's author and art projects. A Lego program will be held on 19 April 2022. The last afterschool program for the school year is on 23 May 2022. The last Storytime for this school year is on 25 May 2022.

A program by an Iowa Author involving David Pedersen was held on 12 April 2022. A DIY Embroidery Hoop Photo Holder program will be held on 26 April 2022.

The Summer Library Kick off with a performer will be held on 2 June 2022 at 10:00 at North Park and the Library Foundation Picnic will be at 11:00 at that park.

Sign-up for Summer Activities will begin on 1 June 2022.

The Director's Financial Report indicated that Bills were incurred from Feld Fire for a fire alarm service. The bill was for \$24,680.00. \$8,000.00 will come out of the trust account as a grant was awarded for partial replacement cost. The remaining \$16,680 will come out of the general fund. The city clerk will be adjusting the general expense budget for the library by a \$8,000 reduction since the grant was received for the alarm. A Provantage laptop was purchased for \$740.57 to replace a laptop that had been used by staff. Amanda reported that 78.9% of the annual budget has been expended with 83% of the year having lapsed. These figures will be amended to reflect the budget amendment made for the fire alarm system.

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

No committee reports.

Board Education – nothing new.

Old Business:

There was a discussion regarding the upcoming replacement of board members. Some outreach has been done to determine the willingness to serve of various previously identified parties. That reaction was mixed, and further outreach will continue.

New Business:

Abby Pearson has been hired as a part-time Youth Services Clerk starting at \$12.00 and Jenny Vonnahme has been hired as a part-time custodian starting at \$8.00. A motion to ratify these hires was made by Dan, seconded by Joann, and approved by unanimous vote.

Our next meeting will be June 13, 2022

There being no further business, the meeting adjourned at 5:38 p.m.

Bill Early, Secretary Temp

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

Harlan Community Library Board of Trustees--June 13, 2022

The Harlan Community Library Board of Trustees met on Monday, June 13, 2022, at 5:17 p.m. in the Library meeting room.

Present: Hope Chipman, Bill Early, Connie Claussen, Paul Simpson, Dan McElwain, Joann Miller, Roy Burkhalter, and Tanya Bruck

Absent: Paul Simpson

Also Present: Director Amanda Brewer; City Council liaison, Sharon Kroger

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

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

Hope moved, seconded by Dan, to approve the minutes from May 9th. The motion carried unanimously.

Director's report:

- The Summer Kickoff served over 175 people, which is a large turnout. 13 people attended the Lessons of the Holocaust speaker.
- Upcoming programming includes library pop ups at the park. June 7th will be at Little George and June 21st will be at the swimming pool park. Duke Otherwise will perform June 15th. This program was sponsored by the Lions Club. Wednesday will be outdoor activities at area parks. On June 30th, there will be a Pop Art Camp by Michael Albert for families from 2-4 and adults from 5:30-7:30. The library will also continue classic movies, adult creative writing, and tech time programming.
- Amanda applied for a Monogram Food Grant for a new play table in the children's area to replace the outdated tablets.
- DVD purchasing and checkout have decreased significantly. Purchasing is about 1/3 of what it was in 2019 and usage is down 60% of what it was in 2019.
- The library paid the remainder of the bills for the summer programming after sponsorships. \$675.00 was spent on polishing the floor. They purchased two replacement patron computers for the kids area.
- 92% of the year has elapsed, and 87.9% of the budget has been spent.

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

The Facilities Committee met. They recommend that the library puts bids out for the engineering part of the project and ask for funds from the Library Foundation to cover those costs.

Old Business:

None

New Business:

Motion by Bill, seconded by Connie to recommend to the city council to have Andrew Sandquist fill an open library board member position and Roy Burkhalter to serve another term. Motion carried unanimously.

Motion by Connie, seconded by Dan to approve the following as officers: Susan Finn as President, Bill Early as Vice President, and Hope Chipman as secretary. Motion carried unanimously.

Our next meeting will be July 11, 2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:39 p.m.

Tanya Bruck, 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--July 11, 2022

The Harlan Community Library Board of Trustees met on Monday, July 11, 2022, at 5:17 p.m. in the Library meeting room.

Present: Susan Finn, Hope Chipman, Connie Claussen, Tanya Bruck, Andrew Sandquist

Absent: Paul Simpson, Dan McElwain, Bill Early

Also Present: Director Amanda Brewer; City Council liaison, Sharon Kroger

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

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

Hope moved, seconded by Connie, to approve the minutes from June 13. The motion carried unanimously.

Director's report:

- Programming updates
 - Youth programming dates: July 5, 6, 7 with closing program July 20 at North Park. Good reception and participation.
 - Adult Craft Camp July 7, Beekeeping Camp July 28th.
- Staffing
 - Custodian moved and we are now trying to hire for a new custodian.
 - Elaine announced retirement effective June 30, 2023
 - Staff planning discussions for FY 2023/2024
- Door counter
 - For south entry, waiting for Joe Petsche to install an outlet
- Book sale August 5 through September 2 - in need of volunteers
- Fiscal year statistics
 - \$1800 increase in Fines and Fees
 - 500 more attendees in library programs
 - Foot traffic up nearly 10,000!
 - Circulation
 - Numbers suggest it went down, but that is not accurate. FY 20/21 July-March circulation was double to actual because all things were checked into quarantine.
 - More accurate comparison is 36,146 circulated in 20/21 with circulation FY 21/22 47,848
- Bills
 - Lots of bills in June, approx \$20,000
 - Prepaid total \$6900
 - Prepaid \$4300 to Hoopla
 - Purchased \$2600 in tech service hours; money budgeted for this
 - Logo work to date to reflect FY 21/22. Design is done, now working on colors. Edits were beyond bid, extra paid at hourly rate.
 - Ended FY 21/22 \$8600 under budget

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

New Business:

1. A RFQ for Architectural and Engineering Services for exterior renovation and landscape project is being sent out to get bids for services.
2. Phone system updates - working with FMCTC to install a new system.

Old Business:

None

No meeting in August.

Our next meeting will be September 12, 2022 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.

Harlan Community Library Board of Trustees--September 19, 2022

The Harlan Community Library Board of Trustees met on Monday, September 19, 2022, at 5:23 p.m. in the Library meeting room.

Present: Susan Finn, Hope Chipman, Connie Claussen, Tanya Bruck, Andrew Sandquist

Absent: Paul Simpson, Dan McElwain, Bill Early

Also Present: Director Amanda Brewer; City Council liaison, Sharon Kroger

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.
Minutes for July's meeting were not available to review in advance of this meeting.

Director's report:

1. Programming - September

- Youth – Story Time started back up and our afterschool program on Mondays. Will start having kids movies again 1x a month.
- Family Fun Night on the 22nd – Craftastic Party
- Adult – Super busy month with Ukraine 101 – 33 people attended, Edgar Epperly – 36 people, Becky Andersen 13 people and Adult Terracotta pumpkin craft

2. Grants – Monnogram Loves Kids applied for and Shelby County Foundation applied for as well as Shelby County Community Chest.

3. Phone system is in and we all LOVE it!!!!

4. Working on permanently installing Art Wall in the youth area

5. Volunteers – We are loving our volunteers.

Leslie Gleaves – Little Free Libraries

Aktion Club – Repainting Little Free Libraries and donating children's books

Mike Lambert – Classic Movie Host

Book Worms – Excellent Group

6. Emily rearranged the back storage area to make it more organized and give a bigger workspace for the Youth Services Clerk.

7. Story Walk – The collaboration between adult services and youth services is going great.

8. Permanent Part Time Paid Leave Time will go in from of the council at the October 4th meeting at 5:15pm. Board members are asked to attend and show their support.

9. Door Counter – all electrical is done and ready to be installed.

10. Board Education

Nothing new

11. Book Sale – AMAZING group of volunteers - \$2895.30 – about double what a normal sale would run us.

12. Statistics –

53 new patrons in the last 2 months

Digital audiobooks on Libby are going crazy! Doubled in July and August 2022

Website was VERY active in July and August over 1400 visits

13. Question from Andrew Sandquist about how kid activities are promoted and library cards that are issued. \$1 charge covered by library for replacement library cards.
 1. School age - Notices sent to be distributed to the school
 2. Younger crowd - facebook post and facebook push ad
 3. Older program - advertising in newspaper
 4. Don't often do radio ads
 5. Wondering about QR code for library card with picture id
 1. 10 or more years ago - interest in the past, but not implemented
 2. App called Stowcard suggested to take a picture of card that can be kept on phone in place of physical card

Bills

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

New Business:

1. Circulating Internet Hot Spots Policy and agreement changes.
 1. Proposal to Board to institute penalty for excessive use and/or abuse of internet hot spots
 1. Recent patron abused borrowing policy for internet hot spot and damaged device. Fee issues but not yet collected.
 1. Fine of \$150 and banned from use of hot spot for 6 months

Motion made by Connie and seconded by Tanya to update internet hot spot use policy regarding penalties incurred by excessive use and/or abuse.

2. Acknowledgment of vacated Part-Time Temporary position previously held by Ben Ewert.
3. Hiring approval of Basil Sheuring as part-time Circulation Clerk 1

Motion made by Tanya and seconded by Andrew to acknowledge vacated part-time temporary position and approve hiring of Basil Sheuring as part-time Circulation Clerk 1.

Old Business:

1. A RFQ for Architectural and Engineering Services for exterior renovation and landscape project - verification of bids received.
 1. Bids sent out to 3 different business
 1. Only received one back from Schneider & Assoc.

Motion by Andrew and seconded by Connie to acknowledge that three bids for the exterior renovation and landscape project were submitted, but only one bid was received by Schneider & Associates.

Review July and September minutes at next meeting

Andrew first and Connie seconded to adjourn the meeting.

Our next meeting will be October 10, 2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:44 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 Click or tap to enter a date.

The Harlan Community Library Board of Trustees met on Monday, 10/10/2022 at 5:17 p.m. in the Library meeting room.

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

Absent: Connie Claussen, Paul Simpson

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

President Susan Finn 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 9/1/2022. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth – Kids movie on October 3rd, Lego on October 6th, Family Game Night on October 20th and Spooky Stories for Harvest Fest on October 29th
 - b. Adult – Visiting the Beyond with Curt Strutz, White Elephant BINGO at Harvest Fest
2. Grants –
 - a. Monogram Loves Kids and have started the process to order the table, Shelby County Foundation – received \$3000 and will proceed with replacing 3 patron computers from 2016. We will eliminate 1 old one and replace as needed.
 - b. Waiting on Community Chest grant
3. Permanent Part Time Paid Leave Time – See attachment
4. Board Education
 - a. Nothing new
5. Budget Season is upon us...proposed changes will be coming with staffing with Elaine retiring in June 2023
 - a. Will need to approve at November meeting
 - b. Finance Committee to meet prior to the next Board meeting
6. Staff Training –
 - a. 4 librarians are attending this year's Iowa Library Association Conference in Coralville Wed-Fri this week. Staff attempt to attend different breakout sessions so we can then bring back more information for our library as a whole.
7. City Council Quarterly Meeting Update – Scheduled for October 18th
8. City Contracting – I will begin meeting with our contracting cities in the next coming months to give them annual update and get renew library services contracts.
9. Emily will be out in November for medical leave for some or all of the month. She is going to try and do some work from home and collaborate with Abby to keep the children's department running smoothly in her absence.
10. Statistics –
 - a. September was Library Card Sign-up Month. 25 new patrons signed up for library cards in September compared to 14 last year.

- b. Great attendance at all of our evening September adult programs; over 100 people
- c. Foot traffic continues to grow 2585 compared to 1916 last year in Sept.

11. Bills –

- a. 3 major service contracts came due in September. Over 80% of our budget is used up for service contract line item. Between these big bills and a 3rd payroll in September we are slightly over budget which we usually see at the end of the 1st quarter each year.

12. Early December

- a. Bill, Dan and Roy will do Amanda's annual director evaluation

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

Committee Meetings:

- 1. Finance Committee will meet in November
- 2. Director review committee to meet in November or December

Old Business:

- 1. Board Education
 - a. No new

New Business:

- 1. RJ asked about part time high school employment via Mark Kohorst and the MOC program (Multi Occupational Careers). High school program at the school to provide daytime part time job opportunities for high schoolers. Amanda will be in touch about appropriate opportunities.

Our next meeting will be 11/14/2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:31 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 14, 2022

The Harlan Community Library Board of Trustees met on Monday, November 14, 2022 at 5:17 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Connie Claussen, Susan Finn, Dan McElwain, Paul Simpson, Dena Jacobsen, Elizabeth Schechinger
Absent: Bill Early, Andrew Sandquist
Also Present: Director Amanda Brewer; City Council Liaison, R.J. Bielenberg

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.

Amendment made to October meeting minutes. Under New Business, a name error was made. Bill Kohorst should have been Mark Kohorst. Tanya moved, seconded by Dan, to approve the minutes from October meeting. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth – Dungeons and Dragons on the 12th, Family Fun Night: Pom Pom Animals.
 - b. Adult – Iowa Author on the 10th – cancelled due to COVID
 - c. 2023 SLP Plans are taking place. 4 performers are booked at this point, and we will put together some marketing materials so we can go out and get sponsors.
2. Grants – NA
3. Board Education
 - a. Nothing new till 2023
4. The library will be closed on the 24th and 25th for Thanksgiving Holiday
5. Facilities and Equipment Committee met with Gene Gettys.
 - a. Amanda sent the RFQ to 2 more architectural firms in Des Moines that were at the recent ILA convention. Bids are due on December 16th. She emailed Snyder and Associates – thanked them for their bid and told them we were putting it back out and we would follow up with them after the first of the year.
6. The Finance Committee met and reviewed the full budget for 2023/2024 as prepared by Amanda.
7. Personnel Committee
 - a. Reminder to the Personnel Committee to complete the Director's Eval by December 12th.
8. Employee evaluations
 - a. Amanda will start working on all the employee evaluations as they are due in December for the performance-based increase. She just completed Abby's eval due to her 6 mo. eval deadline.
9. Statistics –
 - a. Library Programming Statistic Information sharing was changed on the board report to mirror the format that the state library needs the information.

b. Other stats are trending normal.

10. Bills –

- a. Petsche Mechanical – \$976.00 outlet in South Vestibule and additional outlet in the back room as we have added staff workspace back there.
- b. Spreadshirt Inc – \$208.53 staff purchased library themed shirts. All monies were reimbursed by staff.
- c. Omaha World Herald \$492 – continues to go up drastically. In 2016 it cost \$120.

11. 34% of the year has passed and we have used 32.8% of our budget

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

Committee Meetings:

1. Budget and Finance committee meeting met last week – will be discussed later in the meeting
2. Facilities and Equipment committee met last week – see note from Director's report

Old Business:

1. None

New Business:

1. 2022/2023 FY Budget Discussion
 - a. The biggest change is in staff wages. Elaine is retiring next June. Adjustments made to staff base wages to be competitive.
 - b. Overall increase of \$4000 to general operations budget, mainly to allow for inflation.
 - c. Need to consider Capital Improvements next year
 - d. A new line item added for 22/23 titled Digital Material. This is to individually track digital borrowing subscriptions. These subscriptions were previously bundled in the Service Contracts line item.
2. Tanya moved to make a recommendation, seconded by Connie, to approve the 2022/2023 FY Budget. The motion carried unanimously.

Our next meeting will be December 12, 2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:38 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 December 12, 2022

The Harlan Community Library Board of Trustees met on Monday, December 12, 2022 at 5:21 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Bill Early, Susan Finn, Dan McElwain, Andrew Sandquist, Paul Simpson, Elizabeth Schechinger
Absent: RJ Bielenberg - City Council Liaison, Roy Burkhalter, Connie Claussen
Also Present: Director Amanda Brewer

President Susan Finn called the meeting to order. Bill 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.

Dan moved, seconded by Bill, to approve the minutes from November. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth – we had Lego night on the 1st and holiday card making on the 10th.
 - b. Family Fun is on the 15th and we will be making Pinecone Trees.
 - c. Book Signing with Niall Mahoney on the 22nd.
 - d. Adults – Murder Mystery was on the 8th, and Cocoa and Cards is the last week of December
2. Grants – NA
3. Board Education
 - a. Nothing new till 2023
4. The library will be closed on the 24 and 26th for Christmas and Dec 31st and 2nd of January for New Years.
5. Statistics –
 - a. Stats are trending normal and in many areas in an upward pattern.
6. Bills –
 - a. FMCTC – Phone system \$4214.07. Already approved by the Board.
 - b. 42% of the year has passed and we have used 40.6% of our budget
7. Staffing challenges
 - a. Holidays, sick time – everyone has been working well together.

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

Committee Meetings:

1. None

Old Business:

1. None

New Business:

1. Library Director evaluation done. Motion by Bill, seconded by Dan, to approve the budgeted 1.5% increase in salary.
2. Resignation of Katie Orr. Position posted for several weeks, no viable candidates. Decision made to eliminate the position and adjust other employee's roles, hours and wages accordingly. Motion made by Bill and seconded by Tanya to approve Katie's resignation.

Our next meeting will be January 9, 2023 at 5:15 p.m.

There being no further business, the 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.