

Harlan Community Board of Trustees

Meeting Minutes for 2/10/2025

The Harlan Community Library Board of Trustees met on Monday, 2/10/2025 at 5:20 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Bill Early, Susan Finn, Andrew Sandquist, Christy Travis, Connie Claussen

Absent: Paul Simpson

Also Present: Director Amanda Brewer; City Council Liaison, Sharon Kroger, City Administrator Gervas Mgonja

President Andrew Sandquist 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.

Christy moved, seconded by Bill, to approve the agenda for today's meeting.

Christy moved, seconded by Bill, to approve the minutes from 1/1/2025. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth
 - i. 3 rd – Afterschool Movie
 - ii. 6 th -LEGO Challenge
 - iii. 20 th – BINGO Night
 - iv. Storytime on Wednesdays have been packed
 - b. Adult - All 4 book clubs
 - i. 13 th Iowa Author program
 - ii. 19 th Classic Movie Morning – Some like it hot
 - iii. 27 th Adult Craft Night
 - iv. Held our 2024 GRC reading rave at Milk & Honey. Did a different prize format as well. Lots of great feedback.
2. Adding a little free pantry and the entry way in the next week or so to help with local food shortage issues and access.
3. New employee hire – formal approval at March board meeting.
4. Board Education – New Workday Learning Account – Email with Link was sent out

5. Repairs: AA Home improvement has been in and completed many small tasks, city came and did a dump run for us. I have been doing a lot of cleaning and rearranging in storage areas to make them more efficient.
6. Fundraising Campaign – Kick off went well. We have raised close to \$10,000 for the project.
7. Bills – Nothing out of the ordinary.
8. Budget – 55% of budget is used and 59% of the year has passed

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

Committee Meetings:

1. Fundraising committee – kick off went well
2. Education committee – Amanda will send email with link for Board education

Old Business:

1. None

New Business:

1. Considering purchasing a washer/dryer to avoid using laundromat for washing rags and mop heads
2. Planning to work with Raygun to design tshirts specific for Harlan Library. 40% of sales go back to library for fundraising.
3. Library Director job description update.

Motion by Bill and seconded by Connie to adopt the new Director job description. Motion carried unanimously.

Our next meeting will be 3/10/2025 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:42 p.m.

Hope Chipman, Secretary

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