

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.