

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.