

Harlan Community Library Board of Trustees--February 19, 2024

The Harlan Community Library Board of Trustees met on Monday, February 19, 2024, at 5:18 p.m. in the Library meeting room.

Present: Andrew Sandquist, Susan Finn, Dan McElwain, Roy Burkhalter (5:19), Paul Simpson, Bill Early, and Tanya Bruck

Absent: Hope Chipman and Connie Claussen

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

President Andrew Sandquist called the meeting to order. Dan moved, Paul seconded to call the meeting to order. The motion carried unanimously.

Motion by Bill, 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 Susan, to approve the January 8, 2024 minutes. The motion carried unanimously.

Director's report:

- February youth programming included a cupcake challenge sponsored by Hy-vee and Lego challenge night. Adult programming included an adult craft night making flowers out of book pages and the Great Reading Challenge annual party.
- Upcoming programming includes a Bingo family fun night, adult trivia at the Lounge, and Iowa author about Iowa's lost history on the Titanic. There will be changes made to the current book club.
- The first round of a proposed bill that would eliminate library boards has been declined. Another funnel for the bill would happen March 15th. There is a webinar on how to advocate for library boards. Amanda attended the Legislative Coffee on February 17th.
- The Facilities Committee met with Snyder on the 14th at 4pm.
- There is a foundation board meeting on February 22 at 5:15.
- There is a final candidate for the circulation clerk position.
- Material costs are increasing, which is affecting book purchases.
- January circulation was consistent with past years at just over 4,400.
- 59% of the year has passed, and 55.6% of our budget has been spent.

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

The Facilities Committee met and looked at the itemized budget for outside space. At the next meeting, they will look at next steps for the project.

Old Business:

No old business.

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Meeting Minutes, January 8, 2024

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New Business:

2024-2025 Budget is not yet final.

Our next meeting will be March 11, 2024 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.

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 Click or tap to enter a date.

The Harlan Community Library Board of Trustees met on Monday, 3/11/2024 at 5:20 p.m. in the Library meeting room

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

President Andrew Sandquist called the meeting to order. Bill 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.

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

Director's Report

1. Youth –
 - a. Lego Challenge on the 7th
 - b. Family Fun night – Perler Beads on the 21st
2. Adult –
 - a. Adult Craft – Ribbon Eggs March 14th
 - b. 2nd Evening Book Club planning meeting on the 13th at 5:30pm
 - c. Iowa Author Program – Sons and Daughters with Ann Hanigan Kotz
 - d. Silent Book Club at Milk and Honey on the 29th at 5:30pm (last Friday of the month)
3. Board Education –
 - a. Board Room Series 2023 “Intersections 1 and 2” Where Library Board and Cities Meet
4. Other:
 - a. Working on Weeding the non-fiction adult books of old, outdated and unused books (last 5 yrs) to allow for further growth in youth and adult comic/graphic novel/manga. The demand for these books is growing.
 - b. So far, no bills have been presented in the house or senate similar to the first round but we will see what pops up before the next funnel
5. Tech Services – Info, HMU and City of Harlan considering hiring a fulltime IT person.
6. Kindergarten Round up this Wed and Thurs, Educators night at the museum is this Thursday night. Literacy night was a success with over 400 in attendance.
7. Statistics –
 - a. Total circulation was 4603 which is another good month,

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Meeting Minutes, March 11, 2024

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- b. We received 90 books through ILL which is one of the highest numbers we have seen just short of 94 last month,
- c. Foot traffic was up 3682 last month was 2107 but 3600 is about average.
- d. Nicer weather is bringing more usage of our Wi-Fi with 2842....the last 2 months it was in the 1300/1400 range.

8. Bills: Nothing out of the ordinary

- a. 67% of the year has passed and we have spent 64.6% of our budget. This is the "tightest" year we have had in the last 7 years.

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

Facilities Committee:

Committee Meetings:

- 1. Facilities
 - a. No new information
 - b. Discussed outdoor improvements. Shane Schechinger could do outdoor wall whitewashing.

Old Business:

- 1. None

New Business:

- 1. New employee: Chloe Croghan for Circulation 2 position. Motion made by Bill, second by Susan to approve the hire. Motion carried unanimously.

Our next meeting will be 4/8/2024 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:45 p.m. Roy motioned, seconded by Susan to adjourn the meeting.

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 4/8/2024

The Harlan Community Library Board of Trustees met on Monday, 4/8/2024 at 5:18 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Susan Finn, Dan McElwain, Paul Simpson

Absent: Bill Early, Andrew Sandquist, Roy Burkhalter, Connie Claussen

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

Board member Susan Finn called the meeting to order. Paul 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.

Tanya moved, seconded by Dan, to approve the minutes from 3/1/2024. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth – Lego Challenge Night was the 4 th
 - i. The Week of the Child Celebration 11 th
 - ii. Family Fun Night 18 th – Puzzle Swap
 - b. Adult – Library and Lunch Noon Book Club
 - i. National Library Week – April 10 th at 10:30am
 - ii. 5 O'Clock Somewhere Book Club April 10th
 - iii. Adult Craft Night 11 th
 - iv. BINGO at the Lounge on Friday the 12
 - v. Books and Banter on the 24 th at 7pm
 - vi. Iowa Author Program on the 25 th
 - vii. Silent Book Club the 26 th at 5:30pm at Milk & Honey
2. Board Education - Board Room Series 2023 “Intersections 1 and 2” Where Library Board and Cities Meet
3. Other: Received \$3000 from the Shelby Co Community Chest (\$2000 library of things and \$1000 books)
4. Statistics – Pretty standard
5. Bills: Snyder and Associates \$1800.00 – being reimbursed by the Foundation.
6. 75% of the year has passed and we have spent 73% of our budget. This is the “tightest” year we have had in the last 7 years.

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Meeting Minutes, April 8, 2024

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

Committee Meetings:

1. Facilities Committee met with Snyder and Assoc. last week to review cost. Will meet again this week to discuss options and finalize plan. A specific fundraising committee will be established for this project.

Old Business:

1. None

New Business:

1. None

Our next meeting will be May 13, 2024 at 5:15 p.m.

There being no further business, Tanya motioned to adjourn the meeting seconded by Dan. 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 Library Board of Trustees--May 13, 2024

The Harlan Community Library Board of Trustees met on Monday, May 13, 2024, at 5:18 p.m. in the Library meeting room.

Present: Dan McElwain, Roy Burkhalter, Bill Early, Connie Claussen, and Tanya Bruck

Absent: Hope Chipman, Andrew Sandquist, Susan Finn, Paul Simpson, and Connie Claussen

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

Vice President Bill Early called the meeting to order. Connie moved, Tanya seconded to call the meeting to order. The motion carried unanimously.

Motion by Connie, 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.

Roy moved, seconded by Dan, to approve the April 8, 2024 minutes. The motion carried unanimously.

Director's report:

- May youth programming includes the final story time and STEAM afterschool program for the year. Family Fun Night was game night and the Summer Library Kickoff.
- Adult programming includes Swirl Koi Painting, classic movies, bingo, creative writing group, and program provided by Humanities Iowa (How Iowa Met Baseball)
- Amanda discussed developing a new fundraising committee.
- The League of Human Dignity will be available the 3rd Tuesday of each month.
- The Life Long Learning Sponsors for this year are Harlan Lions' Club, SCSB, Monogram, Conductix, and an anonymous patron family.
- The library asked for a grant from the foundation towards the new outdoor project.
- 83% of the year has passed, and 80.1% of our budget has been spent.

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

The Facilities Committee updated the board on outdoor project progress. They have a community group created to discuss the project

Old Business:

No old business.

New Business:

None

Our next meeting will be June 10, 2024 at 5:15 p.m.

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Meeting Minutes, April 8, 2024

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There being no further business, the meeting adjourned at 5:32 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--June 10, 2024

The Harlan Community Library Board of Trustees met on Monday, June 10, 2024, at 5:20 p.m. in the Library meeting room.

Present: Roy Burkhalter, Bill Early, Susan Finn, Paul Simpson, and Tanya Bruck

Absent: Hope Chipman, Andrew Sandquist, Dan McElwain, and Connie Claussen

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

Vice President Bill Early called the meeting to order. Susan moved, Tanya seconded to call the meeting to order. The motion carried unanimously.

Motion by Paul, 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.

Roy moved, seconded by Susan , to approve the May 13, 2024 minutes. The motion carried unanimously.

Director's report:

- June youth programming includes Eco Defenders and Dino O'Dell outdoor programs, Lego Challenge, Science Center of Iowa Boom program, chillin at the library, and Stem week with the PBS STEAM Trailer
- Juvenile Adult programming includes magazine cut out art, Bingo at the Lounge, classic movie, compost training, and four book clubs.
- 337 people attended the Summer Kickoff Event
- The library is being rearranged to continue to meet the needs of patrons.
- The Harlan Community Library Foundation will match funds up to \$100,000, and the city will cover costs on the sidewalk on the perimeter of the library.
- 92% of the year has passed, and 88% of our budget has been spent.

Motion by Bill, seconded by Roy to approve the proposed 2024-2025 budget. Motion carried unanimously.

The Facilities Committee submitted a rendering of the outdoor project.

Old Business:

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

New Business:

Motion by Bill, seconded by Susan to accept the resignation of Dan McElwain and renew the position of Paul Simpson on the Library Board. Motion carried unanimously.

Motion by Paul, seconded by Roy to approve the following slate of officers: Andrew Sandquist as President, Bill Early as Vice President, and Hope Chipman as Secretary. Motion carried unanimously.

Our next meeting will be July 8, 2024 at 5:15 p.m.

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

Tanya Bruck for 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 7/8/2024

The Harlan Community Library Board of Trustees met on Monday, 7/8/2024 at 5:15 p.m. in the Library meeting room

Present: Andrew Sandquist, Tanya Bruck, Hope Chipman, Susan Finn, Connie Claussen
Absent: RJ Bielenberg, Bill Early, Roy Burkhalter, Paul Simpson
Also Present: Director Amanda Brewer; City Council Liaison, Sharon Kroger

Board president Andrew Sandquist called the meeting to order. Susan 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.

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

Director's Report:

1. Programming
 - a. Youth – Pollinators and the Planet in Westphalia on the 17th
 - i. Fair Parade 11th
 - ii. Free Books at the Fair 13th
 - iii. Family Event – Screening and Sketching 15th
 - iv. SLP closing program – Let's Run Away with the Circus 24th
 - v. Comic Book Workshop 25th
 - vi. Kids Bike Rodeo – August 3rd at Vets
 - b. Adult
 - i. The Northwest Passage in the Era of Climate Change 18th
 - ii. “Bar Crawl” baking contest 20th
 - iii. Adult Trivia Night 26th
 - c. PBS Trailer STEAM Week was a HIT! Looking at incorporating some of the “projects” into our Steam program. We have funds left for STEAM from a Monogram grant from years past.
2. Annual Book Sale!!! Starting July 29
3. Amanda will be out of the office the Week of July 15-19
4. Need to recruit a board member for Dan's position. It can be male or female.
 - a. Several candidates were discussed for the current position, as well as for future vacancies.

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Meeting Minutes, July 8, 2024

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5. Board Education - Board Room Series 2023 "Intersections 1 and 2" Where Library Board and Cities Meet
6. Bills: Nothing out of the ordinary. Susan motioned, seconded by Tanya to approve any bills that
7. Statistics for last fiscal year –
 - a. circulation was up 2% over the previous fiscal year.
 - b. Program attendance up by 31%
 - c. Foot traffic up 9.5%
 - d. Youth Computer usage up 35% / Adult up 1%
 - e. We used all but \$17,000 of our funds.....less than 10,000 was in line items we control (technology & buildings)....the rest was health insurance and IPERS
8. NO BOARD MTG IN AUGUST

Old Business:

1. None

New Business:

1. None

Our next meeting will be September 9, 2024 at 5:15 p.m.

There being no further business, Connie motioned to adjourn the meeting seconded by Susan. The meeting adjourned at 5:45 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 9/16/2024

The Harlan Community Library Board of Trustees met on Monday, 9/16/2024 at 5:17 p.m. in the Library meeting room

Present: Hope Chipman, Connie Claussen, Susan Finn, Paul Simpson, Bill Early, Andrew Sandquist

Absent: Tanya Bruck

Also Present: Director Amanda Brewer, Sharon Kroger

- President Andrew Sandquist 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.
- Connie moved, seconded by Paul, to approve the agenda for this meeting.
- Minutes from the July library board meeting were not available for review prior to this meeting.
- Director's Report:
 - Programming
 - Youth – 5 th was Lego night
 - STEAM started today
 - 19 th Family Fun Night – Rock Cactus Painting
 - Adult –
 - 12 th – Fall Craft – Acorns
 - 18 th – Classic Movie Series
 - 26 th – Iowa Author: Steven Allen – “The Big Indian True Love in a False War”
 - Saigon, Vietnam 1968
 - Annual Book Sale - \$3575.25
 - Board Education - Board Room Series 2023 “Intersections 1 and 2” Where Library Board and Cities Meet
 - Bills – Snyder - \$3100 for Renderings
 - Motion made by Andrew, seconded by Bill to approve the bills as presented.
 - Statistics – August was a great month – computer usage increased
- Report of Committees
 - Facilities Committee
 - Presented rendering of library exterior renovation

Harlan Community Library Board of Trustees

Meeting Minutes, September 16, 2024

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- Approval of final renderings of exterior improvements project. Motion made by Hope, seconded by Sharon, Board agreed unanimously.
- Old Business: None
- New business:
 - Recommendation to the Mayor for Kristine Travis to serve on the Board of Trustees in Dan McElwain's open position. Motion made by Andrew, seconded by Bill, Board agreed unanimously.
 - Accept resignation of Madison Stracke effective August 1, 2024. Motion made by Andrew, seconded by Paul, Board agreed unanimously.
- Our next meeting will be 10/14/2024 at 5:15 p.m.

There being no further business, motion made by Connie, seconded by Bill to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:32 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 10/14/2024

The Harlan Community Library Board of Trustees met on Monday, 10/14/2024 at 5:16 p.m. in the Library meeting room

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

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.

Susan moved, seconded by Bill, to approve the minutes from the July 2024 and September 2024 meetings. The motion carried unanimously.

Director's Report:

- Amanda attended the Iowa Library Association annual conference on October 9 – 11. Conference attendance has been paid for her this year and in past years. She usually runs a booth during the conference and is unable to attend many of the speaker sessions and thus cannot earn CEUs. In the future, she will not officially register for the conference and save the money for alternative CEU opportunities.
- Programming
 - Youth –
 - 3rd Lego Night
 - 17th Family Fun Night – Fossils and Prehistoric Animals
 - 26th Harvest Fest Spooky Stories
 - 31st closing at 5pm for trick or treating
 - Adult –
 - 10th Adult Craft: Resin Art
 - 16th – Classic Movie Series
 - 24th – Paranormal Program with the Iowa Psychic Bureau
- Board Education - Board Room Series 2023 “Intersections 1 and 2” Where Library Board and Cities Meet
- Repairs: Women’s toilet lower level, AC issue outside – went ahead and checked all of them, bad switches on overhead lights, PCS coming to fix a computer, replace a wireless AP and replace an internet run to the adult services desk, emergency light in Newspaper room needs a new battery
- Fundraising Campaign – 1st meeting took place on September 30th and the next one is schedule for this coming Monday at MiCasa at 5:15pm.

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Meeting Minutes, October 14, 2024

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- Bills – Order envelopes with new logo from Harlan Newspaper 336.60
- Statistics – Programming stats are higher this last quarter over the previous year with about 600 more in attendance, Children's computer usage went from 681 to 940, wireless internet usage went from 6428 to 7808, website visits went from 1892 to 3250, acquisitions 463 to 528
- Staffing – Short-staffed since August 1st, completed 3 pushes on FB which all resulted in applications, but none are good fits for the position. Will work on a 4th push on FB.

Motion by Paul, seconded by Tanya, to approve the bills the director has paid. The motion carried unanimously.

Committee Meetings: Facilities Committee to meet before next Board meeting

Old Business: None

New business: None

Our next meeting will be 11/11/2024 at 5:15 p.m.

There being no further business, motion made by Bill, seconded by Hope to adjourn the meeting. Motion carried unanimously. 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 11/18/2024

The Harlan Community Library Board of Trustees met on Monday, 10/14/2024 at 5:16 p.m. in the Library meeting room

Present: Susan Finn, Roy Burkhalter, Bill Early, Andrew Sandquist, Sharon Kroger, Kristi Travis, Connie Claussen
Absent: Paul Simpson, Hope Chipman, Tanya Bruck
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 Roy, to approve the minutes from the October 2024 meeting. The motion carried unanimously.

Director's Report:

- Amanda attended the Iowa Library Association annual conference on October 9 – 11. Conference attendance has been paid for her this year and in past years. She usually runs a booth during the conference and is unable to attend many of the speaker sessions and thus cannot earn CEUs. In the future, she will not officially register for the conference and save the money for alternative CEU opportunities.
- Programming
 - Youth –
 - 4th – Afterschool Movie, The Wish
 - 9th – Stuffed Animal Sleepover, Check out the videos and pictures on Facebook.
 - 14th – Lego Night
 - Adult –
 - 6th – ISLA Handicraft Workshop
 - 20th – Classic Movie Morning, Shenandoa
 - 21st – Mocktails and Monopoly
 - No Silent Book Club due to the holiday.
- Board Education – Amanda discussed a new link that will be distributed to members with access to the new education platform. More to come via email.
- Repairs: Replaced toilet seat in the men's bathroom, replaced batteries in some exit lights, and had the floors repolished.

- Fundraising Campaign – Last meeting was November 12th and the next meeting is scheduled for December 16th. The presentation is tomorrow with City Council for the exterior project. A separate Foundation savings account has been established.
- Bills – Nothing outside of normal expenses.
- Statistics – Approximately 4300 items were circulated in October which is about 1,000 less than the same 4 month span in 2023. There were 88 interlibrary loans received for our patrons which was over 100 more this year than the same 4 month span in 2023. Acquisitions are down by 114 items compared to the same 4 month span in 2023. Inflation is our biggest barrier.

At 5:22pm, Connie Claussen entered the meeting.

Motion by Bill, seconded by Susan, to approve the bills the director has paid. The motion carried unanimously.

Committee Meetings: Amanda will be sending the evaluation form to the personnel committee to be completed prior to the next meeting.

Old Business: None

New business: Amanda presented an update to the circulation policy. Recently the library staff have been having issues with patrons not remembering to return interlibrary loans. The new policy will have an addendum similar to the hotspot policy that should a patron fail to return the interlibrary loan in the timeframe set by the loaning library, then the patron will be blocked from borrowing an interlibrary loan for a time frame of six month. A motion was made by Connie, seconded by Susan to approve the change for the circulation policy. Motion carried unanimously.

Amanda also presented the board with the official approval of hiring Noa Finken. Noa comes to the library with a bachelor's degree in marketing and will be a great addition to the team.

Motion by Connie, seconded by Susan to approve the new hire. The motion carried unanimously.

Our next meeting will be 12/9/2024 at 5:15 p.m.

There being no further business, motion made by Connie, seconded by Bill to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:39 p.m.

Kristi Travis

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

Harlan Community Board of Trustees

Meeting Minutes for 12/9/2024

The Harlan Community Library Board of Trustees met on Monday, December 9, 2024 at 5:19 p.m. in the Library meeting room

Present: Kristi Travis, Hope Chipman, Bill Early, Susan Finn, Roy Burkhalter (by phone)
Absent: Tanya Bruck, Connie Claussen, Andrew Sandquist, Paul Simpson,
Also Present: Director Amanda Brewer

President Andrew Sandquist called the meeting to order. Kristi 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.

Kristi moved, seconded by Susan, to approve the minutes from 11/1/2024. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth –
 - i. 2 nd – Movie Kung Fu Panda 4
 - ii. 7 th Holiday Cards and Crafts
 - iii. 12 th Lego Night
 - b. Adult –
 - i. 5 th – Rustic Snowflake Ornament
 - ii. 11 th – Combined Holiday Evening Book Clubs
 - iii. 18 th – Classic Movie Morning – The Apartment
 - iv. 27 th Silent Book Club
2. Closed Dec 24 and 25 th for Christmas and the 31 st and 1 st for New Years
3. Board Education – New Workday Learning Account – Email with Link was sent out
4. Repairs:
5. Fundraising Campaign – Next Meeting is next Monday, December 16 th at 5:15 at MiCasa
6. Working on employee evals – Due December 31 st
7. Bills –
 - a. Dave Murphy – Plexiglass for story walk
 - b. Travel expenses for ILA mtg in Des Moines
8. Budget – 37.6% of budget is used and 42% of the year has passed

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

Harlan Community Library Board of Trustees

Meeting Minutes, December 9, 2024

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Old Business:

1. None

New Business:

1. Director's evaluation has been completed and submitted. Motion made by Kristi, seconded by Susan to approve the director evaluation. Motion carried unanimously.

Our next meeting will be 1/13/2024 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:29 p.m.

Hope Chipman, Secretary

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