

## Harlan Community Library Board of Trustees--September 14, 2020

The Harlan Community Library Board of Trustees met on Monday September 14, 2020, at 5:14 p.m. in the Library meeting room.

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

Absent: JoAnn Miller & Dick Jones

Also Present: Director Amanda Brewer

President Susan Finn called the meeting to order. Dan 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 Dan, to approve the minutes from July 13th. The motion carried unanimously.

### Director's report:

- The library is having a scavenger hunt for families. There are clues in the windows of businesses around the square.
- The 5 O'clock Somewhere Book Club and the library and lunch book club continue to meet virtually.
- Little Angels preschool now has two classes and has asked the library to continue Story Time using a virtual format.
- The library is resuming book deliveries at preschools and day cares.
- In September, there will be a dragon egg take and make craft for adults. Craft programming will continue to be take and make through the fall and winter.
- In house story times have not resumed; however, online story times continue. These are posted on Facebook.
- Online Reader Advisory is continuing, and a children's advisory will be added.
- September is National Library Card Sign Up month. As part of the promotion, prize drawings will be held for new patrons who sign up in September.
- There will be a Surprise Book Bag Program in October/November.
- Amanda applied for the Shelby County Community Chest grant for \$1,500 to purchase large print books.
- Amanda applied for the Shelby County Community Foundation grant for \$2,500 for take and make programs for children and adults.
- There is one position on the board that needs to be filled. Amanda is reaching out to find a qualified board member.
- The purchase of a new laptop was authorized. The library budgeted for five new computers this year and plans to replace five patron computers with Foundation monies from last year. There has been a delay in this project due to the change of IT companies.
- There will be two internet lines run in to meeting rooms to help with connectivity.
- The state library is using CARES funds to purchase Bold 360 Chat. This is a chat feature that will appeal to younger patrons who would prefer to chat rather than call for information. It would hopefully increase website usage as well. The library staff is working to get this ready. It will be available from the state library for two years. After that, it will be a library expense if it remains a need.
- About \$900 in revenue has been collected from the book sale so far.
- The Iowa Library Association Annual Conference has been moved online.

- There is a plan to launch a home bound delivery program this November.
- The library received their three-year accreditation.
- The library received the microfilm from 2004 to 2019 as part of the State Historical Society matching grant. This is part of the overall digitization project.
- Circulation is about 50% of a normal year at this time. Income from receipts is about 10% of the typical amount. Foot traffic is about 12% of what would be typical at this time of the year.
- Petsche Mechanical replaced the track lighting bulbs.
- 17% of the year has passed, and 14% of the budget has been spent.

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

No committees met.

Old Business:

There was no old business.

New Business:

Motion by Bill, seconded by Dan to approve an increase to the Youth Services Librarian's sick time accrual rate and holiday rate from 7.4 hours to 7.5 hours. The motion carried unanimously.

Motion by Bill, seconded by Paul to approve the Student Digital Library Card Policy. The motion carried unanimously.

Amanda will request vinyl leisure seating and a new card catalogue desk from the HCL Foundation Grant for 2020.

Our next meeting will be October 12, 2020 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:54 p.m.

Tanya Bruck, Secretary

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