

Harlan Community Library Board of Trustees--December 14, 2020

The Harlan Community Library Board of Trustees met on Monday, December 14, 2020, at 5:17 p.m. in the Library meeting room.

Present: Susan Finn, Dan McElwain, Dick Jones, Bill Early, and Tanya Bruck

Absent: Hope Chipman, Paul Simpson, Roy Burkhalter, JoAnn Miller

Also Present: Director Amanda Brewer and Richard Petersen, City Council liaison

President Susan Finn called the meeting to order. Dick 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 Dick, to approve the minutes from November 9th. The motion carried unanimously.

Director's report:

- Upcoming online programming includes Tech Time, Babies and Books, Take and Make crafts for children and adults, and story time.
- The library received a \$5,000 Monogram Loves Kids Grant, which will cover half of the funds needed for a kid's interactive play center for the youth area.
- The library foundation approved a Grant for furniture.
- The city did not show support for vacation time for part time employees at this time; however, conversations are being continued.
- Two new circulation computers were installed.
- A budget meeting with the City Council will be held in December.
- The book sale earned \$2,092.65.
- Hotspots are now functional and will be available for check out.
- Foot traffic has increased approximately 25%. Curbside is also increasing.
- 42% of the year has passed, and 37.6% of the budget has been spent.

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

Personnel and Collection committee met to review Amanda's annual evaluation. Their recommendation was to provide the Library Director with a 1.5% merit raise per the city policy.

Old Business:

There was no old business.

New Business:

Bill moved, seconded by Dick, to accept the evaluation report as submitted. The motion carried unanimously.

Dan made a motion to approve the recommendation by the Personnel and Collection committee to approve the 1.5% merit increase for the library director. Second by Bill. The motion carried unanimously.

Bill moved, seconded by Dan, to approve the hiring of Cassandra DeGroot as Circulation Clerk at \$12.50 an hour. The motion carried unanimously.

Our next meeting will be January 11, 2021 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:45 p.m.

Tanya Bruck, Secretary

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