

Harlan Community Board of Trustees

Meeting Minutes for February 13, 2023

The Harlan Community Library Board of Trustees met on Monday, February 13, 2023 at 5:25 p.m. in the Library meeting room

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

President Susan Finn called the meeting to order. Andrew 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.

Tanya moved, seconded by Bill to approve the agenda for this meeting. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth – Family Fun Night is schedule for the 23rd.
 - b. Working on putting together a large Earth Day Event – collaborating with several other businesses/organizations.
 - c. Adult – Civil War program this Thursday, Adult Saturday Morning Scrabble on the 25th.
2. Grants – Spring SCCF grant – requesting grant for programming (teen and outreach).
3. Board Education
 - a. Board Room Series 2022 (recorded webinars)
 - b. 4 sessions, each session is 1.5 hours long. Amanda will email recommendations for which sessions would be most beneficial.
4. State Accreditation – will wrap everything up following the board meeting.
5. 2022 City Audit – Have submitted all the documents and all the receipts for the “testing”.
6. Teen Technology Table will be delivered by the end of the week.
7. Update on staffing changes – Collection Librarian position to be offered to Elizabeth Schechinger. Elaine will be retiring this summer after 45 years of service to the library. Retirement celebration pending. The adult services librarian position will then be advertised.
8. Library talks – Lions Club, Harlan Review Club, Harlan Literary Club and City Council
9. Reorganization and expansion of “work space” in the back room.
10. Bills –
 - a. US Post Office – 396.00 – stocked up on stamps before the price increase

- b. Advantage Archive - \$1200 (2022 & 2023 monies from the Newspaper and Museum) microfilm and digitization. Library paid \$742.50

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

Committee Meetings:

1. None

Old Business:

1. None

New Business:

1. Policy discussion:
 - a. Collection Maintenance and Weeding policy
 - i. Updated language to exclude items that library no longer has (i.e. VHS and cassette tapes)
 - b. Computer Use policy
 - i. Updated daily minute allowances, otherwise no changes.
 - ii. No content limitations imposed at this time.
 - c. By Laws of the Library
 - i. Need annual review by the Board. No changes made.
2. 2023-2028 Long Term Plan
 - a. Update outdoor landscaping – in progress
 - b. Expand book offerings for books for low income residents – plans to increase
 - c. Expand ColorLove Project
 - d. Finish rebranding the library
 - e. New logo and library hours sign, additional branding ideas
 - f. Onboard new collections librarian
 - g. Create more user-friendly collection desk area, more to a self service model for items on hold, create more storage space at circulation desk

Andrew motioned, seconded by Bill to approve policy changes and 2023-2028 long term plan as discussed at the meeting. Motion carried unanimously.

3. Approve Collection Librarian job description which replaces the Catalogue Clerk job description.

Andrew motioned, seconded by Tanya to approve job description changes to the clerk job description. Motion carried unanimously.

Our next meeting will be Monday, March 13, 2023 at 5:15 p.m.

Bill motioned, seconded by Andrew, to adjourn the meeting. Motion carried unanimously.

There being no further business, the meeting adjourned at 5:52 p.m.

Hope Chipman, Secretary

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