

Harlan Community Library Board of Trustees—November 9, 2020

The Harlan Community Library Board of Trustees met on Monday, November 9, 2020, at 5:16 p.m. in the Library meeting room.

Present: Susan Finn, Dan McElwain, Paul Simpson, Roy Burkhalter, JoAnn Miller, and Tanya Bruck

Absent: Hope Chipman, Dick Jones, and Bill Early

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

President Susan Finn called the meeting to order. JoAnn moved, seconded by Paul 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 minutes from October 12th. The motion carried unanimously.

Director's report:

- Upcoming online programming includes Babies and Books, story time, tech time, and children's and adults' take and make crafts.
- The Monogram Loves Kids Grant has not been announced yet.
- The library will close on Thursday and Friday for Thanksgiving.
- The Circulation 1 job has not been filled.
- The water heater needs replaced, and water leaking issues continue.
- Contracts will be sent to contracting cities instead of in-person visits due to COVID.
- The library has been offering Zoom story time for Little Angels preschool for the last two months and will begin Zoom story times with Headstart and Kountry Kids.
- There were 271 new patrons added in October. Most of these were student digital library cards.
- Circulations continue to be slightly over 50% of historical numbers.
- Bills were paid to My Nest for outside pots and plants, Workplace Pro for staff shirt order that is reimbursed by staff, Go Daddy for domain fees, and Advantage Archive for microfilming as well as other standard operating bills.
- 34% of the year has passed, and 30.6% of the budget has been spent.

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

The finance/budget committee met with Amanda and reviewed the proposed 2021/2022 budget. The recommendation was made to the board to approve the agenda as presented.

Old Business:

There was no old business.

New Business:

Motion by Paul, seconded by Roy to approve the 2020-2021 budget. The motion carried unanimously.

After review and discussion of the current employee personnel, the board agreed that the material was still relevant for library employees except for needed changes to the vacation policy. Amanda recommended an addition of prorated vacation time for part-time employees since the library employs about 80% of the city's part-time employees. Motion by JoAnn, seconded by Dan to approve a recommendation by the library board to the City Council for permanent part-time employees to receive vacation time at a pro-rated amount based on the current vacation policy for full-time employees. The motion carried unanimously.

Our next meeting will be December 14, 2020 at 5:15 p.m.

There being no further business, the meeting adjourned at 6:08 p.m.

Tanya Bruck, Secretary

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