

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, 10/10/2022 at 5:17 p.m. in the Library meeting room.

Present: Tanya Bruck, Hope Chipman, Bill Early, Susan Finn, Dan McElwain, Andrew Sandquist

Absent: Connie Claussen, Paul Simpson

Also Present: Director Amanda Brewer; City Council Liaison, R.J. Bielenberg

President Susan Finn called the meeting to order. Bill moved, 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.

Bill moved, seconded by Tanya, to approve the minutes from 9/1/2022. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth – Kids movie on October 3rd, Lego on October 6th, Family Game Night on October 20th and Spooky Stories for Harvest Fest on October 29th
 - b. Adult – Visiting the Beyond with Curt Strutz, White Elephant BINGO at Harvest Fest
2. Grants –
 - a. Monogram Loves Kids and have started the process to order the table, Shelby County Foundation – received \$3000 and will proceed with replacing 3 patron computers from 2016. We will eliminate 1 old one and replace as needed.
 - b. Waiting on Community Chest grant
3. Permanent Part Time Paid Leave Time – See attachment
4. Board Education
 - a. Nothing new
5. Budget Season is upon us...proposed changes will be coming with staffing with Elaine retiring in June 2023
 - a. Will need to approve at November meeting
 - b. Finance Committee to meet prior to the next Board meeting
6. Staff Training –
 - a. 4 librarians are attending this year's Iowa Library Association Conference in Coralville Wed-Fri this week. Staff attempt to attend different breakout sessions so we can then bring back more information for our library as a whole.
7. City Council Quarterly Meeting Update – Scheduled for October 18th
8. City Contracting – I will begin meeting with our contracting cities in the next coming months to give them annual update and get renew library services contracts.
9. Emily will be out in November for medical leave for some or all of the month. She is going to try and do some work from home and collaborate with Abby to keep the children's department running smoothly in her absence.
10. Statistics –
 - a. September was Library Card Sign-up Month. 25 new patrons signed up for library cards in September compared to 14 last year.

- b. Great attendance at all of our evening September adult programs; over 100 people
- c. Foot traffic continues to grow 2585 compared to 1916 last year in Sept.

11. Bills –

- a. 3 major service contracts came due in September. Over 80% of our budget is used up for service contract line item. Between these big bills and a 3rd payroll in September we are slightly over budget which we usually see at the end of the 1st quarter each year.

12. Early December

- a. Bill, Dan and Roy will do Amanda's annual director evaluation

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

Committee Meetings:

- 1. Finance Committee will meet in November
- 2. Director review committee to meet in November or December

Old Business:

- 1. Board Education
 - a. No new

New Business:

- 1. RJ asked about part time high school employment via Mark Kohorst and the MOC program (Multi Occupational Careers). High school program at the school to provide daytime part time job opportunities for high schoolers. Amanda will be in touch about appropriate opportunities.

Our next meeting will be 11/14/2022 at 5:15 p.m.

There being no further business, 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.