

Harlan Community Library Board of Trustees--March 9, 2020

The Harlan Community Library Board of Trustees met on Monday March 9, 2020, at 5:15 p.m. in the Library meeting room.

Present: Pam Meurer, Roger Ewert, Deb Miller, Susan Finn, Dick Jones, and Tanya Bruck

Absent: Bill Early and JoAnn Miller

Also Present: Director Amanda Brewer and City Liaison Richard Petersen

President Pam Meurer called the meeting to order. Roger moved, seconded by Deb to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.

Dick moved, seconded by Deb, to approve the minutes from February 10th. The motion carried unanimously.

Deb moved, seconded by Susan, to approve the amended minutes from January. The motion carried unanimously.

Director's report:

- Upcoming programming includes bingo, kids' movie, author visit, Lego night, and stuffed animal pajama party.
- The library will close early on March 20<sup>th</sup> for staff appreciation and on March 25<sup>th</sup> for staff training.
- The science fair numbers were down a little this year. Hopefully next year will have a greater push from the school.
- The library applied for the Scale Up Program, which provides STEM activities.
- The library received an extra \$1,000 from Monogram Grant which will be put towards seating and this is in addition to the monies that were received for STEM related activities.
- The teen area is being completed. The bookcases have been moved. Eventually, the library would like to remodel the children's area.
- A 2018-2019 state audit is being completed. They look for conflicts of interest and are extremely thorough. They have asked for copies of the Foundation's financial records which were submitted with approval of the Foundation Board.
- Library staff are working on sponsors for Summer Reading.
- The new website is 99% done.
- The book sale is set up for April 24- April 29
- Bills include payment to an online company for a sit/stand desk and for Murder Mystery expenses.
- 67% of the year has passed and 64% of the budget has been spent.
- There will be a Corona Virus staff meeting. Some libraries are getting rid of stuffed animals and wiping down all board books as well as other sanitation measures.
- The library is still looking at options for an IT service. Options include PCS and Oxen.

Motion by Susan, seconded by Dick to approve the bills the director has paid. Motion carried unanimously.

No committees met.

The board will need to complete two Continuing Education credits (Board Development: 13 Ways to Kill Your Community and The Boardroom 2018: Seven Habits of Effective Boards.)

Old Business:

Motion by Dick, seconded by Susan to rescind Doug D'Arcy's name for trustee vacancy due to changes in Doug's availability to participate on the board. Motion carried unanimously.

New Business:

The library clocks are 5 minutes faster than cell phone time. The library closing time is set by the library clocks. A patron requested that library clocks are consistent with cell phone clocks. The board discussed the issue and decided that the clocks will remain set as they are.

Our next meeting will be April 13, 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.