

Harlan Community Library Board of Trustees--July 13, 2020

The Harlan Community Library Board of Trustees met on Monday July 13, 2020, at 5:17 p.m. in the Library meeting room.

Present: JoAnn Miller, Susan Finn, Bill Early, Dick Jones, and Tanya Bruck

Absent: Dan McElwain and Paul Simpson

Also Present: Director Amanda Brewer

President Susan Finn called the meeting to order. Bill moved, seconded by JoAnn 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 Bill, to approve the minutes from June 8th. The motion carried unanimously.

Director's report:

- The library continues to have an online presence.
- There are five fire alarms that are not working. Amanda has been given approval by the city administrator to get bids. If there is a new system, the library will need to get the whole system up to code.
- The old IT company negated the firewall. The library switched to a new IT provider and had a smooth transition.
- Receipts are below average as a result of COVID. There is low foot traffic, and many fees are being waived.
- Programming attendance is similar to the previous year.
- Fewer titles were catalogued this year because some are moving to digital format.
- Circulation is down in comparison to previous years.
- Bills for this month included: refinishing of the floors, installing Plexiglass at the circulation desk, and purchasing of gift cards for the summer library programs.
- The library is currently \$11,000 below budget.
- Roger resigned, so the library will need a new board member.

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

No committees met.

Old Business:

There was no old business.

New Business:

Motion by Dick, seconded by Bill to approve Hope Chipman for the Shelby County representative trustee position. The motion carried unanimously.

Motion by Bill, seconded by JoAnn to approve the changes to the Circulation Procedure Policy and changes to the Circulating Internet Hotspots Policy. The motion carried unanimously.

Motion by Bill, seconded by JoAnn to approve changes be made to the COVID 19 response plan with director's discretion. The motion carried unanimously.

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

There being no further business, the meeting adjourned at 5:50 p.m.

Tanya Bruck, Secretary

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