

Harlan Community Library Board of Trustees--September 19, 2022

The Harlan Community Library Board of Trustees met on Monday, September 19, 2022, at 5:23 p.m. in the Library meeting room.

Present: Susan Finn, Hope Chipman, Connie Claussen, Tanya Bruck, Andrew Sandquist

Absent: Paul Simpson, Dan McElwain, Bill Early

Also Present: Director Amanda Brewer; City Council liaison, Sharon Kroger

President Susan Finn called the meeting to order. Connie moved, seconded by Tanya to approve the agenda as presented. The motion carried unanimously.

Conflicts of interest are to be stated if and when applicable. None were stated.
Minutes for July's meeting were not available to review in advance of this meeting.

Director's report:

1. Programming - September

- Youth – Story Time started back up and our afterschool program on Mondays. Will start having kids movies again 1x a month.
- Family Fun Night on the 22nd – Craftastic Party
- Adult – Super busy month with Ukraine 101 – 33 people attended, Edgar Epperly – 36 people, Becky Andersen 13 people and Adult Terracotta pumpkin craft

2. Grants – Monogram Loves Kids applied for and Shelby County Foundation applied for as well as Shelby County Community Chest.

3. Phone system is in and we all LOVE it!!!!

4. Working on permanently installing Art Wall in the youth area

5. Volunteers – We are loving our volunteers.

Leslie Gleaves – Little Free Libraries

Aktion Club – Repainting Little Free Libraries and donating children's books

Mike Lambert – Classic Movie Host

Book Worms – Excellent Group

6. Emily rearranged the back storage area to make it more organized and give a bigger workspace for the Youth Services Clerk.

7. Story Walk – The collaboration between adult services and youth services is going great.

8. Permanent Part Time Paid Leave Time will go in from of the council at the October 4th meeting at 5:15pm. Board members are asked to attend and show their support.

9. Door Counter – all electrical is done and ready to be installed.

10. Board Education

Nothing new

11. Book Sale – AMAZING group of volunteers - \$2895.30 – about double what a normal sale would run us.

12. Statistics –

53 new patrons in the last 2 months

Digital audiobooks on Libby are going crazy! Doubled in July and August 2022

Website was VERY active in July and August over 1400 visits

13. Question from Andrew Sandquist about how kid activities are promoted and library cards that are issued. \$1 charge covered by library for replacement library cards.
 1. School age - Notices sent to be distributed to the school
 2. Younger crowd - facebook post and facebook push ad
 3. Older program - advertising in newspaper
 4. Don't often do radio ads
 5. Wondering about QR code for library card with picture id
 1. 10 or more years ago - interest in the past, but not implemented
 2. App called Stowcard suggested to take a picture of card that can be kept on phone in place of physical card

Bills

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

New Business:

1. Circulating Internet Hot Spots Policy and agreement changes.
 1. Proposal to Board to institute penalty for excessive use and/or abuse of internet hot spots
 1. Recent patron abused borrowing policy for internet hot spot and damaged device. Fee issues but not yet collected.
 1. Fine of \$150 and banned from use of hot spot for 6 months

Motion made by Connie and seconded by Tanya to update internet hot spot use policy regarding penalties incurred by excessive use and/or abuse.

2. Acknowledgment of vacated Part-Time Temporary position previously held by Ben Ewert.
3. Hiring approval of Basil Sheuring as part-time Circulation Clerk 1

Motion made by Tanya and seconded by Andrew to acknowledge vacated part-time temporary position and approve hiring of Basil Sheuring as part-time Circulation Clerk 1.

Old Business:

1. A RFQ for Architectural and Engineering Services for exterior renovation and landscape project - verification of bids received.
 1. Bids sent out to 3 different business
 1. Only received one back from Schneider & Assoc.

Motion by Andrew and seconded by Connie to acknowledge that three bids for the exterior renovation and landscape project were submitted, but only one bid was received by Schneider & Associates.

Review July and September minutes at next meeting

Andrew first and Connie seconded to adjourn the meeting.

Our next meeting will be October 10, 2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:44 p.m.

Hope Chipman, Secretary

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

