

Harlan Community Library Board of Trustees--April 11, 2022

The Harlan Community Library Board of Trustees met on Monday, April 11, 2022, at 5:18 p.m. in the Library meeting room.

Present: Hope Chipman, Bill Early, Connie Claussen, Paul Simpson, and Tanya Bruck

Absent: Susan Finn, Dan McElwain, Joann Miller and Roy Burkhalter

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

Vice President Bill Early called the meeting to order. Connie 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.

Connie moved, seconded by Hope, to approve the minutes from March 14th. The motion carried unanimously.

Director's report:

- Upcoming programming includes Easter jars for Family Fun Night, a butterfly encounter at Kids Fest, air plant terrarium, and a 3D egg craft.
- The library did not receive the Shelby County Community Chest Grant for the improvements to the outdoor landscape.
- There were 4 applicants for the Youth Services position.
- All town contracts are paid.
- The fire alarm will need to be paid in April.
- The book sale is scheduled for August.
- 75% of the year has elapsed, and 67.5% of the budget has been spent.

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

No committee reports. The Facilities Committee is meeting after the board meeting to discuss the use of \$5,000 from the ARPA grant for exterior improvements.

Old Business:

None

New Business:

After reviewing the circulation policy, and discussion amongst library staff, it was identified that some procedures did not follow the circulation policy. The only recommended changes were to follow the policy regarding DVD check outs; 4 per person and not 4 per family. The late fee structure will remain the same, however, DVDs will now be included in Fine Forgiveness. The policy also states a photo ID and proof of current residency. Procedure has been to obtain 2 proofs of current residency. Therefore, staff will begin following the policy. Motion by Paul, seconded by Connie to adopt the amendment to the Circulation Policy. The motion carried unanimously.

It was recommended by the library director that the Circulating Internet Hotspots Policy be updated to state that patrons must wait 1 business day before checking out another hotspot. The current policy

states that patrons must wait 1 business day to check out the same hotspot but does allow patrons to check out a different hotspot as soon as returning one. Motion by Connie, seconded by Bill to adopt the amendment to Circulating Internet Hotspots Policy. The motion carried unanimously.

Our next meeting will be May 9, 2022 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.