

Harlan Community Board of Trustees

Meeting Minutes for 5/20/2026

The Harlan Community Library Board of Trustees met on Monday, 5/20/2026 at 5:15 p.m. in the Library meeting room

Present: Hope Chipman, Orlando Gil, Kristi Travis, Lisa Hagemeyer, Kailee Coleman (via Zoom), Connie Claussen

Absent: Stefanie Kramer, Roy Burkhalter, Troy Schaben, Sharon Kroger, Gervas Mgonja

Also Present: Director Tara Painter

President Kristi Travis called the meeting to order

Approval of Consent Agenda: all items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion on these items unless a request is made prior to the time the Board votes on the motion.

Lisa moved, seconded by Orlando to approve the agenda, minutes from the last meeting and submitted bills for approval as presented. The motion carried unanimously.

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

Director's Report:

1. Administration

- a. 21 April 2026 – hosted an event with the Chamber of Commerce for National Library Week.
- b. 22 April 2026 – rescheduled Library Board meeting held after not having quorum on April 13th.
- c. 29 April 2026 – Stefanie Kramer completed the Iowa Public Information Board's Open Meetings and Public Records training as required by the State of Iowa. Her Certificate of Completion is on file in the Director's office.
- d. 2 May 2026 – fire alarm system began alerting that it was unable to report via DACT.
- e. 4 May 2026 – list of employees who are interested in receiving the Hepatitis B vaccine were given to the City.
- f. 8 May 2026 – article appeared on the front page of the newspaper about the Books & Beyond outdoor revitalization project.

- g. 8 May 2026 – fire alarm situation was resolved. The problem was at Shelby County Emergency Management’s end. Feld Fire were very helpful throughout the process.
 - h. 11 May 2026 – TAP signed the library’s Enrich Iowa Agreement.
- 2. Children’s Department
 - a. 17 April 2026 – the Harlan newspaper published an article about the special story time with author Bruce Arant. 57 people attended.
 - b. 21 April 2026 – the Harlan newspaper published an article about the story time visit to Christian’s Rise donuts.
 - c. 1 May 2026 – Emily and Kristi gave a presentation and tour of the library to the Harlan Community School’s first grade classes. 96 children attended.
 - d. 7&8 May 2026 – the Children’s Department gave a presentation and tour of the library to Harlan Community School and Shelby County Catholic School kindergarteners.
- 3. Adult Services
 - a. 7 May 2026 – Hosted local group Changemakers to teach people how to sew and mend their own clothes. Christian’s Rise donated a box of donuts

Committee Meetings:

- 1. Books & Beyond
 - a. Exterior remodeling is going great!
 - b. Appreciation expressed for Tara’s attention to detail on this project

Old Business:

- 1. Update on Exterior Project
 - a. Approval Change Order #1
 - i. Workers forgot to put in conduits for the charging stations \$1900

Connie moved, seconded by Lisa to approve a change in the project to add in electric conduits for charging stations. Motion carried unanimously.

- b. Approval Change Order #2
 - i. \$400 – downspout needs to go underground and be routed out

Connie moved, seconded by Lisa to approve a change in the project to route downspout to an underground output. Motion carried unanimously.

- c. Approval for Partial Payment #1 to CLK, \$31,476.50

Connie moved, seconded by Lisa to approve a partial payment to CLK for completed work thus far on the project. Motion carried unanimously.

- d. Fine forgiveness during drop box closure
2. Strategic Planning

New Business:

1. Circulation Clerk 1 salary
 - a. \$16.20/hr for 22 hours a week
 - b. Sarah North is moving from Circulation Clerk 2 to Circulation Clerk 1

Orlando moved, seconded by Connie to approve the proposed salary for the Circulation Clerk 1. Motion carried unanimously.

2. Warner Trust
 - a. Donation by family to award each library in Iowa in towns with a population of 6000 \$941.69
 - b. Tara proposes using the funds toward the Books & Beyond campaign

Orlando moved, Connie seconded approval to use trust funds toward the Books & Beyond campaign. Motion carried unanimously.

Board Education

1. Trustees Handbook Chapter 8

Our next meeting will be Monday, June 8, 2026 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:37 p.m.

Hope Chipman, Secretary

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