

# Harlan Community Board of Trustees

## Meeting Minutes for November 2025

The Harlan Community Library Board of Trustees met on Monday, 11/10/2025 at 5:15 p.m. in the Library meeting room

Present: Hope Chipman, Orlando Gil, Andrew Sandquist, Kristi Travis, Lisa Hagemeyer, Andy Lind, Kailee Coleman

Absent: Connie Claussen, Roy Burkhalter

Also Present: Director Tara Painter; City Council Liaison, Sharon Kroger; City Administrator Gervas Mgonja

President Andrew Sandquist called the meeting to order. Kristi moved, seconded by Lisa to approve the agenda as presented. The motion carried unanimously.

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

Kristi moved, seconded by Lisa, to approve the minutes from 10/1/2025. The motion carried unanimously.

### **Director's Report:**

1. Administration
  - a. 24 October 2025 – The Books and Beyond committee met and finished planning the Battle of the Book Clubs: Soup Edition for November 6 th at the Lounge.
  - b. Troy Schaben from Monogram contacted us about donating a substantial number of children and youth books. When we picked them up, it was 6 large boxes! They will be used for the book bike and other outreach opportunities.
  - c. 22 October 2025 – The Harlan Community Library Foundation met. Planning to give \$100,000 now to get contracts started.
  - d. 23 October 2025 – still tweaking the procedure for staff for the new online meeting room booking system.
  - e. 27 October 2025 – an email infection that hit the city the week before hit one employee. We were able to resolve it with help from PCS.
  - f. 30 October 2025 – since Baker & Taylor hosted BiblioStat Connect (where we report our Annual Survey numbers) I have downloaded all reports that were available (2000-2025).
  - g. 3 November 2025 – updated the auto-attendant message to include the upcoming holidays. The library is closed Nov. 11 th , Nov. 27-28 th , Dec. 24-25 th and Dec. 31 st - Jan. 1 st . Required for accreditation.
  - h. 4 November 2025 – Painter gave a report to City Council.
2. Technical Services

- a. 23 October 2025 – Schechinger made our first order with Ingram, who we are assessing as a replacement for Baker & Taylor.
- 3. Youth Department
  - a. 25 October 2025 – Emily Kurth-Christiansen did a spooky story time on the square during Harvest Fest. Schechinger took the book bike and advertised our Books & Beyond fundraiser.

Motion by Kristi, seconded by Andy, to approve the bills the director has paid. Motion carried unanimously.

**Committee Meetings:**

- 1. Meeting on November 18 – hoping to narrow down and make final decisions on library renovations

**Old Business:**

- 1. none

**New Business:**

- 1. FY2026-27 Budget proposal
  - a. Proposed changes
    - i. Salaries – asking for 1.5% of July/Jan
    - ii. May need new HVAC
      - 1. 6 units that are all same age, expect failure of units in the near future
    - iii. Shipping increases for books

Motion by Hope, seconded by Kailee to approve the FY2026-27 proposed budget. Motion carried unanimously.

- 2. Director 6 month evaluation procedure
- 3. Wireless Internet Policy review

Motion by Lisa, seconded by Andy to approve the updated Wireless Internet Policy. Motion carried unanimously.

- 4. Security Camera Policy review

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Motion by Kristi, seconded by Kailee to approve the updated Security Camera Policy. Motion carried unanimously.

5. Programming Policy review

Motion by Kristi, seconded by Andy to approve the updated Programming Policy. Motion carried unanimously.

6. Officer Elections

- a. Can have elections if we want to, not required.
- b. If no elections, default would be for Vice President to move to President position.
  - i. Decision made to promote Vice President to the President position.
- c. Proposed officers:
  - i. Kristi Travis – President
  - ii. Lisa Hagemeyer – Vice President
  - iii. Hope Chipman – Secretary

Motion by Kailee, seconded by Andy to approve the new slate of officers. Motion carried unanimously.

**Board Education:**

1. Trustees Handbook Chapter 3

Our next meeting will be 12/8/2025 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:49 p.m.

Hope Chipman, Secretary

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