

Harlan Community Board of Trustees

Meeting Minutes for November 14, 2022

The Harlan Community Library Board of Trustees met on Monday, November 14, 2022 at 5:17 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Connie Claussen, Susan Finn, Dan McElwain, Paul Simpson, Dena Jacobsen, Elizabeth Schechinger
Absent: Bill Early, Andrew Sandquist
Also Present: Director Amanda Brewer; City Council Liaison, R.J. Bielenberg

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.

Amendment made to October meeting minutes. Under New Business, a name error was made. Bill Kohorst should have been Mark Kohorst. Tanya moved, seconded by Dan, to approve the minutes from October meeting. The motion carried unanimously.

Director's Report:

1. Programming
 - a. Youth – Dungeons and Dragons on the 12th, Family Fun Night: Pom Pom Animals.
 - b. Adult – Iowa Author on the 10th – cancelled due to COVID
 - c. 2023 SLP Plans are taking place. 4 performers are booked at this point, and we will put together some marketing materials so we can go out and get sponsors.
2. Grants – NA
3. Board Education
 - a. Nothing new till 2023
4. The library will be closed on the 24th and 25th for Thanksgiving Holiday
5. Facilities and Equipment Committee met with Gene Gettys.
 - a. Amanda sent the RFQ to 2 more architectural firms in Des Moines that were at the recent ILA convention. Bids are due on December 16th. She emailed Snyder and Associates – thanked them for their bid and told them we were putting it back out and we would follow up with them after the first of the year.
6. The Finance Committee met and reviewed the full budget for 2023/2024 as prepared by Amanda.
7. Personnel Committee
 - a. Reminder to the Personnel Committee to complete the Director's Eval by December 12th.
8. Employee evaluations
 - a. Amanda will start working on all the employee evaluations as they are due in December for the performance-based increase. She just completed Abby's eval due to her 6 mo. eval deadline.
9. Statistics –
 - a. Library Programming Statistic Information sharing was changed on the board report to mirror the format that the state library needs the information.

b. Other stats are trending normal.

10. Bills –

- a. Petsche Mechanical – \$976.00 outlet in South Vestibule and additional outlet in the back room as we have added staff workspace back there.
- b. Spreadshirt Inc – \$208.53 staff purchased library themed shirts. All monies were reimbursed by staff.
- c. Omaha World Herald \$492 – continues to go up drastically. In 2016 it cost \$120.

11. 34% of the year has passed and we have used 32.8% of our budget

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

Committee Meetings:

1. Budget and Finance committee meeting met last week – will be discussed later in the meeting
2. Facilities and Equipment committee met last week – see note from Director's report

Old Business:

1. None

New Business:

1. 2022/2023 FY Budget Discussion
 - a. The biggest change is in staff wages. Elaine is retiring next June. Adjustments made to staff base wages to be competitive.
 - b. Overall increase of \$4000 to general operations budget, mainly to allow for inflation.
 - c. Need to consider Capital Improvements next year
 - d. A new line item added for 22/23 titled Digital Material. This is to individually track digital borrowing subscriptions. These subscriptions were previously bundled in the Service Contracts line item.
2. Tanya moved to make a recommendation, seconded by Connie, to approve the 2022/2023 FY Budget. The motion carried unanimously.

Our next meeting will be December 12, 2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:38 p.m.

Hope Chipman, Secretary

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