

Harlan Community Board of Trustees

Meeting Minutes for 7/14/2025

Present: Tara Painter, Library Director, Kailee Coleman, Kristi Travis, Lisa Hagemeyer, Andy Lund, Andrew Sandquist, Orlando Gil, and Connie Claussen

Absent: Hope Chipman, Roy Burkhalter

Also Present: City Council Liaison, Sharon Kroger; City Administrator Gervas Mgonja; Emily Christiansen, and Elizabeth Schechinger

President Andrew Sandquist called the meeting to order. Orlando moved, seconded by Andy 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 6/9/2025. The motion carried unanimously.

President's Report: none

Director's Report:

Administration

- Changes to Chapter 21 – Open Meetings Laws. Any board appointments after July 1, 2025 will require a 1-2 hour course with certification that will be kept on file.
- Electronic meetings for boards: “A governmental body shall provide for hybrid meetings, teleconference participation, virtual meetings, remote participation, and other hybrid options for the members of the governmental body to participate in official meetings.”
- Director Endorsement for Tara Painter (TAP) Renewed by the State Library of Iowa. This is both an accreditation requirement and a job requirement. It is good for 3 years and requires 45 hours of continuing education to renew.
- The Ambassador Visit for TAP will be Friday, July 25th at 1:00PM.
- 10 June 2025 – TAP submitted Contracting Cities report to the State Library.
- 10 June 2025 – new copier/printer installed. The technician only installed it on two computers.
- 11 June 2025 – TAP worked with Professional Computer Services to install printers on Staff computers
- 11 June 2025 – TAP attended first Fundraising Committee meeting
- 13 June 2025 – TAP worked with Faronics to resolve issue that was keeping us from installing the new printer on the patron computers. Worked with Cybrarian to install the new printer for the patrons, including the QR code that allows printing from personal devices.
- 16 June 2025 – Board orientation session for Orlando Gil, Andy Lind and Lisa Hagemeyer.
- 19 June 2025 – TAP was able to fix a problem with a staff phone.
- 23 June 2025 – Board orientation session with Kailee Coleman.
- 23 June 2025 - The library now has a cell phone for 2-factor verifications. We are moving HCL's services from Amanda's phone to this one.
- 24 June 2025 - TAP redesigned the “New” book display to align with the latest studies in library signage/displays.
- 25 June 2025 – TAP's first radio calendar review!
- 26 June 2025 – started the Annual Survey for the State Library
- 27 June 2025 – TAP conducted a “3” accessibility assessment
- 30 June 2025 – TAP interviewed for newspaper article welcoming her to Harlan!
- 30 June 2025 – automatic doors assessed/repared

- 20 June 2025 – got the new logo added to our Hoopla account
- 1 July 2025 – State Library of Iowa replaced Brainfuse/Foundation Directory with Mometrix eLibrary online resources. This is funded through Iowa Workforce Development.
- 10 July 2025 – TAP, Emily Christensen, Elizabeth Schechinger, Kristi Travis and Lisa Hagemeyer all participated in the Shelby County Fair Parade! We decided not to risk the book bike with the weather being unpredictable.

Technical Services

- Regularly spend time ordering and adding books as well as ordering Interlibrary Loan items.
- This summer, special emphasis was put on the Library of Things.

Circulation

- With the door counter not working, Dena and the circ team have taken on counting everyone who enters the library!
- Have been doing a tremendous job at “upselling” the community and supporting the Summer Reading programs

Youth Department

- Summer Reading!
- Art In the Park – 216
- Summer Reading kick off – 265
- Intergenerational Story time – 25
- Fontanelle Forest Raptors – 204
- Stomp! Chomp! Roar! – 233
- D&D Workshop – 9
- STEAM days – 39 and 71
- We got game at North Park - 148

Adult Department

- Adult jeopardy night
- Tech time
- Game and puzzle swap
- Coffee & coloring
- Silent book club

Director’s Financial Report

Tara said she would email this information out to the trustees

Approval of Bills

Connie moved, seconded by Kailee, to approve the bills. The motion carried unanimously.

Report of Committee:

Books and Beyond discussion about lime washing and west entrance

Old Business: none

New Business:

Board calendar was presented by Tara

Library Ordinance Review as required for accreditation

Policy Review Schedule was presented by Tara

Tobacco-Nicotine Policy 1st Review

ADA Checklist Priority 1st Review

Our next meeting will be 9/8/2025 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:50 p.m.

Lisa Hagemeyer (for Hope Chipman, Secretary)

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