Harlan Community Board of Trustees

Meeting Minutes for Monday, September 8, 2025 at 5:15 p.m. in the Library meeting room

Present:	Hope Chipman, Orlando Gil, Andrew Sandquist, Kristine Travis, Lisa Hagemeyer, Kailee Coleman
Absent:	Connie Claussen, Andy Lind
Also Present:	Director Tara Painter; City Council Liaison, Sharon Kroger; City Administrator Gervas Mgonja; Elizabeth Schechinger, Emily Christiansen,

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

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

Kriti moved, seconded by Hope, to approve the minutes from July 2025. The motion carried unanimously.

President's Report: none

Director's Report:

1. Administration – Tara
    a. 14 July 2025 - Tried to deal with Faronics/Deep Freeze issues. PSC repeatedly changed settings that interfered with its operation. The issue was finally resolved September 2nd.
    b. 22 July 2025 – we are getting enough 'false alarms' from the elevator phone that we start documenting them. Phone has been replaced with an updated phone. Cost of replacement was $1800.
    c. 23 July 2025 – submitted our Direct State Aid Report to the State Library. This year, the money was spent to enhance our Large Print collection.
    d. 28 July 2025 – submitted our Open Access Report to the State Library.
    e. 25 July 2025 – we hosted an Ambassador visit with the Chamber of Commerce.
    f. 4 August 2025 – on a second follow up visit concerning our inability to print our logo color properly, we were given a "fix".
    g. 12 August 2025 – first set of Foundation documents supplied to the State Auditor.
    h. 15 August 2025 – got quotes from Bil-Den Glass for automatic door repairs for both doors. Not moving forward with that at this time. Currently the south doors are operational but in need of upgrade. Automatic door not working on west door.
    i. 20 August 2025 – HVAC Unit 3 was repaired. It was determined that Unit 5 would have to be replaced. Item was put into 2025 budget by previous director.

   j. 21 August 2025 – we took the book bike to Roar into Harlan. It was very popular and a lot of fun!
   k. 2-6 September 2025 – started "Stock the Shelves" program. Patrons can get up to $4.00 of fine forgiveness and a free book if they donate.
   l. Book sale - $3197
2. Youth Department - Emily
   a. Summer Library Program was busy and successful
      i. New feature: Intergenrational Story Time at Elm Crest
      ii. Programming provided to neighboring communities, including Defiance and Shelby
   b. Gave away hundreds of books at Roar into Harlan.
   c. Family activities included STEAM days, Lego Night, book character scavenger hunt
   d. School year underway
      i. Story Time at the library
      ii. Weekly preschool visits
      iii. After school STEAM
3. Adult Department - Noa
   a. Coffee & Coloring program at Coffeegirl each month – 6-9 people attending including 5 regulars
4. Technical Services - Elizabeth
   a. Lots of vounteers to set up for book sale
   b. 3-4 bin books have new labels due to excessive fading of previous lables
   c. Emily and Elizabeth working on relabeling/naming Easy Reader bin books
   d. Helped rewrite some staff documents
   e. Created new donations spreadsheet
   f. Ordered, catalogued and weeded materials
      i. Added badminton, giant tubmle tower, horseshoes, etc
5. Circulation Department – Dena
   a. Enjoys helping patrons with book suggestions
   b. Enjoys assisting patrons with various offerings from the library including digital media and ILL (inter-library loan)
6. Support Staff Experiences – Sarah
   a. Increased attention to Spanish adult and children's sections

Director's Financial Report:

1. Provided by City of Harlan
2. Director will share a summary of quarterly budget reports as monthly reports are a bit confusing
3. $1800 for new elevator phone

4. Funds set aside to redo cement work for handicap space

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

Report of Committees:

1. Books and Beyond – at 50% of fundraising
2. People want to know a specific item that they can donate toward
    a. Need to start making decisions about exactly what new features will be showcased

Old Business:

1. Tobacco-Nicotine Free Policy
    a. Intended to address vaping

Motion made by Kristi and seconded by Kaylee to approve the Tobacco-Nicotine Free Policy. Motion carried unanimously.

New Business:

1. Sex Offender Policy review

    Motion made by Kristi and seconded by Orlando to approve the Sex Offender Policy. Motion carried unanimously.

2. Meeting Room Use Policy review. Cost barrier removed. Policy simplified and both rooms covered by same policy.

    Motion made by Kristi and seconded by Kaylee to approve the Meeting Room Use Policy. Motion carried unanimously.

3. Employee Recognition Policy review. Change requested to rescind policy.

    Motion made by Kristi and seconded by Kaylee to rescind the Employee Recognition Policy. Motion carried unanimously.

4. Exam Proctoring Policy review. Asking to remove fees for proctoring exams.

    Motion made by Kristi and seconded by Kaylee to approve the proposed changes to the Exam Proctoring Policy. Motion carried unanimously.

5. Circulating Internet Hotspots Policy review. “Scope” of policy added. Revisions made to wording.

Motion made by Kristi and seconded by Kaylee to approve the Circulating Internet Hotspots Policy. Motion carried unanimously.

6. October 13th Staff Day
    a. Asking that the library close for Columbus Day and to use the day for staff strategic planning meeting. Looking for community members to be a focus group with strategic planning. Asking to do team building and provide lunch.

Motion made by Orlando and seconded by Kaylee to approve the closure of the library on October 13. Motion carried unanimously.

Motion made by Orlando and seconded by Kaylee to approve use of up to $400 to pay for lunch planning meeting. Motion carried unanimously.

Board Education

1. Review of Trustees Handbook Chapter 1

Our next meeting will be 10/13/2025 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:52 p.m.

Hope Chipman, Secretary

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