

Harlan Community Board of Trustees

Meeting Minutes for 3/9/2026

The Harlan Community Library Board of Trustees met on Monday, 3/9/2026 at 5:15 p.m. in the Library meeting room

Present: Hope Chipman, Orlando Gil, Lisa Hagemeyer, Kailee Coleman, Connie Claussen, Stefanie Kramer
Absent: Kristi Travis, Roy Burkhalter
Also Present: Director Tara Painter; City Council Liaison, Troy Schaben; City Administrator Gervas Mgonja

Vice President Lisa Hagemeyer called the meeting to order. Kailee moved, seconded by Orlando to approve the agenda as presented. The motion carried unanimously.

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

President's Report: none

Director's Report:

1. Administration

- a. 11 February 2026 – Based upon discussions in our annual Bloodborne Pathogens training, the City of Harlan will be offering all staff the Hepatitis B vaccine.
- b. 13 February 2026 – Letters sent to contracting cities.
- c. 13 February 2026 – Feld Fire alarm system inspection/test.
- d. 13 February 2026 – Instituted an ILL form.
- e. 17 February 2026 – Pre-bid meeting for outdoor renovations.
- f. 18 February 2026 – placed ad in paper for open circulation clerk position.
- g. 19 February 2026 – completed contracts for summer reading events.
- h. 19 February 2026 – Library closed one hour early due to snowfall. Everyone who lived out of town left by 5pm or did not come in. E K-C and TAP stayed until a community meeting ended at 7pm. Quite the adventure getting home!
- i. 20 February 2026 – Library closed due to 10.7" of snow on the ground.
- j. 27 February 2026 – Summer reading materials ordered.
- k. 3 March 2026 – TAP and other Shelby County Library Directors met with the County Supervisors.
- l. 4 March 2026 – completed AARP grant for outdoor renovation project.

- m. 6 March 2026 – fax number was ported but machine not set up to send/receive.
 - n. 6 March 2026 – Trivia Night was held at the Harlan Golf & Country Club. It couldn't have gone better!
 - o. 9 March 2026 – still working on setting up fax machine...
 - p. 9 March 2026 – new board member Stefanie Kramer attended her board orientation.
- 2. Children's Department
 - a. 7 February 2026 - A "Take Your Child to the Library" event was held which 85 people attended.
 - 3. Adult Services
 - a. 26 February 2026 – Iowa author Debra Hines presented. 7 people attended.

Director's Financial Report

- 1. Finances and budget available in shared drive

Committee Meetings:

- 1. None

Old Business:

- 1. Update on exterior project
 - a. CLK Lawncare came in with a bid of \$164,271.50, being the lowest of three bids.

Motion made by Connie, seconded by Kailee to approve the bid from CLK Lawncare for the exterior project bid.

- 2. Strategic Plan
 - a. Board members are each asked to submit five names of individuals in the community for survey call outs by the state library system.

New Business:

- 1. None

Board Education:

- 1. Chapter 6: Adapting and Developing Policies

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Our next meeting will be 4/13/2026 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:40 p.m.

Hope Chipman, Secretary

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