

Harlan Community Board of Trustees

Meeting Minutes for 4/22/2026

The Harlan Community Library Board of Trustees met on Monday, 4/22/2026 at 5:18 p.m. in the Library meeting room

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

President Kristi Travis called the meeting to order. Stefanie moved, seconded by Orlando to approve the agenda as presented. The motion carried unanimously. Operating the meeting today as a consent agenda.

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

Stefanie moved, seconded by Orlando, to approve the minutes from 3/1/2026. The motion carried unanimously.

Director's Report:

1. Administration

- a. 12 March 2026 – TAP attended the Lion's Club meeting and requested a donation for our Summer Reading programs. They let us know the next day they would be glad to donate \$350.00 toward the Robison Reptiles program.
- b. 17 March 2026 – Both sets of automatic doors were repaired.
- c. 18 March 2026 – TAP hosted the Life Skills group from the High School and introduced them to the library's resources.
- d. 19 March 2026 – received a letter from the attorneys for the Norma Jean Warner Trust informing us that we were going to receive a \$941.69 donation. She donated this amount to every public library in the state in a town with a population under 6,000.
- e. 19 March 2026 – Held pre-construction meeting for outdoor renovations with Snyder & Associates and CLK Landscaping.
- f. 30 March 2026 – demolition of the library landscaping was scheduled to begin but was delayed by problems with the permitting process at the city.
- g. 30 March 2026 – TAP signed our FY 2027 Letter of Agreement with the State Library of Iowa for Bridges.

- h. 1-3 April 2026 - TAP attended the Public Library Association Conference in Minneapolis, MN.
 - i. 6 April 2026 – Maggie Buman started her first day as Circulation Clerk 1.
 - j. 6 April 2026 – Permit was verbally approved by the city (Chris Byland, Code Enforcement and Gervas Mgonja, City Administrator) and the fee was waived.
 - k. 9 March 2026 – new board member Stefanie Kramer attended her board orientation.
2. Children’s Department
- a. 10 March 2026 – Library assisted at “Literacy Night” Adult Services
 - b. 14 March 2026 – Hosted Iowa Writer’s Workshop authors for a Poetry workshop.

Motion by Click or tap here to enter text., seconded by Click or tap here to enter text., to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings:

- 1. None

Old Business:

- 1. Update on Exterior Project
 - a. Groundbreaking started last week. Surveyors completed their assessment today. Will plan to see visible movement soon.
- 2. Strategic Planning
 - a. Missy finished all the phone surveys. She will provide her report to us in June.

New Business:

- 1. Internet Hotspot Agreement update
 - a. New policy: Take a picture of the borrowers driver’s license
 - b. Director will look into new vendor Cajet (sp?)
 - i. \$15 per month per device
 - 1. Vs \$124 for 3 devices with Verizon
 - ii. Discussion to take into consideration what cellular carrier provides service

Motion made to adopt new policy to require a picture of a driver’s license upon renting a hotspot. Orlando moved, seconded by Lisa to approve the motion. Motion carried unanimously.

- 2. Circulation Clerk 1 salary

- a. Board had previous approved Circulation Clerk salary for between \$16 and \$17 an hour
- b. New hire, Maggie Buman, has started in this role for the salary of \$16.50.

Motion made by Lisa and seconded by Stefanie to approve the salary of \$16.50 for Maggie Buman. Motion carried unanimously.

3. Circulation Policy update

- a. Changes forthcoming once we get through the Strategic Planning.
- b. Several changes to the policy will be made to make the library more patron-centric.
- c. The director outlined all of the changes during the meeting.

Motion made by Lisa and seconded by Stefanie to approve the proposed changes to the Circulation Policy. Motion carried unanimously.

4. Pre-approval for monthly bills

- a. In the event that bills need to be approved before the Board can do so, City Council can approve bills for the purpose of payment and the Board can approve retroactively.
- b. President stated that adjustment can be made to the timing of meetings if needed.

Motion made by Orlando and seconded by Stefanie to approve the monthly bills pre-approval process. Motion carried unanimously.

5. Chamber event for Library Week

- a. Happened earlier this week
- b. It turned out to be a fun event and a good opportunity to promote the library

Board Education – Chapter 7 of Board of Trustees handbook “Planning for the Library’s Future”

RAGBRAI discussion. Harlan will host the ride on Sunday, July 19, 2026. The hospital has asked for the library to be the first aid station. Construction should be completed by that point. The plan is to have many charging stations available for riders.

Our next meeting will be 5/11/2026 at 5:15 p.m.

There being no further business, the meeting adjourned at 6:15 p.m.

Hope Chipman, Secretary

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