Harlan Community Board of Trustees

Meeting Minutes for 6/8/2026

The Harlan Community Library Board of Trustees met on Monday, 6/8/2026 at 5:15 p.m. in the Library meeting room

Present:	Hope Chipman, Kristi Travis, Lisa Hagemeyer, Stefanie Kramer, Connie Claussen, Troy Schaben
Absent:	Orlando Gil, Roy Burkhalter
Also Present:	Director Tara Painter; City Administrator Gervas Mgonja; Guest Misty Gray of the State Library of Iowa

President Kristi Travis called the meeting to order.

Approval of Consent Agenda: all items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion on these items unless a request is made prior to the time the Board votes on the motion.

1. Approval of the Agenda
2. Approval of the Minutes
3. Bills for Approval
    a. End of fiscal year
        i. $4000 for Hoopla
        ii. Pay forward 20 hours for IT consultants, $2800
        iii. Three panels of sidewalk
        iv. New PA system purchase out of trust

Connie moved, seconded by Lisa to approve the agenda, minutes from the last meeting and submitted bills for approval 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. 11-15 May 2026 – Advanced most "owner items" for the outdoor revitalization project.
    b. 20 May 2026 – rescheduled Library Board meeting held after not having quorum on May 11th.

   c. 26 May 2026 – Met with Myrtue Hospital representatives concerning the logistics of the library hosting the First Aid Station on Sunday, July 19 th for RAGBRAI.
   d. 26-29 May 2026 – more details managed for the "owner items".
   e. 28 May 2026 – a child triggered the manual fire alarm. Learned how to reset it!
   f. 29 May 2026 – applied for a Monogram Loves Kids grant.
   g. 3 June 2026 – Summer Reading Kick-Off!
2. Children's Department
   a. 27 May 2026 – young author with his chicken special story time saw 79 people attend!
   b. 2 June 2026 – new program Open Play had 4 families attend.
3. Adult Services
   a. 20 May 2026 – musical "Oklahoma" brought in 8 people to Classic Movie Morning.
   b. 21 May 2026 – Master Gardeners presented a program and helped people make seed bombs and had 9 attendees.

Director's Financial Report: on Sharepoint

Report of Committees:

1. Books & Beyond – discussed landscaping
2. Personnel Committee – concern of asbestos tile that was cut

Old Business:

1. Strategic Planning presentation by Misty Gray
   a. A consultant shared findings from interviews with **24 community members**.
   b. Overall feedback was **highly positive**, with strong appreciation for:
      i. Library outreach efforts
      ii. Variety of programming
      iii. Downloadable digital resources
      iv. Collection diversity
      v. Access to new materials
      vi. The library as a welcoming community gathering place
      vii. Community members expressed excitement about the library's renovation project.
   c. Areas for Improvement

        i. Two interviewees reported past negative experiences related to library policies, particularly:
        ii. Expired library cards
        iii. Checkout and renewal procedures
        iv. Staff noted many of these policies have already been updated, including:
        v. Phone renewals
        vi. Longer checkout periods
        vii. More flexible card renewal policies
        viii. The consultant recommended continuing to communicate these changes publicly to improve the library's image and encourage former patrons to return.
        ix. A few comments suggested reviewing library hours to ensure they continue meeting community needs, though no immediate changes were recommended.
    d. Strategic Plan Development
        i. Board members will review community interview comments and select approximately **three service responses** to guide the next strategic plan.
        ii. Potential focus areas include:
            1. Digital resources
            2. Lifelong learning
            3. Community engagement
            4. Youth literacy
            5. Comfortable library spaces
        iii. Discussion emphasized expanding digital collections while maintaining strong traditional library services.
        iv. Staff planning day is scheduled for **Columbus Day (October 12, 2026)** to develop strategic objectives and the mission statement with consultant assistance.

2. **Exterior Renovation Project**
    a. Renovation progress is approximately halfway complete, with remaining work delayed but the completed areas already usable.
    b. Plans include relocating bike racks near charging stations to better accommodate bicycles and scooters while keeping entrances clear.
    c. The Board approved **Partial Payment #2** in the amount of **$56,123.37**. Moved by Connie, seconded by Lisa; motion carried unanimously.

3. New Business
    a. Staff closure for **October 12, 2026** for strategic planning.
    b. Moving the October Board meeting to **October 5, 2026**.
    c. Converting upstairs single-occupancy restrooms to **unisex restrooms**.
    d. Re-electing the current Board officers.

            i. **Board Membership**
                1. Two in-town Board vacancies were discussed.
                2. Potential candidates will be contacted to determine interest.

4. **Board Education**
    a. Members were encouraged to review Chapter 9 regarding:
        i. Board responsibilities
        ii. Director responsibilities
        iii. Staff relationships
        iv. City relationships
    b. The discussion reinforced maintaining clear roles and effective governance.

Our next meeting will be 7/13/2026 at 5:15 p.m.

There being no further business, the meeting adjourned at 6:00 p.m.

Hope Chipman, Secretary

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