

Harlan Community Board of Trustees

Meeting Minutes for 2/9/2026

The Harlan Community Library Board of Trustees met on Monday, 2/9/2026 at 5:25 p.m. in the Library meeting room

Present: Hope Chipman, Orlando Gil, Kristi Travis, Lisa Hagemeyer, Connie Claussen
Absent: Kailee Coleman, Roy Burkhalter
Also Present: Director Tara Painter; City Council Liaison, Sharon Kroger; City Administrator Gervas Mgonja, Misty Gray District Consultant from State Library

President Kristi Travis called the meeting to order. Connie 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.

Hope moved, seconded by Connie, to approve the minutes from 1/12/2026. The motion carried unanimously.

President's Report:

1. Review of committees
 - a. Personnel Committee
 - i. Lisa, Orlando, Roy
 - b. Budget Committee
 - i. Connie, Orlando, *vacant pending new board member
 - c. Facilities Committee
 - i. Kailee, Hope, *vacant pending new board member

Director's Report:

1. Administration
 - a. 13 January 2026 – Received the Open Access/ILL Reimbursement from the State Library of Iowa for \$1116.36.
 - b. 16 January 2026 – Park Department's Tim Miller replaced two light bulbs in our entrance way. He discovered that a third fixture had no voltage.
 - c. 26 January 2026 – Dena Jennum-Jacobsen accepted our Adult Services position.
 - d. 28 January 2026 – Atrium, the library's Integrated Library System, went down for 2 hours. We were able to utilize both offline mode and their Stax app to keep books moving.

- e. 29 January 2026 – TAP attended Iowa Libraries Online Conference.
 - f. 2 February 2026 – supplied City Hall with requested stats for their “2025 by the Numbers” report (attached).
 - g. 5 February 2026 – TAP was the speaker for the Harlan Literary Club meeting.
2. Children’s Department
 - a. 2026.01.22 - Family Fun Night was Turtle Time with the Department of Natural Resources. 25 people attended.
 - b. 2026.01.10 – Take Your Child to the Library day. 85 attended.
3. Adult Services
 - a. 2026.01.29 - Murder Mystery Dinner, partnering with Milk and Honey. 17 people attended.

Director’s Financial Report:

1. City financial report and summarized library budget available on SharePoint.

Motion by Lisa, seconded by Connie, to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings:

1. Books and Beyond Committee – next meeting February 18

Old Business:

1. Update on Exterior Project
 - a. Motion to approve Instructions to Bidders for Public Improvement Project at the Harlan Community Library setting the Bid Date as February 24, 2026 at 2pm at the Harlan Community Library.

Motion made by Connie to improve the approve Instructions to Bidders for Public Improvement Project, seconded by Orlando. Motion carried unanimously.

- b. Motion to approve Notice to Bidders for Public Improvement Project for publication

Motion made by Lisa to approve Notice to Bidders for Public Improvement Project for publication, seconded by Connie. Motion carried unanimously.

- c. Motion to approve Notice of Hearing for publication

Motion made by Connie to approve Notice of Hearing for publication, seconded by Orlando. Motion carried unanimously.

2. Repair/replace doors

Motion made by Connie to repair and replace the doors, seconded by Lisa. Motion carried unanimously.

New Business:

1. By-Laws review/update

Motion made by Kristi to approve updates to by-laws, seconded by Lisa. Motion carried unanimously.

2. Board openings
 - a. 1 opening "unincorporated" Shelby County
 - b. 1 opening Harlan resident
3. Computer Use Policy review/update

Motion made by Hope to approve the changes to the Computer Use Policy, seconded by Orlando. Motion carried unanimously.

4. Adult Services wage approval

Motion made by Connie to approve the Adult Services wage of \$18.20/hour, seconded by Lisa. Motion carried unanimously.

5. Circulation Clerk wage range approval

Motion made by Connie to approve the Circulation Clerk wage range change to \$16 to \$17 per hour, seconded by Orlando. Motion carried unanimously.

6. RAGBRAI – Sunday, July 19
 - a. TAP asking that the library be open that Sunday
 - b. Plan to add extra power strips

Motion made by Connie to approve that the library be open on Sunday, July 19, seconded by Orlando. Motion carried unanimously.

7. "Strategic Planning" Planning – guest Misty Gray, State Library of Iowa

- a. Harlan library is Tier 3 in the state library system
 - i. The library has a written plan that documents projects up to 5 years into the future and outlines the library's goals and objectives to meet the community's needs.
- b. Misty assists libraries with ascertaining community input
- c. Proposed timeline
 - i. Feb 9 – Misty to attend board meeting and explain process
 - ii. March 9 – next board meeting, board member provide a list of names of community members to be possible community input members
 - iii. March 10-24 – individual contact to names on list to identify participants and provide participation form invitation to confirmed participants
 - iv. March 25 – final date for community members to commit. Misty will create call schedule based on participation forms
 - v. March 30 – April 3 – Misty makes phone call to community team members
 - vi. April 7 – Misty will send responses to director
 - vii. June 8 meeting – Misty to attend board meeting to review community input

Board Education:

1. Trustees Handbook Chapter 5 review

Our next meeting will be 3/9/2026 at 5:15 p.m.

There being no further business, the meeting adjourned at 6:25 p.m.

Hope Chipman, Secretary

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