

Harlan Community Board of Trustees

Meeting Minutes for Monday, October 13, 2025 at 5:15 p.m. in the Library meeting room

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

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

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

Lisa 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. The City's server has been down for two weeks (as of Friday, October 10th) so no financial reports are available. I have included the spreadsheet I use to track our budget to help give the overview that you need.
- b. Books & Beyond met on Tuesday, September 9th. Decided on an additional meeting and a fundraiser before the holidays, thus was born, the Battle of the Book Clubs! Soup Edition!
- c. Painter attended the Wellness Alliance on September 10th at 7:30am.
- d. 11 September 2025 – the last patron computers were updated to Windows 11.
- e. 12 September 2025 – Painter turned in the HCL Annual Survey to the State Library.
- f. New door counter was installed. The 'doorbell' sound when someone enters the library is really helpful.
- g. 16 September 2025 – the Personnel and Finance Committee of the City Council met and voted to submit the raise for Emily Kurth-Christiansen and the potential raise for Tara Painter at her six month evaluation.
- h. 19 September 2025 – Schechinger pointed out that the tech table in the children's department also runs on Windows 10. Couldn't get the WiFi password to work – but figuring out that the keyboard was keyed to French made things go much more smoothly!

- i. 23 September 2025 – door counter added to West entrance. Filters were replaced in the HVAC systems. It has been determined through discussions with the Parks Department that due to some technical issues, it will be best if these are replaced by professionals.
- j. 25 September 2025 – completed the process of updating 5 HCL policies.
- k. 30 September 2025 – HCL received its Direct State Aid in the amount of \$2450.19. These funds must be expended by June 30.
- l. 1-3 October 2025 – Emily Kurth-Christiansen, Dena Jennum-Jacobsen and Tara Painter attended the Iowa Library Association Conference.
- m. Kurth-Christiansen presented a program about the library's book bike – and even took it with her to the conference for display!
- n. 13 October 2025 – closed the library and held a staff day.
- o. 7 October 2025 – Finken and Jennum-Jacobsen participated in the Senior Fest promoting the library and its programs to Seniors.
- p. 7 October 2025 – Baker & Taylor announced that they were winding down their business.

Director's Financial Report:

- 1. No financial report due to the City's server being down

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

Report of Committees:

- 1. Books & Beyond Committee
 - a. Reviewed Bulliten Board policy
 - b. Reviewed mural plans
 - c. Waiting for architect to update plans according to library needs
 - d. Meeting tomorrow
 - i. Finalize Soup event

Old Business: none

New Business:

- 1. Sandquist resignation as Board President
- 2. Student Digital Patron Library Accounts review
 - a. Director is asking for this policy to be eliminated.

Motion made by Orlando and seconded by Kristi to remove the Student Digital Patron Library Accounts Policy. Motion carried unanimously.

3. Bulletin Board Exhibits and Display Policy review
 - a. Minor wording changes

Motion made by Kristi and seconded by Orlando to approve the updates to the Bulletin Board Exhibits and Display Policy. Motion carried unanimously.

4. Collection Development Policy review
 - a. Removed year-specific procedural language
 - b. Simplify request process
 - c. Request form will no longer be online. To make a request, the patron will get a copy of the policy along with the form.

Motion made by Lisa and seconded by Kristi to approve the updates to the Collection Development Policy. Motion carried unanimously.

5. Confidentiality of Records Policy review
 - a. Patron records only available in the case of a subpoena

Motion made by Lisa and seconded by Orlando to approve the updates made to the Confidentiality of Records Policy. Motion carried unanimously

6. Genealogy Research Policy review
 - a. Minor wording changes

Motion made by Orlando and seconded by Kristi to approve the updated Genealogy Research Policy. Motion carried unanimously

7. Gift and Memorial Policy review
 - a. Reference back to Collection Development Policy

Motion made by Kristi and seconded by Lisa to approve the updated Gift and Memorial Policy. Motion carried unanimously

8. Homebound Library Services Policy review
 - a. Minor wording changes

Motion made by Orlando and seconded by Lisa to approve the Homebound Library Services Policy. Motion carried unanimously.

Board Education

1. Review of Trustees Handbook Chapter 2: A Culture of Learning
 - a. We're all here to learn and to keep learning
2. Accreditation standards are met by reviewing the Trustees Handbook

Our next meeting will be 11/10/2025 at 5:15 p.m.

There being no further business, the meeting adjourned at 6:03 p.m.

Hope Chipman, Secretary

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