

# Harlan Community Board of Trustees

## Meeting Minutes for 12/8/2025

The Harlan Community Library Board of Trustees met on Monday, 12/8/2025 at 5:17 p.m. in the Library meeting room

Present: Hope Chipman, Orlando Gil, Kristi Travis, Lisa Hagemeyer, Andy Lind, Kailee Coleman

Absent: Connie Claussen

Also Present: Director Tara Painter; City Administrator Gervas Mgonja

President Kristi Travis called the meeting to order. Kailee 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.

Kailee moved, seconded by Lisa, to approve the minutes from November 2025. The motion carried unanimously.

### **Director's Report:**

1. 11 November 2025 – TAP attended a Wellness Alliance “Build Connections Committee” meeting. They were very helpful talking about their process and experiences with the murals in downtown Harlan. Brian Byrnes from this committee and a proponent of public art has begun attending Books & Beyond meetings. The more the merrier!
2. 13 November 2025 - TAP prepared an “ask” letter for Books & Beyond and had committee members review it. KP made a beautiful Canva letter with lots of pictures to support the text.
3. 18 November 2025 – Fire alarm was false-alarming. Found a manual online and addressed it.
4. 18 November 2025 – TAP attended a Department Head meeting.
5. 18 November 2025 – Books & Beyond met and made a lot of decisions and asked a lot of questions that have been sent to the landscape architects.
6. 19 November 2025 – ES used Atrium to gather addresses for a mass mailing for Books & Beyond.
7. 20 November 2025 – still updating the admin email address with vendors.
8. 24 November 2025 – Snail-mailed “Ask” letters to supporters.
9. 24 November 2025 – outdoor lights are not working. It appears to be an issue with the timer.
10. 29 November 2025 – TAP closed the library due to weather conditions.
11. 2 December 2025 – Volunteers decorated the library for the holidays.

Motion by Kailee, seconded by Orlando, to approve the bills the director has paid. Motion carried unanimously.

**Committee Meetings:**

1. Personnel committee
  - a. Met to do 6 month evaluation, rave reviews
  - b. Motion made by Kristi to approve 6% salary increase, seconded by Orlando. Motion carried unanimously.

**Old Business:**

1. none

**New Business:**

1. Director job description change: need to change wording for required timeline to achieve Iowa library board certification. Motion made by Kailee and seconded by Hope to approve proposed change to the director job description. Motion carried unanimously.
2. Reviewed holiday closures for 2026. Motion made by Kailee and seconded by Orlando to approve proposed holiday closure dates. Motion carried unanimously.
3. Library Board of Directors meeting dates discussion. Motion made by Kailee and seconded by Andy to approve proposed meeting dates for 2026. Motion carrier unanimously.
4. Library Board member Andy Lind has submitted his resignation from the Board.

**Board Education**

1. Review of Chapter 4 for Library Board handbook: Hiring a Library Director

Our next meeting will be 1/12/2026 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:44 p.m.

Hope Chipman, Secretary

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