

Harlan Community Board of Trustees

Meeting Minutes for 11/18/2024

The Harlan Community Library Board of Trustees met on Monday, 10/14/2024 at 5:16 p.m. in the Library meeting room

Present: Susan Finn, Roy Burkhalter, Bill Early, Andrew Sandquist, Sharon Kroger, Kristi Travis, Connie Claussen
Absent: Paul Simpson, Hope Chipman, Tanya Bruck
Also Present: Director Amanda Brewer

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

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

Bill moved, seconded by Roy, to approve the minutes from the October 2024 meeting. The motion carried unanimously.

Director's Report:

- Amanda attended the Iowa Library Association annual conference on October 9 – 11. Conference attendance has been paid for her this year and in past years. She usually runs a booth during the conference and is unable to attend many of the speaker sessions and thus cannot earn CEUs. In the future, she will not officially register for the conference and save the money for alternative CEU opportunities.
- Programming
 - Youth –
 - 4th – Afterschool Movie, The Wish
 - 9th – Stuffed Animal Sleepover, Check out the videos and pictures on Facebook.
 - 14th – Lego Night
 - Adult –
 - 6th – ISLA Handicraft Workshop
 - 20th – Classic Movie Morning, Shenandoa
 - 21st – Mocktails and Monopoly
 - No Silent Book Club due to the holiday.
- Board Education – Amanda discussed a new link that will be distributed to members with access to the new education platform. More to come via email.
- Repairs: Replaced toilet seat in the men's bathroom, replaced batteries in some exit lights, and had the floors repolished.

- Fundraising Campaign – Last meeting was November 12th and the next meeting is scheduled for December 16th. The presentation is tomorrow with City Council for the exterior project. A separate Foundation savings account has been established.
- Bills – Nothing outside of normal expenses.
- Statistics – Approximately 4300 items were circulated in October which is about 1,000 less than the same 4 month span in 2023. There were 88 interlibrary loans received for our patrons which was over 100 more this year than the same 4 month span in 2023. Acquisitions are down by 114 items compared to the same 4 month span in 2023. Inflation is our biggest barrier.

At 5:22pm, Connie Claussen entered the meeting.

Motion by Bill, seconded by Susan, to approve the bills the director has paid. The motion carried unanimously.

Committee Meetings: Amanda will be sending the evaluation form to the personnel committee to be completed prior to the next meeting.

Old Business: None

New business: Amanda presented an update to the circulation policy. Recently the library staff have been having issues with patrons not remembering to return interlibrary loans. The new policy will have an addendum similar to the hotspot policy that should a patron fail to return the interlibrary loan in the timeframe set by the loaning library, then the patron will be blocked from borrowing an interlibrary loan for a time frame of six month. A motion was made by Connie, seconded by Susan to approve the change for the circulation policy. Motion carried unanimously.

Amanda also presented the board with the official approval of hiring Noa Finken. Noa comes to the library with a bachelor's degree in marketing and will be a great addition to the team.

Motion by Connie, seconded by Susan to approve the new hire. The motion carried unanimously.

Our next meeting will be 12/9/2024 at 5:15 p.m.

There being no further business, motion made by Connie, seconded by Bill to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:39 p.m.

Kristi Travis

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