

Harlan Community Library Board of Trustees--July 11, 2022

The Harlan Community Library Board of Trustees met on Monday, July 11, 2022, at 5:17 p.m. in the Library meeting room.

Present: Susan Finn, Hope Chipman, Connie Claussen, Tanya Bruck, Andrew Sandquist

Absent: Paul Simpson, Dan McElwain, Bill Early

Also Present: Director Amanda Brewer; City Council liaison, Sharon Kroger

President Susan Finn called the meeting to order. Andrew moved, seconded by Connie 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 June 13. The motion carried unanimously.

Director's report:

- Programming updates
 - Youth programming dates: July 5, 6, 7 with closing program July 20 at North Park. Good reception and participation.
 - Adult Craft Camp July 7, Beekeeping Camp July 28th.
- Staffing
 - Custodian moved and we are now trying to hire for a new custodian.
 - Elaine announced retirement effective June 30, 2023
 - Staff planning discussions for FY 2023/2024
- Door counter
 - For south entry, waiting for Joe Petsche to install an outlet
- Book sale August 5 through September 2 - in need of volunteers
- Fiscal year statistics
 - \$1800 increase in Fines and Fees
 - 500 more attendees in library programs
 - Foot traffic up nearly 10,000!
 - Circulation
 - Numbers suggest it went down, but that is not accurate. FY 20/21 July-March circulation was double to actual because all things were checked into quarantine.
 - More accurate comparison is 36,146 circulated in 20/21 with circulation FY 21/22 47,848
- Bills
 - Lots of bills in June, approx \$20,000
 - Prepaid total \$6900
 - Prepaid \$4300 to Hoopla
 - Purchased \$2600 in tech service hours; money budgeted for this
 - Logo work to date to reflect FY 21/22. Design is done, now working on colors. Edits were beyond bid, extra paid at hourly rate.
 - Ended FY 21/22 \$8600 under budget

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

New Business:

1. A RFQ for Architectural and Engineering Services for exterior renovation and landscape project is being sent out to get bids for services.
2. Phone system updates - working with FMCTC to install a new system.

Old Business:

None

No meeting in August.

Our next meeting will be September 12, 2022 at 5:15 p.m.

There being no further business, the meeting adjourned at 5:48 p.m.

Hope Chipman, Secretary

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