

## Harlan Community Board of Trustees

### Meeting Minutes for 9/11/2023

The Harlan Community Library Board of Trustees met on Monday, 9/11/2023 at 5:20 p.m. in the Library meeting room

Present: Tanya Bruck, Hope Chipman, Dan McElwain, Andrew Sandquist, Bill Early,

Absent: Connie Claussen, Susan Finn, Dan McElwain, Paul Simpson, Roy Burkhalter

Also Present: Director Amanda Brewer, Lucy Strake (Adult Services Librarian)

President Andrew Sandquist called the meeting to order. Bill moved, seconded by Dan 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 Tanya, to approve the minutes from the July library board meeting. The motion carried unanimously.

Discussion of purpose and mission for the Library Board of Trustees – Andrew Sandquist

- Research Board mission and how this supports the Library mission
  - Plan to reflect on Board's role and read chapters of handout from Andrew
- Board is very grateful to Amanda for her leadership, organization and having things prepared for the monthly Board meetings.
- Some expressed the feeling of “not doing anything” in their role as a Board member.

Director's Report:

- Programming
  - Fall programming has resumed...Story Time, Steam After School, Lego Nights, Family Fun Nights.
  - September 16<sup>th</sup> – Saturday Morning Mario Party
  - Adults – Paper Quilling on the 14<sup>th</sup> & Iowa Author – Michelle Cowen with Bitter Not Better
- Board Education - Board Room Series 2022 (recorded webinars)
- Book Bike – Goal is to be in the Homecoming Parade and have Bookworms handing out candy. Also taking it to Harvest Fest.
- Grants -
  - Shelby County Community Chest – Library of things (shelving and materials)
  - Shelby County Community Foundation – Meeting Room Chairs Reupholstered
- Other:
  - Book Sale - \$3200

- Google Docs
- ILA Annual Conference in October – Amanda, Liz and Kristi
- Statistics –
  - Liz is keeping up with cataloging needs in her new position. Catalogued 194 last month. Average for Elaine was around 175.
  - 56 New patrons in July and August
- Bills:
  - Annual renewals for Cybrarian, Overdrive & Otis Elevator
    - Trust – Interactive Play Table (Monogram Loves Kids Foundation Grant)
    - SLP programs – Bruce Arant and Cultural (Humanities Iowa Grant)
  - 17% of the year has passed and we have used 19% of our budget. This is very normal for the first 4-5 months of the fiscal year due to the annual fees that are paid in the 1<sup>st</sup> quarter.

Motion by Bill, seconded by Dan, to approve the bills the director has paid. Motion carried unanimously.

Committee Meetings: None

Old Business: None

New business:

- Staffing
  - Vandalism of vehicle outside of library earlier in the month
  - Incident prompted resignation of McKenna Ewoldt, part time library employee
  - Low library attendance on Saturdays for the last several years
    - Amanda proposes to make change from 2 employees to 1 for Saturday mornings
  - Staffing shortage of 1 person, other employees rotating coverage of Thursday evening hours.

Motion made by Bill to approve resignation of McKenna Ewoldt, seconded by Tanya. Motion carried unanimously.

- Facilities – update on landscaping services
  - Snyder Associates bid came in at \$29,000
  - Vireo/FEH bid came in at \$42,000
  - Recommendation from Facilities Committee to go with Snyder for project.

Motion made by Dan and seconded by Tanya to approve decision to move forward with Snyder Associates for landscaping project.

Our next meeting will be 10/9/2023 at 5:15 p.m.

There being no further business, motion made by Bill, seconded by Tanya to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:00 p.m.

Hope Chipman, Secretary

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