

## **Harrisburg Community Library Board Minutes**

**Thursday, February 8, 2024**

**5 p.m., Harrisburg Community Room**

**Roll Call and declaration of quorum.** Kama Konda-Varilek, Barb Patterson, Eve Langerock, Stephanie Bouza, Cheyenne Chontos. Declaration of quorum by Konda-Varilek.

**Amendment/Adoption of Agenda.** Agenda adopted with no changes.

**Reading and approval of minutes of previous meeting.** January 2024 minutes approved with the addition of the school library tour.

**Financial and statistical report update.** Reviewed the December 2023 financial report. Due to technical issues, the January 2024 financial report was not available but will be sent out as soon as possible.

### **Library Director/Staff Reports:**

January 2024 Attendance:

- 400 Adults
- 352 Children
- 786 Total (in library attendance)
- 74 Phone Calls
- 22 New Memberships
  - 36 Adults
  - 21 Children

January 2023 Attendance:

- 333 Adults
- 267 Children
- 600 Total (in library attendance)
- 6 New Memberships

January 2024 Computer Use: 9 sessions

January 2024 Crafts (Passive Programming): 38

**Public Input:** (Comments limited to 10 minutes)

### **Unfinished Business:**

Winter Storytime:

- Tues, Jan 30 – 8 children, 6 adults
- Sat, Feb 3 (pop-up storytime) – 5 children
- Tues, Feb 5 – 11 children, 7 adults

Take Your Child to the Library Day: Reviewed the survey results from the Donuts and Puzzles Party. Reviewed overall attendance for the library from Take Your Child to the Library Day.

- 14 Adults
- 23 Children
- 37 Total

Monthly Teen/Adult Programming: Reviewed the January Craft Night Survey report. Discussed upcoming teen/adult programming, including SDHC speakers C.K. Van Dam and Dr. Brad Tennant. Bouza suggested the library host a stained glass craft in the future.

Community survey: Determined that the library will print 300 copies of the survey with Sisson Printing for \$213.40.

2024 Goals: Discussed goals for the HCL for 2024. Chontos (Director) will begin to email Trustees Continuing Education opportunities that they can participate in.

Collection Development Policy: Motion to approve the Collection Development Policy pending revisions by Bouza. Seconded by Patterson.

New library space updates: No updates on new library space.

**New Business:**

SDLA: The City has tentatively offered to sponsor up to two board members to attend the annual SDLA conference in September. Konda-Valerik indicated interest in attending.

Circulation and Materials Policy: Discussed the draft circulation and materials policy, and the Board will bring edits for the March meeting.

Jo Helland: Discussed Jo Helland becoming an official full-time employee with benefits.

**Other:**

Social media updates: Reviewed Facebook statistics. Determined that library should move ahead to create an Instagram account within the next month.

Monthly newsletter: Determined that library should move ahead to create a newsletter within the next two months.

**Set Date for Next Meeting:** March 14, 2024 at 5 p.m.

**Adjournment.** Motion to adjourn by Bouza at 6:15. Seconded by Langerock. Meeting adjourned.