

CORTLAND LIBRARY BOARD

Meeting Minutes:

Present: Harlan Hawkins, Heather Black, Lynn Smith, Ashley Hartness, and Samantha Lebouef

Absent: Sharon Urban, Rich Bliss and Judy Olsen

Meeting called to order by Ashley Hartness at 6:35pm

CONSENT AGENDA

- Current Meeting Agenda for May 20, 2026
 - Minutes from April 2026
 - Treasurer's Report for April
- Motion for consent agenda: Harlan Hawkins
Approved by unanimous voice vote

2nd: Lynn Smith

LIBRARIANS REPORT

- Report reviewed and discussed
 - Summer reading program kick off 5/27/2026
 - El Riconcito Program –
 - Maybe start another language program

HEARING OF CITIZENS

- None present

UNFINISHED BUSINESS

- Summer Reading Donations, cash and gift cards doing good
- Summer Reading Adult Programs
 - 4 Pickling Classes, peaches, onions, jalapenos and either pickles or beans. 1st class to start 6/23

NEW BUSINESS

- Remove Friends of the library from handbook ☹️
Motion: Sam Lebouef 2nd: Harlan Hawkins
Ashley to donate funds raised to the library
- Surety Bond
 - All good, current banking procedure states Director and Assistant Director, need to change to Director and Assistant Director or Book Keeper.
- Policies
 - Need to add Marketing Policy and AI Policy
 - Keep things simple like we did during Covid
- TIF
 - Plan to ask the town for TIF money
 - Looking for money to help with new windows and painting the building

FOR THE GOOD OF THE ORDER

- More Baked Goods!

ADJOURNMENT

Motion to Adjourn at 7:34p.m.

Motion: Harlan Hawkins

2nd: Lynn Smith

NEXT MEETING: Wednesday, June 17th, 2026 at 6:30p.m.

Respectfully Submitted,

Ashley Hartness



CORTLAND LIBRARY BOARD

Meeting Minutes: April 15, 2026

Present: Harlan Hawkins, Rich Bliss, Heather Black, Lynn Smith, Ashley Hartness, Samantha Lebouef and Judy Olsen

Absent: Sharon Urban

Meeting Called to order by: Ashley Hartness

Time: 6:40 pm

CONSENT AGENDA

- Current Meeting agenda for April 15, 2026
- Minutes from March 2026
- Treasurer's Report for March

Motion for consent agenda approved by voice vote

Motion: Harlan Hawkins 2nd: Judy Olsen Approved by unanimous vote

LIBRARIANS REPORT

- Report reviewed and discussed
- Summer Reading
 - Donation letters are going out
 - Canning and crafting dates
 - A date with history event as a board
 - Revolutionary Night to celebrate 250th anniversary

HEARING OF CITIZENS

- No citizens were present, other than Annie

UNFINISHED BUSINESS

- Heather is reviewing policy
- Building improvements – getting quotes for painting and windows
- Budget – received more than asked for
 - Insurance policy for the Surety Bond was changed to not be tied to 1 person
 - Budget was approved by unanimous vote

NEW BUSINESS

- Economic Interest Statements are out – now by email

FOR THE GOOD OF THE CAUSE

- Cookies

ADJOURNMENT

Motion to Adjourn at: 7:28 pm

Motion: Judy Olsen

2nd: Rich Bliss

NEXT MEETING: Wednesday, May 20, 2026 at 6:30 p.m.

Respectfully submitted,

Ashley Hartness

CORTLAND LIBRARY BOARD MEETING MINUTES MARCH 18, 2026

Present: Harlan Hawkins, Rich Bliss, Sharon Urban, Lynn Smith, Heather Black, Ashley Hartness, Judy Olsen, and Samantha Lebouef

Absent: None

Meeting Called to order by Ashley Hartness

Time: 6:34pm

Swore in our newest member, Samantha Lebouef

CONSENT AGENDA

- Current Meeting agenda for March 18, 2026
- Minutes from February
- Treasurer's Report for February

Motion for consent agenda approved by voice vote

Motion: Harlan Hawkins 2nd: Judy Olsen

Approved by unanimous vote

LIBRARIANS REPORT

- Report reviewed and discussed
 - o Sweater Embroidery class was a hit, having another one soon
 - o Facebook posts getting lots of hits, mentions of other programming
 - o Summer reading, state program, plant the seed
 - Need more ideas for adult programming

HEARING OF CITIZENS

- Kelly Zimmerman walked into the meeting – she loves and misses the library

UNFINISHED BUSINESS

- Still looking for online training
- Building improvements
 - o Furnace was repaired, humidifier installed
 - o Painting the building this summer

NEW BUSINESS

- Policy/Handbook, Heather will pull sections that need a look over
 - o Maybe set up a committee to overview
 - o Jess is creating a marketing policy
- No levy review
- Did get the request for the budget for the town, budget approved
 - o Motion: Rich Bliss 2nd: Harlan Hawkins Approved by unanimous vote
- Summer reading donation letter is ready

FOR THE GOOD OF THE CAUSE

- Mural Idea, after the building is painted
- Game night for adults, teaching how to play different card games

ADJOURNMENT

Motion to Adjourn at: 7:53p.m.

Motion: Samantha Lebouef

2nd: Harlan Hawkins

NEXT MEETING: Wednesday, April 15, 2026, at 6:30 p.m.

Respectfully submitted, *Ashley Hartness*

CORTLAND LIBRARY BOARD

Meeting Minutes: February 18, 2026

Present: Harlan Hawkins, Sharon Urban, Lynn Smith, Heather Black, and Rich Bliss

Absent: Ashley Hartness & Judy Olsen

Meeting Called to order by Harlan Hawkins

Time: 6:43 pm

CONSENT AGENDA

- Current Meeting agenda for February 18, 2026
- Minutes from January 2026
- Treasurer's Report for January 2026

Motion for consent agenda approved by voice vote

Motion: Harlan Hawkins: 2nd Rich Bliss Approved by unanimous voice vote

LIBRARIANS REPORT

- Report reviewed and discussed
 - Change of date for Narcan training
 - Winter reading is going well
 - Planning for summer reading- "Plant a seed, read"

HEARING OF CITIZENS

- Samantha Lebouef attending the meeting with the interest in becoming a Board member

UNFINISHED BUSINESS

- Training – Board Advocacy Training
- Continue updating the Policy Handbook
- Building Improvements- Labeling for first aid drawer and water main shut off per updated Emergency response plan

NEW BUSINESS

- Policy Handbook Review
- Updated Emergency Preparedness & Response Plan
 - Motion Rich Bliss 2nd Sharon Urban Approved by unanimous voice vote

FOR THE GOOD OF THE ORDER

- Ashley STILL needs to bring cake

ADJOURNMENT

Motion to Adjourn at: 7:31p.m. Motion: Lynn Smith 2nd Sharon Urban

NEXT MEETING: Wednesday, March 18, 2026, at 6:30 p.m.

Respectfully submitted,

Heather Black

CORTLAND LIBRARY BOARD

Meeting Minutes:

Present: Harlan Hawkins, Sharon Urban, Lynn Smith, Heather Black, Ashley Hartness, and Judy Olsen

Absent: Rich Bliss

Meeting Called to order by

Ashley Hartness

Time: 6:40pm

CONSENT AGENDA

- Current Meeting agenda for January 21, 2026
 - Minutes from November
 - Corrected Minutes – Boundless and Libby did NOT combine. Boundless is now Palace Project and Libby is still the same.
 - Motion: Ashley Hartness 2nd: Sharron Urban
 - Treasurer's Report for November and December
- Motion for consent agenda approved by voice vote
- Motion: Judy Olsen 2nd: Harlan Hawkins Approved by unanimous voice vote

LIBRARIANS REPORT

- Report reviewed and discussed
 - Flooring is complete, the back room still needs to be replaced, 13 yrs old
 - Looking into rugs/Cintas for runners
 - February Reading Program – Olympic themed, 4 weeks
 - Tuesday Story Time, not well attended anymore, kids kind of aged out
 - Homework Help didn't really take off either

HEARING OF CITIZENS

- No citizens were present

UNFINISHED BUSINESS

- Training – Advocacy Training
- Per Capita Grant was submitted and we met most of the standards
- Building Improvements – Flooring and Electrical are completed

NEW BUSINESS

- Policy Handbook Review
 - New committee created to generate a Disaster/Emergency Plan (Ashley / Harlan)
 - Narcan Policy
 - Health Department coming by to educate staff/public in March
 - Motion: Ashley Hartness 2nd: Sharron Urban Unanimously Voted in
 - IPLAR Audit – recommended board email, unanimously voted No

FOR THE GOOD OF THE ORDER

- Ashley needs to bring cake

ADJOURNMENT

Motion to Adjourn at: 7:47p.m.

Motion:

Harlan Hawkins

2nd: Judy Olsen

NEXT MEETING: Wednesday, February 18, 2026, at 6:30 p.m.

Respectfully submitted,
Ashley Hartness

CORTLAND LIBRARY BOARD

Meeting Minutes:

Present: Harlan Hawkins, Rich Bliss, Sharon Urban, Lynn Smith, Heather Black, Ashley Hartness and Annie

Absent: Judy Olsen

Meeting Called to order by Ashley Hartness

Time: 7:06pm

CONSENT AGENDA

- Current Meeting agenda for November 19, 2025
- Minutes from October
- Treasurer's Report for October

Motion for consent agenda approved by voice vote

Motion: Harlan Hawkins 2nd: Sharon Urban

Approved by unanimous voice vote

LIBRARIANS REPORT

- Report reviewed and discussed
 - House next door sold to new owners
 - Boundless and Libby combine

HEARING OF CITIZENS

- No citizens were present

UNFINISHED BUSINESS

- Training
 - Heather is looking into
 - Group training is best, possibly January/February
- Leavy request
 - Town agreed to the amount, have to wait until March to see what is approved

NEW BUSINESS

- Dates of library closures for 2026 – approved by voice vote
- Dates of board meetings and new time for 2026 - approved by voice vote
- Standards per capita

FOR THE GOOD OF THE CAUSE

- Cake

ADJOURNMENT

Motion to Adjourn at: 7:37 p.m.

Motion: Harland Hawkins 2nd: Rich Bliss

NEXT MEETING: Wednesday, January 21, 2026

6:30 p.m.

Respectfully submitted,
Ashley Hartness

CORTLAND LIBRARY BOARD

Meeting Minutes:

Present: Harland Hawkins, Sharon Urban, Lynn Smith, Heather Black, Ashley Hartness, and Judy Olsen

Absent: Rich Bliss

Meeting Called to order by

Ashley Hartness

Time: 6:07pm

CONSENT AGENDA

- Current Meeting agenda for October 22, 2025
- Minutes from September
- Treasurer's Report for September

Motion for consent agenda approved by voice vote

Motion: Harlan Hawkins 2nd: Sharron Urban

Approved by unanimous vote

LIBRARIANS REPORT

- Report reviewed and discussed

HEARING OF CITIZENS

- No citizens are present

UNFINISHED BUSINESS

- Full time status and benefits clarified and voted to approve as written

NEW BUSINESS

- Building Improvements
 - New flooring, 4-5 days to finish, looking for vinyl planking and lots of rugs
 - Repaint the outside, getting quotes now
 - Gutters need to be cleaned
 - Interior doesn't need to be painted quite yet
- Audit report – we reviewed the audit report
- Levy request approved at 4.6% and will be presented to the town this month
 - Motion to approve 1st – Judy Olsen, 2nd – Harlan Hawkins
 - Approved by unanimous vote
- New law from the state requiring public libraries to carry and administer Narcan - need to get the correct verbiage to add it to the handbook.
- Need to check the expiration of the paddles for the defibrillation machine
- Per Capita Grant will be reviewed next month
- Possible new member that Heather asked
- Review of the board member seat and when the seats are up for election.
- Changing the meeting time to 6:30 in 2026.

FOR THE GOOD OF THE CAUSE

ADJOURNMENT

Motion to Adjourn at: 6:57p.m.

Motion: Ashley Hartness

2nd: Harlan Hawkins

NEXT MEETING: Wednesday, November 19th, 2025 7:00 p.m.

Respectfully submitted, *Ashley Hartness*

CORTLAND LIBRARY BOARD

Meeting Minutes:

Present: Harland Hawkins, Rich Bliss, Sharon Urban, Lynn Smith, Ashley Hartness, and Judy Olsen

Absent: Heather Black

Meeting Called to order by Ashley Hartness Time: 7:00pm

CONSENT AGENDA

- Current Meeting agenda for (September 17, 2025)
- Minutes from (August 20, 2025)
- Treasurer's Report for August

Motion for consent agenda approved by voice vote

Motion: Harlan Hawkins 2nd: Rich Bliss

Approved by unanimous vote

LIBRARIANS REPORT

- Report reviewed and discussed
- Do we have a theme for the parade?

HEARING OF CITIZENS

- No citizens are present

UNFINISHED BUSINESS

Discussed the board member education email, Rich said that the meeting in Creston was "a lot" and didn't pertain a lot to our library.

We decided to table the voting of the revisions until next meeting.

NEW BUSINESS

Budget – Who gave the large sum in the donations? Is there a difference in donations?

FOR THE GOOD OF THE CAUSE

Discussed some of the programs that DeKalb offers for adults, such as how to look up News Papers and a bread baking demonstration

ADJOURNMENT.

Motion to Adjourn at: 7:13 p.m.

Motion: Harlan Hawkins 2nd: Sharon Urban

NEXT MEETING: Wednesday, 7:00 p.m.

Respectfully submitted,
Ashley Hartness

CORTLAND LIBRARY BOARD

Meeting Minutes: August 20, 2025

Present: Harlan Hawkins, Rich Bliss, Sharon Urban, Lynn Smith, Heather Black, Ashley Hartness, and Judy Olsen

Absent: None

Meeting Called to order by

Ashley Hartness

Time: 7:04 pm

CONSENT AGENDA

- Current Meeting agenda for August 20, 2025
- Minutes from July 16, 2025
- Treasurer's Report for July

Motion for consent agenda approved by voice vote

Motion: Harlan Hawkins 2nd: Rich Bliss Approved by unanimous vote

LIBRARIANS REPORT

- Report reviewed and discussed

HEARING OF CITIZENS

- No citizens are present

UNFINISHED BUSINESS

- Rich from Cortland Flooring suggested carpet squares for the flooring and hard flooring for the entry and desk area. We are still hoping for a winter flooring replacement.
- Summer Reading – It was a good summer and numbers were up
- Up Coming Programs – In fall we will have Fine Motor Mondays, Saturday Family Story Time and a Spanish Club

NEW BUSINESS

- Policy – What is an eligible employee for full time, need to update policy
- Endowment Money included in updated budget
- Endowment money- New money to library for programing (foam party, STEM/STEAM etc.)

FOR THE GOOD OF THE CAUSE

- More Adult Programing
 - History talks, ancestry/genealogy

ADJOURNMENT

Motion to Adjourn at: 8:29p.m.

Motion: Harlan Hawkins

2nd: Judy Olsen

NEXT MEETING: Wednesday, September 17, 2025 7:00 p.m.

Respectfully submitted,

Ashley Hartness

CORTLAND LIBRARY BOARD

Meeting Minutes: July 16, 2025

Present: Harlan Hawkins, Rich Bliss, Sharon Urban, Lynn Smith, Heather Black, Ashley Hartness, and Judy Olson

Absent: None

Meeting Called to order by Ashley Hartness

Time: 7:09 p.m.

CONSENT AGENDA

- Current Meeting agenda for July 16, 2025
- Minutes from June 18, 2025
- Treasurer's Report for June

Motion for consent agenda approved by voice vote

Motion: Sharon Urban 2nd: Harlan Hawkins

Approved by unanimous vote

LIBRARIANS REPORT

- Report reviewed and discussed

HEARING OF CITIZENS

- No citizens present (or dogs)

UNFINISHED BUSINESS

- Building Improvement
 - Rich (Cortland Flooring) is busy, hopefully by winter we can get the flooring replace
 - Air conditioner was repaired by Eric Bolander out of Kingston, unit has been here over 20 years. Regular maintenance is completed on unit.
- Summer Reading
 - Comes to a close at the end of July
- Programs
 - Exciting new programs being introduced are the addition of Tonies, and the Teddy bear Pic Nic (Build – A – Bear)
 - We are adding another crochet group on Fridays due to demand

NEW BUSINESS

- **Training**
 - Open Meetings Act is due for Sharon Urban, Lynn Smith and Rich Bliss
 - Sexual Harassment Training was completed by Sharon Urban, Lynn Smith, Harlan Hawkins, Judy Olsen, Rich Bliss and Ashley Hartness.
- **Policy** – No updated policies
- **Reports**
 - IPLAR report is completed and available to view
- **Other**
 - New member recruitment – Flyer in the library
 - Cleaning of the closet – State mandates items we can get rid of
 - The addition of "For The Good of The Cause" to the agenda
 - Possible things to discuss are additional events, fundraising ideas, etc.
 - The position of Treasurer has been filled by Rich Bliss
 - The position of Vice President has been filled by Harlan Hawkins

ADJOURNMENT

Motion to Adjourn at: 8:02 p.m.

Motion: Ashley Hartness 2nd: Judy Olson

NEXT MEETING: Wednesday, August 20, 2025 at 7:00 p.m.

Respectfully submitted,

Ashley Hartness

CORTLAND LIBRARY BOARD
Meeting Minutes June 18, 2025

Present: Harlan Hawkins, Rich Bliss, Sharon Urban, Lynn Smith and Heather Black

Absent: Ashley Hartness, Judy Olson

Meeting called to order by Harlan Hawkins at 7:01 pm

CONSENT AGENDA

- Current Meeting agenda for June 18, 2025
- Minutes from March May21, 2025
- Treasurer's report for May 2025

Motion for consent agenda approved by voice vote

Motion: Rich Bliss 2nd: Sharon Urban Approved by unanimous vote

LIBRARIAN'S REPORT

- Report reviewed and discussed
- Discussed Summer Reading kick-off success
- Ryan Hilligoss resignation from the Library Board
- Need to fill 1 more Board seat
- Transfer of all insurance policies through Crum-Halsted

HEARING OF CITIZENS

No citizens present

UNFINISHED BUSINESS

- Waiting to get estimate for flooring/carpet tiles for the front room of the library from Cortland Flooring.
- Summer Reading status- all is going well and the library has been very busy

NEW BUSINESS

- No new /updated policies at this time.
- Approved non-resident library card purchase using the tax bill method -
Motion: Harlan Hawkins 2nd- Rich Bliss
- Approved reciprocal borrowing- Motion: Rich Bliss 2nd Lynn Smith
- Approved the annual Building and Maintenance Resolution – Motion: Rich Bliss 2nd Sharon Urban

ADJOURNMENT:

Motion to Adjourn at 7:55 pm

Motion: Rich Bliss 2nd: Lynn Smith

NEXT MEETING: Wednesday, July 16, 2025 @ 7:00pm.

Respectfully submitted,

Heather Black

CORTLAND LIBRARY BOARD
Meeting Minutes May 21, 2025

Swearing in of newly elected trustees- Rich Bliss, Sharon Urban and Lynn Smith

Present: Harlan Hawkins, Judy Olsen, Rich Bliss, Sharon Urban, Lynn Smith and Heather Black

Absent: Ashley Hartness, Ryan Hilligoss

Meeting called to order by Harlan Hawkins at 7:15 pm

CONSENT AGENDA

- Current Meeting agenda for May 21, 2025
- Minutes from March 19, 2025
- Treasurer's report for March 2025 and April 2025

Motion for consent agenda approved by voice vote

Motion: Rich Bliss

2nd: Sharon Urban

Approved by unanimous vote

LIBARIAN'S REPORT

- Report reviewed and discussed
- There has been good turnout for activities, especially crochet.
- Discussion of Creston's new library building
- Summer reading kickoff will be 5/28.. Teens will be able to earn weekly prizes as well as children, and have their own grand prize contest.
- Discussed insurance audit and expenses.

HEARING OF CITIZENS

No citizens present

UNFINISHED BUSINESS

- Building Improvements/outdoor maintenance: Added another shed out back and getting the side walkway redone with a donation from Tinajero Landscaping. They will donate the material and we will just pay the labor.
- Waiting to get estimate for flooring/carpet tiles for the front room of the library from Cortland Flooring.
- Have received many Summer Reading donations/sponsorships, still waiting on others.
- New dual language group is up and running.

NEW BUSINESS

- Reviewed final tax computation report
- No new /updated policies at this time.
- The Library Board will most likely not participate in Summerfest this year.

ADJOURNMENT:

Motion to Adjourn at 7:50 pm

Motion: Rich Bliss 2nd: Judy Olsen

NEXT MEETING: Wednesday, June 18, 2025 @ 7:00pm.

Respectfully submitted,

Heather Black

CORTLAND LIBRARY BOARD MINUTES

March 19, 2025

CALL TO ORDER

- Meeting called to order by Ashley Hartness at 7:00 pm.
- Present: Rich Bliss, Vicki Haier, Ashley Hartness, Harlan Hawkins, Heather Black, Judy Olsen
- Absent: Ryan Hilligoss

CONSENT AGENDA

- Meeting minutes from January 15, 2025.
- Treasurer's report - note, moving of Prairie Cat to correct category on future reports.
Consent agenda approved by voice vote.
Motion: Vicki Haier 2nd: Rich Bliss

LIBRARIAN'S REPORT

- About 50+ signed up for Winter Reading. About 40 participants completed the program.
- DeKalb Basics is a once a week program for children ages 1-3, held at the Shelter as an early intervention program.

HEARING OF CITIZENS

- No citizens present.

UNFINISHED BUSINESS

- Summer Reading- We will be attempting to connect with Cortland School and South Prairie School in Sycamore to encourage students to participate in monthly projects as an incentive to become more interested in reading.
- Donation letters for the Summer Reading Program will be going out in April.
- Building improvements- the front area of the library may be redone with carpet squares for easier maintenance

NEW BUSINESS

- A volunteer may teach English/Spanish to those interested.

ADJOURNMENT

- Motion to adjourn at 7:56 pm approved by voice vote.
Motion: Vicki Haier 2nd: Ashley Hartness

Respectfully submitted,
Judy Olsen