

HARVARD CITY LIBRARY BOARD
November 11, 2010
MINUTES

The meeting was called to order at 7:00 p.m. by President Jean Hutchinson. Also present were Board members Reggie Logan, Ann Almgren, John Pohlman, Joyce Palmer, Rick Adams, Library Director Karen Sutera, and library staff member Holly Haupt.

Rick made a motion to approve the minutes of the October 21, 2010 meeting and Joyce made the second, motion carried.

Current Bills: Reggie made the motion to approve the bills for November as presented. Rick made the second and the motion carried.

Financial Reports: Karen distributed copies of the current reports for city library account, fines account, Diggins money market and Head Librarian accounts.

Citizen comments: None.

Committee Reports: The library's Enrichment Committee met yesterday and scheduled the following events: December-craft from Imagine Gallery, January-floral presentation, February-children's book illustrator visit, March-Gaffney family performance, April-James bus from the county historical society, June-geocache by the conservation district, July & Aug-summer reading club, September-Dvork folk songs, and October-Civil War talk.

Librarian's Report: Karen reported that the roof lost some shingles in the wind storm and they have been repaired.

She has been doing some outreach with the school district librarians and hopes to meet regularly with them. She is also attending the county friends of the library meetings to see how their programs work and if it would benefit this library.

Also, Brown Bear Day Care and Headstart pre-school groups will be coming to visit the library.

As far as E-Pay, Karen said the swiper machine is ready and she is just waiting for the online mechanism to be put into place and tested.

Unfinished Business: The HVAC from Commercial Refrigeration has recommended the floor of the roof "penthouse" should be sealed and a sensing tape applied to check for standing water. Karen thinks installing a ladder to the building would be helpful for repair people to access the penthouse.

Karen asked the Board if they had any changes or modifications to the "Mission Statement" she distributed last month. **John P. made a motion to accept the statement as writing, Rick seconded the motion and the motion carried.**

Karen has been prioritizing items for the library's technology plan and mentioned several areas for consideration. She would like to form a committee to assist in this task including a member from each of the library's Boards. Jean asked Ann to represent the City Board on this committee and Ann agreed.

New Business: As usual, there will not be a Board meeting in December. The next meeting will be January, 20, 2011.

Meeting adjourned: At 7:35 p.m. on a motion by Rick and a second by Reggie.

Submitted: Jo Carbonetti, Secretary

Signed: _____ Jo Carbonetti, Secretary