

## **HARVARD CITY LIBRARY BOARD MINUTES October 17, 2019**

**Call to Order:** The meeting was called to order at 7:00 PM by President Ann Almgren. Also present were Trent Bruha, Linda Strueber, Linda Dikun, Cindy Reese, Bona Heinsohn, and Librarian Karen Sutera.

**Meeting Minutes:** The minutes from the September meeting were presented for approval. The minutes were approved on a Strueber/Reese motion/carried.

**Review and approval of bills:** Karen Sutera presented bills for September. They were approved for payment on a Heinsohn/Strueber motion/carried.

**Citizen Comments:** None

**Committee Reports:** Tech committee hasn't met. Friends of the Library are currently hosting a mystery book sale. They have book sales scheduled through January. The Doll Tea will be held February 9<sup>th</sup>. The Adult Tea will be held April 26<sup>th</sup> at the Starline.

**Librarian's Report:** See attached.

**Old Business-** Capital Project Update- Staff will provide an update on the capital projects in progress.

Personnel Handbook Update- Staff will provide something for us to review on the handbook next meeting.

**New Business** –The Board approved a one- time paid vacation time expense for a part time staff on a Dikun/Reese motion/carried. Bona Heinsohn was opposed.) The current personnel policy will be reviewed.

The Board reviewed the requirements for the FY20 Per Capita grant. Each Board member will be responsible for reviewing Chapters b11-14 and all appendices of the "Trustee Facts and File Third or Fourth Edition" for discussion and review at the November 2019 meeting. Board members will also look over the Illinois Digital Archives (IDA) and the Digital Public Library of America (DPLA). Bona Heinsohn has volunteered to complete an educational program focusing on organization management.

**Adjournment** at 8:14 PM on a Heinsohn/Bruha motion/carried.

**Next Meetings: November 21**

**No meeting in December**

**January 16**