

HARVARD CITY LIBRARY BOARD MINUTES

January 21,2021

Call to order: The meeting was called to order at 7:00 PM by President Ann Almgren. Also present were Trent Bruha, Kelly Wood, Linda Dikun, and Librarian Karen Sutera. Community members Heather Kriete and Mindy Saucedo were also in attendance.

Meeting Minutes: The minutes from the December meeting were presented for approval. With no changes needed, a motion was made by Kelly Wood, seconded by Trent Bruha, to approve the minutes. Motion carried.

Review and approval of bills: Bills from December, 2020 and January, 2021 were presented by Karen Sutera. A motion was made by Linda Dikun, seconded by Kelly Wood, to approve payment of the bills as presented. Motion carried.

Citizen's comments: None

Financial Reports: Karen Sutera presented the financial reports. Property tax revenue received to date continues to lag behind budget by \$40K. Some of this is attributed to a Motorola property tax repayment but the balance is assumed to be from unpaid property taxes. This financial shortfall will have an impact on the FY 21/22 budget.

Note was made of the reduced revenue received in Library Fines and in Equipment Reciepts from fax, photocopy and computer printing services. The Library is currently not charging any late fees due to quarantining materials during the COVID pandemic. Revenue from services such as faxing, photocopying and printing from public computers is also much lower than budgeted. The library was closed for the first two months of the FY 20/21 fiscal year and traffic has been greatly reduced. There are fewer public computer users which results in fewer print jobs. Overall patron traffic is much lower so in turn, the revenue from these services is lower.

Librarian's Report: Karen Sutera presented Librarian's report. See attached. Some points highlighted from the report include the reduction of phone service by half and the doubling of the Library's bandwidth.

Old Business: The state of the COVID19 pandemic continues to be monitored. The Illinois Library Association has requested that all library workers be considered essential workers and included in the next phase of vaccine distribution. Some counties have made this change; it is uncertain whether McHenry County will make a similar change in its vaccine distribution schedule

New Business:*Review 2021 Personnel Handbook*

A final review of the Personnel Handbook was discussed. With no further changes, a motion was made to approve the Personnel Handbook by Trent Bruha, seconded by Kelly Wood, and approve unanimously.

Review temporary short term illness policy.

The Board reviewed the temporary short-term illness policy which will provide financial compensation for staff should they contract COVID, or need to take time off to care for a loved one with COVID, up to 80 hours or 10 days of pay based on regular work schedule. Full-time staff must exhaust accumulated sick time before requesting coverage for COVID pay from this policy. With no further discussion, a motion was made by Linda Dikun, seconded by Trent Bruha, and approved unanimously.

Review FMLA policy

Library staff member Leticia Goluba is expecting her second child in May, 2021. The Board discussed providing her six weeks of paid parental leave to run concurrently with FMLA leave. A motion was made to provide the six weeks of paid parental leave concurrent with FMLA by Linda Dikun, seconded by Kelly Wood, and approved unanimously.

Review first draft of FY 21/22 Budget

Two versions of the FY 21/22 budget were presented for review. No action on either budget was taken at this time.

The meeting was adjourned at 8:50pm on a motion by Kelly Wood, seconded by Trent Bruha, and carried unanimously.

Respectfully submitted,
Karen Sutera, Director

Next meetings: February 18, 2021
March 18, 2021
April 15, 2021
May 20, 2021
June 17, 2021
July 15, 2021
September 16, 2021
October 21, 2021
November 18, 2021