

## **HARVARD CITY LIBRARY BOARD MINUTES**

### **December 3, 2020**

**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, Cindy Reese, and Librarian Karen Sutera. Community member LaRue Luschei was also in attendance.

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

**Review and approval of bills:** Bills from November were presented by Karen Sutera. A motion was made by Cindy Reese, seconded by Trent Bruha, to approve payment of the bills as presented. Motion carried.

**Citizen's comments:** None

**Financial Reports:** Karen Sutera presented the financial reports. There is concern that the amount of property tax revenue received to date is lagging behind by a large sum, which is unusual based on prior tax cycles. The concern is that property owners may be withholding payment of taxes since no late fine will be assessed. The deadline to pay all property taxes is December 15 so the Board will have to wait until the December financials to determine whether this shortfall will be permanent.

The payment for the StoryWalk was highlighted in the reports. When removed from the regular income, all accounts are currently on budget. The Diggins Trust will be reviewing the monthly allocation given to the library to determine if it needs to be adjusted. The allocation has not been fully spent in recent months due to lower expenses. Karen Sutera will work with the Trust board to determine who best to manage the allocation.

**Librarian's Report:** Karen Sutera presented Librarian's report. See attached. Some points highlighted from the report include the installation of the StoryWalk, installation of the new parking lot light, consideration of switching core library lighting to LED or retain the current lighting configuration, and an unfunded rule change that may require the library provide non-resident CUSD50 students with library cards at no cost.

**Old Business:** Karen Sutera reviewed the current state of COVID19 pandemic and its impact on the library. At this time, library attendance is low enough on a daily basis that there is no need to close the library and limit service the curbside pickup only. Average daily attendance is about 45 individuals which does not exceed the 25% capacity limits set by the State of Illinois mitigation measures. Visitors are complying with masking, using hand sanitizer, and keeping visits short such that there is currently no need to consider taking steps toward closure.

**New Business:**

*Appoint City Library board member as representative to the Diggins Trust Board.*

Board member Trent Bruha offered to serve as the City Library board representative on the Diggins Trust Board. A motion was made to appoint Mr. Bruha as representative to the Trust Board by Linda Dikun, seconded by Kelly Wood, and carried unanimously. Mr. Bruha will begin his term with the February, 2021 Diggins Trust Board meeting.

*Review letter from PrairieCat regarding IMRF membership.*

The Board reviewed the letter from PrairieCat regarding the organization's intent to become a member of the Illinois Municipal Retirement Fund (IMRF). No action was needed on the Board's part as the letter was informational only.

Review of FY21 Per Capita Grant Requirements.

The requirement for the FY 21 Per Capita grant is to review all chapters of the Serving Your Public 4.0 manual. To lighten this process, Karen Sutera compiled the checklists from the manual and highlighted those areas in which the library needed to focus for improvement. Some of these areas include updating job descriptions, considering a community survey, updating the library disaster preparedness plan, improving some areas of technology, and ensuring the library can adequately support the Americans with Disabilities Act. The board discussed and agreed that these were areas to focus on. The findings will be used to complete the Per Capita grant application which is due on March 15, 2021.

The meeting was adjourned at 8:10 on a motion by Cindy Reese, seconded by Kelly Wood, and carried unanimously.

Respectfully submitted,  
Karen Sutera, Director

Next meetings: January 21, 2021

February 18, 2021

March 18, 2021

April 15, 2021