

HARVARD CITY LIBRARY BOARD MINUTES

February 18, 2021

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

Meeting Minutes: The minutes from the January, 2021 meeting were presented for approval. With no changes needed, a motion was made by Linda Dikun, seconded by Kelly Wood, to approve the minutes as presented. Motion carried.

Review and approval of bills: Bills for February, 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 \$37K. The Diggins board will be re-investing some funds from their account which will lower the balance to an amount sufficient to cover monthly expenses. Fines continue to be waived due to material quarantine. This has resulted in a reduction of revenue by about \$5,000.

Librarian's Report: Karen Sutera presented the Librarian's report. See attached. Some points highlighted from the report include a pending quote to replace ballasts and lights in the pendant fixtures throughout the library, and the development of plans for the summer reading program.

Old Business: The state of the COVID19 pandemic continues to be monitored. Material quarantine times have been lowered by RAILS to 24 hours from 72 hours. This has reduced the amount of material that has to be held in storage and remain on a patron's record. All other library services continue at current levels.

New Business:

Review quote for replacing ballast and light bulbs in Library lighting

Blue Ribbon Electrical submitted a quote for \$7,586 to replace ballasts and light bulbs as needed in the hanging pendant fixtures throughout the library. The quote is considered a 'worst case' quote as a final determination of the actual cost will be based on the materials used in the project. A motion to approve the quote from Blue Ribbon Electrical as presented for \$7,586 was made by Linda Dikun, and seconded by Trent Bruha. Motion carried.

Review sponsorship form for Harvard Community StoryWalk.

Library Director Sutera presented a donation form for use by individuals, families and businesses interested in sponsoring a story in the Harvard Community StoryWalk in Lion's Park at a cost of \$60. Sponsorship would include the donor's name in the opening and closing frames of the Walk. Funds received would defray the cost of purchasing the books and materials used in creating the monthly stories for the Walk. A motion was made by Kelly Wood, seconded by Linda Dikun, to approve the form as presented. Motion carried.

Approve Harvard Garden Club request to host plant sale on Library plaza

The Harvard Garden club has requested use of the Library plaza for their annual plant sale on Saturday, May 16, 2021 (hours TBD). This event will be subject to any COVID-19 health restrictions in place at the time of the event. A motion was made by Trent Bruha, seconded by Linda Dikun, to approve the Garden Club sale on the Library plaza on the date requested. Motion carried.

Review final draft of FY 21/22 budget

A final draft of the FY 21/22 budget was presented for review. This draft reflects no increase in property tax revenue. It assumes back taxes from the Motorola facility will be paid during the fiscal year, includes a 2.5% staff increase, increases the capital reserve by \$20,000, and assumes a continued reduction in fines and fees income. The budget also reflects the reallocation of expenses between accounts and a slight reduction in the materials budget is included. A motion was made by Linda Dikun, seconded by Kelly Wood, to approve the FY 21/22 budget as presented. Motion carried.

The meeting was adjourned at 8:55pm on a motion by Kelly Wood, seconded by Trent Bruha, and carried unanimously.

Respectfully submitted,
Karen Sutera, Director

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