

## HARVARD CITY LIBRARY BOARD MINUTES

April 15, 2021

**Call to order:** The meeting was called to order at 7:05 PM by President Ann Almgren. Also present were board members Trent Bruha, Linda Dikun, Lisa Haderlein, Heather Kriete, and Library Director Karen Sutera. Community member Jessica Reuter was also in attendance.

**Meeting Minutes:** The minutes from the March, 2021 meeting were presented for approval. With no changes needed, a motion was made by Lisa Haderlein, seconded by Heather Kriete, to approve the minutes as presented. Motion carried.

**Review and approval of bills:** Bills for April, 2021 were presented by Karen Sutera. There is concern regarding the Nicor Gas bill as the Library has been billed for natural gas use in January and February. According to Nicor, the Library exceeded its term use during that time period but the distribution of the terms among the various City buildings is of concern. Director Sutera will follow up with Nicor to get a better understanding of how the terms are distributed. A motion was made by Linda Dikun, seconded by Heather Kriete, to approve payment of the bills as presented. Motion carried.

**Citizen's comments:** None

**Financial Reports:** Director Sutera presented the financial reports. There was minimal change in Property tax revenue, which continues to see a shortfall from the budgeted amount. The Diggins Trust rebalanced their investments, making it appear that the Library had a large increase in monthly revenue. This was not an increase but due to the rebalancing.

**Librarian's Report:** Director Sutera presented the Librarian's report. See attached. Some highlights not included in the report: Normally, the Library is closed on the Saturday of Milk Days weekend. However, with some of the events of Milk Days postponed to October, particularly the parade, the Library will be open on Saturday, June 5. If the Milk Days parade is held in October, a decision will be made closer to that date regarding closing the Library on parade day. The Library lost power on the evening of April 13/14. The UPS for the network panel kicked in but issued an error message. In diagnosing the trouble, the UPS sparked and shut down, tripping the circuit for that specific outlet. Thanks to Stateline Technologies and Blue Ribbon Electrical, the power to the outlet and subsequently the network were quickly restored. A new UPS has been ordered at a cost of \$1,935.41.

**Old Business:** RAILS has terminated the quarantine requirement for materials routed through the library delivery system. Effective Monday, April 12, library materials are no longer quarantined. This allows staff to check material in promptly and eliminates the need to store materials for a period of time.

### **New Business:**

#### *Review compensation letter for staff*

The board reviewed the draft compensation letter which will be provided to all staff this year. Board members felt it was a good idea to share the information for a more complete picture of compensation. Heather Kriete made a motion, seconded by Lisa Haderlein, to approve the compensation letter as presented. Motion carried.

#### *Compile capital project list for FY 22/23 and beyond.*

Board members spend the remainder of the meeting discussing priorities for capital projects based on the Library walk-through completed at the last meeting. The projects were prioritized as

attached. The compiled list will be given to StudioGC for project estimates. Once the board has estimates, a level of funding can be determined.

The meeting was adjourned at 8:30pm on a motion by Lisa Haderlein, seconded by Linda Dikun, and carried unanimously.

Respectfully submitted,  
Karen Sutera, Director

Next meetings: May 20, 2021

June 17, 2021

July 15, 2021

September 16, 2021

October 21, 2021

November 18, 2021

## **Harvard Diggins Library**

### **Compiled List of Capital Projects in Priority Order (as of 4/19/21)**

*For the purposes of capital project planning, the Library is divided into three sections. The 'Core' is the main open area of the library under the rafted ceiling. The 'Kids Area' covers roughly one-third of the remainder of the Library, on the west side. The 'Adult Area' is the remaining two-thirds of the Library on the east side. A fourth space, the 'Teen Space,' is not under consideration for capital projects at this time.*

1. Update/upgrade HVAC system
2. Remodel 'core' of Library
  - a. Remodel bathrooms
  - b. Replace drinking fountain (do we need to provide a drinking fountain?)
  - c. Replace vinyl flooring
  - d. Reconfigure circulation desk to make smaller
    - i. Install self-checkout stations
  - e. Create back patio/program space with interior access
    - i. Relocate director's office
    - ii. Remove board room
      1. Consider storage for chairs for programs
  - f. Add lighting, sound system, and security cameras to 'core'.
  - g. Add ceiling fans to rafted ceiling to help with air circulation and temperature management.
  - h. Reconfigure community information/literature area
3. Remodel Kids area
  - a. Combine youth activity office with youth activity room for larger storytime/activity room
  - b. Replace pictures book spine out shelving with face-out shelving
  - c. Create more effective computer areas for younger and older kids
4. Replace furniture (arm chairs, cubicles, wooden chairs, tables) except in teen space
5. Review security system to consider adding cameras inside (kids area, adult area, teen area) and outside (areas of parking lot, full view of plaza, rear of library)
6. Remodel 'Adult' area of Library
  - a. Paint and re-carpet the Burbank room and study rooms
  - b. Paint and re-carpet Adult area of Library
    - i. Reconfigure shelving to open areas for more comfortable seating.
  - c. Remove reference desk and create seating area.
7. Replace roof
  - a. Replace flat roof
  - b. Replace shingled roof
8. Parking Lot
  - a. Begin discussions with Park board re: use of service drive between pool and library.

# Harvard Diggins Library Directors Report

For period: March 19 – April 15, 2021

Submitted by: Karen Sutera

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## *At the library this month:*

- Staff are gradually receiving their COVID-19 vaccines. At this time, most of the staff have had the first dose while one staff is fully vaccinated. Each staff member is making their own appointment at the vaccination place of their choosing.
- All programming continues to be virtual. No in-person programming is planned until summer as part of the summer reading program. Visitor count has seen a slight uptick as the weather had become milder but attendance continues to be lower than prior years.
- Director Karen Sutera met with Craig Meadows of StudioGC to discuss the proposed rear patio design and plans for future capital projects.
- Staff are discussing plans to gradually restore some library services that had been put on hold for the last year due to COVID. The overall plan is for a gradual resumption of services while monitoring infection levels within the Harvard community and statewide. The goal will be to restore the services with confidence that there will be no need to scale them back.
- Planning for the 2021 Reading Colors Your World summer reading program is underway. The homeschool book club is creating a video which can be used to promote the program. One of the goals is to share the video with CUSD50 students as a contactless form of promotion.

## *Facility Maintenance/Capitol Projects:*

- Contractor Dan White visited the Library on Tuesday, April 13 to work on the rear receiving door. He tried tightening the door screws that attached it to the frame. It appears that this action moved the top of the door but did not move the bottom of the door where it catches. Staff will monitor the door when the sun shines on it to determine if the swelling that results is lessened. Dan suggested painting the exterior of the door a lighter color to see if that lessens the swelling. Karen will purchase paint and Linn will paint the door in the coming weeks.

## **March 2021 Library Statistics**

*Since all programs are virtual at this time, the program statistics reflect either participation in the virtual program, views of a recorded program, or counts of participants who picked up craft kit supplies.*

	This month	Prior year
No of patron visits	1,077	2,019
*Programs offered in March	# of virtual programs	# attending/viewing
Adult	4	12/11/0
Teens	3	0/20
Kids	15	62/30/42
Family		
Total physical items circ'd	1,895	
Total digital items circ'd	436	
# item received in delivery	1,061	
# items sent out in delivery	939	

*\*Due to the COVID-19 pandemic, only virtual programs were offered in March. These included programs for adults on best new plants for the garden, adult and teen take-and-make crafts, a teen gaming session, storytime videos, a cooking video for kids and a homeschool book club and Among Us gaming.*