

HARVARD CITY LIBRARY BOARD MINUTES

June 17, 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, Lisa Haderlein, Heather Kriete, and Library Director Karen Sutera. Community members Jessica Reuter, and Michelle Faler were also in attendance.

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

Review and approval of bills: Bills for June, 2021 were presented by Karen Sutera. Bills totaling \$3,900.23 were approved on a motion by Lisa Haderlein and seconded by Heather Kriete. Motion carried.

Citizen's comments: None

Financial Reports: Karen Sutera presented the May financial reports. On the City Revenue and Expense report, the budget amount for maintenance was combined with the capital project budget and allocated to the 'Infrastructure/Land Acquisition' category. In May, maintenance expenses were submitted as 'Contract Services' when they should have been allocated to 'Infrastructure/Land Acquisition'. Karen has contacted City Treasurer Deb Bejot who will adjust the May maintenance expenses so that they are reflected in the 'Infrastructure/Land Acquisition' budget line. All other fund balances are sound at this time.

Librarian's Report: Karen Sutera presented the Librarian's report. See attached. Karen shared the highlights of her conversation with Jamie Rachlin of Meristem Advisors regarding the financial planning he is doing on behalf of the Library. More financial data will be shared with Mr. Rachlin prior to more conversations about possible funding approaches.

Old Business: Karen shared with the Board that library staff are seeing more push-back from library visitors regarding the request to wear masks in the building. Karen asked the board to continue supporting the mask requirement in an effort to promote a safe building for all visitors, including children and those with compromised health. A motion was made by Heather Kriete, seconded by Lisa Haderlein, to continue asking library patrons to wear masks when visiting the Library. Motion carried.

New Business:

Discuss closing access road between Library and Pool

Karen shared that she attended the June 7 Parks board meeting to discuss a proposal to close the access road between the Library and pool. The motivation for the closure is to reduce the wear and tear of through traffic on the Library's parking lot and to improve the safety of the lot. The Park board is in favor of pursuing the closure. Mayor Kelly was at the meeting and suggested that the Library's council representative bring the topic to the attention of the City Council for further discussion and review. After the City Library board discussed the results of the Park board meeting, they reiterated their support for the closure. Alderwoman Lisa Haderlein, the City Council representative on the Library board, agreed to raise the topic for review at the June 22 Council meeting.

The meeting was adjourned at 8:10pm on a motion by Lisa Haderlein, seconded by Trent Bruha, and carried unanimously.

Respectfully submitted,
Karen Sutera, Director

Next meetings: July 15, 2021
September 16, 2021
October 21, 2021
November 18, 2021

Harvard Diggins Library Directors Report

For period: May 21, 2021 – June 17, 2021

Submitted by: Karen Sutera

At the library this month:

- The Reading Colors Your World summer reading program has gotten off to a good start. As of June 9, 54 kids, 24 teens, and 35 adults had registered for the program. This is well below pre-COVID participation numbers but comparable to 2020 numbers. All programs have been held outdoors with the exception of one adult program which was held indoors due to heat. The outdoor programs in particular have gone very well.
- Library staff are working with classes at Brown Bear so that they can participate in some of the summer reading program activities. While the students need to register for the program individually, staff have scheduled some group activities specific to Brown Bear students.
- The engagement letter with Meristem Advisors was signed this month. Three fiscal years of financial data was sent for analysis. Karen will be meeting with Jamie Rachlin of Meristem Advisors on Wednesday, June 16 at 10AM to discuss the project further.
- The Friends of the Library will resume foyer book sales this month. The goal is to reduce the quantity of donations on hand to make room for future donations. The sale will be a bag sale with visitors invited to fill their own bag for a suggested donation of \$5.
- Landscaping the StoryWalk is on hold currently due to the extremely dry conditions. Karen will contact Harvard Nursery in early August to assess the situation and make a determination whether any planting will be done this year.
- Karen met with the Park board on Tuesday, June 8 to discuss closing the access road between the Library and pool. Various methods of closure were discussed, including a gate, concrete barrier or stakes spaced equally apart to allow for pedestrian and/or bike traffic. After discussion, it was agreed that if the City Library board wishes to pursue the closure, the issue should be brought before the City Council to decide how best to move forward. This topic will be discussed further at the June library board meeting.

Facility Maintenance/Capitol Projects:

- Roof repairs recommended by NIR Roofing were complete. Finke Concrete has been contacted regarding repairing the concrete sidewalk which was damaged this winter from snow plowing. Anderson Brothers drywall has also been contacted about repairing the craft in the wall in the kids area.

May 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	1,525	0
*Programs offered in May	# of virtual programs	# attending/viewing
Adult	0	0/0/20
Teens	3	0/20
Kids	15	62/30/42
Family		
Total physical items circ'd	1,616	
Total digital items circ'd	382	
# item received in delivery	931	
# items sent out in delivery	951	

**Due to the COVID-19 pandemic, only virtual programs were offered in May. These included take-and-make crafts for teens, storytime videos, homeschool book club and Among Us gaming.*