

# HARVARD CITY LIBRARY BOARD MINUTES

October 21, 2021

**Call to order:** The meeting was called to order at 7:00 PM by Vice-President Trent Bruha. Also present were board members Michelle Faler, Lisa Haderlein, Heather Kriete, Kelly Wood, Jessica Reuter, and Library Director Karen Sutera.

**Meeting Minutes:** The minutes of the September, 2021 meeting were presented for approval. With no changes needed, a motion was made by Kelly Wood, seconded by Jessica Reuter, to approve the minutes as presented. Motion carried

**Review and approval of bills:** Bills for October, 2021 were presented by Karen Sutera. Bills totaling \$5,997.92 were approved for payment on a motion by Michelle Faler, seconded by Heather Kriete. Motion carried.

**Citizen Comments:** None

**Review Financial Reports:** Karen Sutera presented the September financial reports. The second installment of property tax revenue was received in September, bringing the total tax revenue to date to \$396K, just under the budgeted \$400K. The Tumblebooks e-book database was renewed which provides read-to-me children's books as well as titles for teens. A StoryWalk sponsorship donation of \$60 was received which will be applied to the November StoryWalk.

**Committee Reports:** Technology Committee: No meeting. Friends of the Library: next meeting is Friday, December 3.

**Librarians Report:** Karen Sutera presented the Librarian's report for October. Some items not included in the submitted report: Custodian Linn Heithoff is on medical leave until late November due to an injury he sustained at home. He will be unable to do the snowplowing this winter so quotes for plaza and sidewalk snow removal will be sought.

**Old Business:** None

## **New Business:**

*Review first six standards of Illinois Serving Your Public checklist:* The board reviewed the checklist provided which summarizes the Library's progress on meeting the goals of the Illinois Serving Your Public standards. Items requiring work under each category were discussed. The board completed the first six standards and had time to complete the remainder of the standards in the meeting.

*Discuss relocation of Parks gazebo to Library:* The board discussed a proposal to relocate a gazebo from Northfield Park to library grounds. The Parks department would donate the gazebo to the library with the exact location to be determined. The board reviewed photos of the structure which is in good condition. If the library accepts the gazebo, work would be required to relocate the structure, pour a concrete pad for it and install electricity for additional lighting. There is no cost estimate at this time. The board approved pursuing the project with the Parks department. Once Karen confirms that the Parks board is willing to donate the gazebo, she will present the project for formal approval via board vote at the November meeting.

With no further business to discuss, the meeting adjourned at 8PM via a motion by Heather Kriete, seconded by Kelly Wood, and carried unanimously.

Respectfully submitted,  
Karen Sutera, Director