

HARVARD CITY LIBRARY BOARD MINUTES

September 16, 2021

Call to order: The meeting was called to order at 7:00 PM by President Ann Almgren. Also present were board members Faith Bennett, Michelle Faler, Lisa Haderlein, Heather Kriete, and Library Director Karen Sutera.

Meeting Minutes: The minutes of the July, 2021 and August, 2021 meetings 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 August, 2021 and September, 2021 were presented by Karen Sutera. Bills totaling \$5,641.07 for August, and \$4,547.87 for September were approved for payment on a motion by Heather Kriete, seconded by Lisa Haderlein. Motion carried.

Citizen Comments: None

Review Financial Reports: Karen Sutera presented the July and August financial reports. Additional tax revenue was received in both months, bringing the total revenue received to date to over half of what was anticipated. This is a good sign that the full budgeted levy will be reached this year. The Per Capita grant was received and deposited in early August. The grant is about \$2,000 higher than prior years thanks to an increase in the per capita rate used to calculate the grant.

Committee Reports: Technology Committee: The board reviewed the minutes from the August 24, 2021 Technology Committee meeting. With no questions or comments, the minutes were approved on a motion made by Faith Bennett, seconded by Michelle Faler. Motion carried.

Librarians Report: Karen Sutera presented the Librarian's report for August and September. The StoryWalk landscaping project is on hold until the spring due to the excessive drought conditions, with the exception of five trees included in the design. At this time, Harvard Nursery is confident the trees can be safely planted in early October. Karen will coordinate with Harvard Nursery at the beginning of October to determine a planting date. Funding will be provided by the Diggins trust. An engineer from Northern Mechanical visited the library with an HVAC technician to finalize the design of the new HVAC controls. The equipment will be ordered but due to shortages and delivery issues, it is difficult to determine when the equipment will arrive. The project is estimated to take one week to complete. Blue Ribbon Electrical installed a new exterior outlet in the rear of the library near the staff break room. They also installed a new spotlight on the entry sign.

Old Business:

Review presentation from Meristem Advisors: The board discussed the August presentation by James Rachlin from Meristem Advisors regarding the Library's financial resources. In reviewing the recommendations, it was agreed to reach out to StudioGC with the list of prioritized projects and a budget of \$50,000 per year for five years or about \$250,000 total. Karen will contact Craig Meadows to begin a conversation toward that goal.

New Business:

Approve Cards for Kids non-resident student library card application: The board discussed the proposal to offer free non-resident library cards to students who live outside the library's taxing boundaries and who qualify for free and reduced lunches. The Cards for Kids program is legislated by the State of Illinois and required of libraries who offer non-resident library cards. Parents of students impacted by this program would have to pay the non-resident fee if they wished to have their

own card. With no further discussion, Lisa Haderlein made a motion to approve the program as presented. The motion was seconded by Heather Kriete. Motion carried.

Review 1,000 Books Before Kindergarten proposal: The board reviewed the proposal to create a 1,000 Books Before Kindergarten program. This program promotes early literacy by encouraging families to read to their children from birth until Kindergarten. Participants are given logs to track reading for simple prizes along the way to the 1,000 book goal. Anticipated launch date for the program is January 1, 2022. With no further discussion, Lisa Haderlein made a motion to approve the 1,000 Books Before Kindergarten program as presented. The motion was seconded by Michele Faler. Motion carried.

Review proposal to purchase and circulate wi-fi hot spots: The board reviewed the proposal to purchase five wi-fi hot spots to circulate to library patrons. Total Initial cost for the hot spots, protective cases, and one year of service for each is \$750. This cost would come from the Technology budget line item. There is a grant the library can apply for which will defray the cost of the hot spots. Karen will apply for the grant. With no further discussion, Lisa Haderlein made a motion, seconded by Heather Kriete, to purchase five wi-fi hot spots to circulate among Harvard library patrons.

Per Capita grant review: In the coming months, the board will be reviewing the Serving Your Public Library Standards in preparation for the FY22 Per Capita grant application which will be due January 15, 2022. Karen will share the needed materials for review each month prior to the board meeting.

With no further business to discuss, the meeting adjourned at 8PM on a motion by Faith Bennett, seconded by Lisa Haderlein. Motion carried.

Respectfully submitted,
Karen Sutera, Director

Future meetings: October 21, 2021

November 18, 2021

January 20, 2022

February 17, 2022