

# HARVARD CITY LIBRARY BOARD MINUTES

January 20, 2022

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

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

**Review and approval of bills:** Bills for November and December, 2021, and January, 2022 bills were presented by Karen Sutera. Bills totaling \$2,582.75 for November, \$4,102.67 for December, and \$7,076.98 for January, 2022 were approved for payment on a motion by Lisa Haderlein, seconded by Heather Kriete. Motion carried.

**Citizen Comments:** None

**Review Financial Reports:** Karen Sutera presented a summary of the October through December financial reports.

**Committee Reports:** Technology Committee: No meeting. Friends of the Library: The group met on Friday, December 3 to discuss whether to move forward with the April, 2022 tea party fundraiser. There are still concerns regarding the high rate of COVID infections. An alternative to having the event at the Starline is to host a scaled-down version of the event at the library with the same speaker but minimal food and a cap on number of attendees. At this time, the group will plan to move forward with the event but make a final decision of February 18 which format to offer.

**Librarians Report:** Karen Sutera presented the Librarian's report for October through mid-January. Highlights include the resignation of custodian Linn Heithoff due to impending surgery and a long recovery, successful NASA @ My Library grant events, response to postings for a Youth Services Assistant, and promotional information about the Library Lovers Expedition which will take place county-wide in February, 2022.

## Old Business:

*Approve donation of park gazebo:* The Parks department is donating a gazebo currently located in Northfield Park, to the Library. Exact placement of the gazebo is pending review of storm water displacement in two possible sites on the Library property. A motion was made by Lisa Haderlein to accept the donation of the Park gazebo pending a feasibility study to determine the best placement. The motion was seconded by Trent Bruha. Motion carried.

## New Business:

*Approve IGA for Illinois Libraries Present:* The Illinois Libraries Present is a new programming consortium of Illinois Libraries that will provide participating libraries with access to virtual programs featuring well-known authors and topics of general interest at low cost. Cost for the trial six-month period to the library is \$75. A motion was made by Heather Kriete, seconded by Trent Bruha, to participate in the Illinois Libraries Present program. Motion carried.

*Approve snow removal quote for 21/22 winter snow removal on plaza, sidewalks, receiving driveway.* The board reviewed the quote from Power Tree Removal & Landscaping for snow removal at a cost of \$110 for snow up to 6 inches with an additional \$10 for snow more than 6 inches. Kelly Wood made a motion to approve the quote as presented. Jessica Reuter seconded the motion. Motion carried.

*Approve succession plan:* As part of the FY 22/23 Per Capita grant review process, the board reviewed the draft of a succession plan for key library staff. A motion was made by Heather Kriete, seconded by Jessica Reuter, to approve the succession plan as presented. Motion carried.

*Discuss multiple signatures on Fines and Head Librarian Accounts:*

In the process of creating the succession plan, Library Director Karen Sutera noted that only the Library Director's signature is authorized for the Fines and Head Librarian Accounts. One additional signature should be authorized to sign for those accounts should the director be incapacitated for a period of time. It was agreed to have the City Library Board President as an authorized signer on the account but a letter should be drafted stating which library staff member can act as a substitute signer on the account in the event of an emergency. Karen will contact the Harvard State Bank to determine how best to move forward with this approach.

*First review FY 22/23 Budget:*

Karen Sutera presented the first draft of the FY 22/23 budget. The budget reflects a 1.9% increase in tax revenue for a total of \$416K. Capital maintenance and improvements continue to be budgeted at \$150K, distributed as \$5K for regular maintenance, \$50K for capital reserves, and \$50K for debt payment on financing of \$250K over five years. Capital projects planned for the year include renovating the public bathrooms, replacing vinyl flooring, and possibly reconfiguring the circulation desk. Staff costs will more fully reflect the increase in minimum wage which is reflected in the staffing schedule provided to board members. Funding and expenses in the Fines and Diggins accounts will remain fairly stable. The budget will undergo a final review and approval at the February meeting.

With no further business to discuss, the meeting adjourned at 8:30PM via a motion by Kelly Wood, seconded by Lisa Haderlein, and carried unanimously.

Respectfully submitted,  
Karen Sutera, Director