

# HARVARD CITY LIBRARY BOARD MINUTES

April 21, 2022

**Call to Order:** The meeting was called to order at 7:01 PM by President Ann Almgren. Also present were board members Cindy Reese, Heather Kriete, Trent Bruha, Michelle Faler, and Library Director Karen Sutera.

**Meeting Minutes:** The minutes for the March 2022 meeting were presented for approval. With no changes needed, a motion was made by Cindy Reese to approve the minutes as presented, which was seconded by Trent Bruha. Motion carried.

**Review and Approval of Bills:** The bills for April 2022 were presented by Karen Sutera. A bill from Johnson Controls for \$1,871.20 was for the library's security system. Northern Mechanical's bill totaled \$1,163.34; \$585.34 was for filters, and \$578.00 was for quarterly maintenance. The bills totaling \$5,598.79 were approved for payment on a motion by Trent Bruha, which was seconded by Cindy Reese. Motion carried.

**Citizens Comments:** None

**Review Financial Reports:** Karen Sutera presented a summary of the March 2022 financial reports. The library has received all the budgeted property tax revenue for this fiscal year. The total tax revenue for this fiscal year is \$467,000, which is \$54,000 over budget because the Corporate Replacement Tax was higher than what was budgeted for since the state is catching up on back payments. The bill for \$93,909.57 paid in March for the library's HVAC system was budgeted, so the total money spent on maintenance and capital projects is within budget this year.

**Committee Reports:** Technology Committee: No meeting. Friends of the Library: They were preparing for the Spring Tea Party that occurred on April 24.

**Librarian's Report:** Karen Sutera presented the librarian's report for April 2022. The Custodian position was filled by David DeSmedt; his first day of work was Monday, April 25. The 2022 summer reading programs are being planned. The library received five wi-fi hot spots. Karen stated that she was preparing a circulation form for the hot spots and planned to circulate them in a few weeks. Heather Kriete inquired about the Cards for Kids program, which the board voted to approve in September 2021. Karen Sutera stated that 2 cards were issued to non-resident children as part of the Card for Kids program.

**Old Business:** None

## **New Business:**

*Approve use of Burbank meeting room for Village Quilters craft sale on Saturday, May 14, 2022:* The Village Quilters asked if they could use the Burbank meeting room for their craft sale on Saturday, May 14, which is the same day the Harvard Garden Club is having their plant sale at the library. While the Library Board and City Council approved the plant sale, action was needed to approve the use of the Burbank meeting room for the Village Quilters' craft sale. The board agreed that the policies regarding the use of the Burbank meeting room will have to be reviewed before approving future meetings and events. Trent Bruha made a motion to approve the use of the Burbank meeting room for the Village Quilters' craft sale. Cindy Reese seconded this motion. Motion carried.

*Discuss proposal from Trinity Lutheran Church to host a food pantry in the library's foyer:* Representatives from Trinity Lutheran Church asked the library's staff if they can place a small food pantry in the library. While the board agreed that the proposal has merit, a few concerns were discussed. The most significant issue facing the proposed food pantry is its location. The library does not have a large foyer, but it may be possible to put a small, movable cabinet there to hold the pantry's items. The board had various questions and concerns regarding the maintenance of and donations for the pantry. Some board members were concerned that

maintaining the pantry may become a burden on the library staff. Trent Bruha suggested that the library should give the pantry a three-month trial. The board decided to allow Trinity Lutheran Church to host the pantry at the library for three months and will revisit this decision at a future meeting if the pantry becomes an issue for the library. Heather Kriete made a motion to approve the three-month trial for Trinity Lutheran Church's food pantry. Trent Bruha seconded this motion. Motion carried.

*Review and discuss proposed MOU with City of Harvard:* This will be discussed at the May meeting.

*Review quotes from Orbis Construction and StudioGC for potential library renovations:* The board was supposed to review estimates from Orbis Construction and StudioGC for proposed renovations. Karen Sutera informed the board that it is taking longer than expected to obtain the quotes. Karen stated that she will give Orbis Construction and StudioGC one more month to provide the quotes before she obtains them from a different company.

With no further business to discuss, the meeting was adjourned at 8:12 PM via a motion by Trent Bruha that was seconded by Heather Kriete and carried unanimously.

Respectfully Submitted,  
Michelle Faler, Secretary