

# HARVARD CITY LIBRARY BOARD MINUTES

February 17, 2022

**Call to Order:** The meeting was called to order at 7:03 PM by President Ann Almgren. Also present were board members Trent Bruha, Lisa Haderlein, Heather Kriete, Kelly Wood, Jessica Reuter, Michelle Faler, and Library Director Karen Sutera.

**Meeting Minutes:** The minutes for the January 2022 meeting were presented for approval. With no changes needed, a motion was made by Lisa Haderlein to approve the minutes as presented, which was seconded by Jessica Reuter. Motion carried.

**Review and Approval of Bills:** The bills for February 2022 were presented by Karen Sutera. The bills totaling \$9,750.87 were approved on a motion by Lisa Haderlein, which was seconded by Kelly Wood. Motion carried.

**Citizens Comments:** None

**Review Financial Reports:** Karen Sutera presented a summary of the January 2022 financial reports. \$1,500.00 was paid to Overdrive for the library's annual fee for digital books and audiobooks. The library received donations to help cover the cost of the StoryWalks, which are funded through April 2022.

**Committee Reports:** Technology Committee: No meeting. Friends of the Library: Meeting was scheduled for Friday, February 18.

**Librarians Report:** Karen Sutera presented the librarian's report for February. Highlights include the library's new Youth Services Assistant Lauren Conklin, the Library Lovers Expedition, and the open Custodian position. Other highlights include Joel Kriete repairing StoryWalk frame 5 and the meeting Karen scheduled with StudioGC and Orbis Construction regarding the library's planned capital projects.

**Old Business:** None

## **New Business:**

*Approve modification of mask wearing in library:* The board discussed modifying the library's mask policy to reflect Governor Pritzker's revised indoor mask mandate. Masks are encouraged but not required in the library's updated mask policy. However, people will be asked to wear a mask when they are in the Burbank meeting room. A motion was made by Heather Kriete to approve the modification to the library's mask policy. The motion was seconded by Jessica Reuter. Motion carried.

*Final review of FY 22/23 budget:* The board conducted a final review the FY 22/23 budget. It includes property tax revenue of \$416,000. \$150,000 will be used to fund capital maintenance and improvements. The capital funds are divided as follows: \$50,000 for regular maintenance, \$50,000 for the capital reserve, and \$50,000 for debt service. The capital improvements planned for FY 22/23 include renovated restrooms and upgraded drinking fountains. Staff wage increases are reflected in the budget. The Diggins board will be asked at the February board meeting to provide \$50,000 of additional funding to help cover the cost of new tables and chairs for the Burbank room and the gazebo. The budget also includes funding for a Library of Things, which are items patrons can check out like science kits and VHS-to-DVD converters. A motion was made by Lisa Haderlein to approve the budget as presented. Trent Bruha seconded this motion. Motion carried.

With no further business to discuss, the meeting was adjourned at 8:10 PM via a motion by Heather Kriete that was seconded by Kelly Wood and carried unanimously.

Respectfully Submitted,  
Michelle Faler, Secretary