

# HARVARD CITY LIBRARY BOARD MINUTES

March 17, 2022

**Call to Order:** The meeting was called to order at 7:04 PM by President Ann Almgren. Also present were board members Cindy Reese, Kelly Wood, Lisa Haderlein, Jessica Reuter, Michelle Faler, and Library Director Karen Sutera.

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

**Review and Approval of Bills:** The bills for March 2022 were presented by Karen Sutera. A bill from Northern Mechanical totaling \$93,909.57 was for the library's HVAC system. The bills totaling \$96,745.84 were approved for payment on a motion by Lisa Haderlein, which was seconded by Kelly Wood. Motion carried.

**Citizens Comments:** None

**Review Financial Reports:** Karen Sutera presented the February 2022 financial reports. The Diggins Fund's balance was -\$102.57 due to bills. Some Illinois funds will be transferred to the Fines Account. \$645.00 was paid to Mobile Beacon for Wi-Fi hotspots, and \$75.00 was paid to RAILS for virtual programs with authors.

**Committee Reports:** Technology Committee: No meeting. Friends of the Library: Meeting occurred on Friday, February 18. The Friends of the Library are currently preparing for the Spring Tea Party on April 24.

**Librarian's Report:** Karen Sutera presented the librarian's report for March 2022. Highlights include the Library Lovers Expedition, which was a huge success with a total of 700 participants. Other highlights include the custodian job posting, which received two applicants, and Karen's meeting on March 2 with Craig Meadows of StudioGC and Derek Watson of Orbis Construction.

**Old Business:** None

## **New Business:**

*Modify FY 21/21 Budget for Road to Recovery Grant:* The library received a Road to Recovery Grant for \$8,654.00, which is reserved for computers and cleaning supplies. Lisa Haderlein made a motion to approve modifying the FY 21/22 budget to include the \$8,654.00. Cindy Reese seconded this motion. Motion carried.

*Approve Changes to Payment of Sick Time, Vacation Time, and Personal Time at Employment Termination:* The board reviewed proposed changes to the library's policy regarding the payment of sick, vacation, and personal time at an employee's termination. Lisa Haderlein made a motion to approve the changes. Jessica Reuter seconded this motion. Motion carried.

*Review Collection Development Policy and Request for Reconsideration of Library Materials Form:* The board reviewed proposed changes to the Collection Development Policy and Request for Reconsideration of Library Materials form. Some phrases in the Collection Development Policy were revised and added. The Request for Reconsideration form was revised to allow more room for writing details and explanations of objected works. Jessica Reuter made a motion to approve the modifications. Kelly Wood seconded this motion. Motion carried.

With no further business to discuss, the meeting was adjourned at 7:42 PM via a motion by Lisa Haderlein that was seconded by Kelly Wood and carried unanimously.

Respectfully Submitted,  
Michelle Faler, Secretary