

HARVARD CITY LIBRARY BOARD MINUTES

May 19, 2022

Call to Order: The meeting was called to order at 6:59 PM by President Ann Almgren. Also present were board members Cindy Reese, Lisa Haderlein, Kelly Wood, Trent Bruha, Jessica Reuter, Michelle Faler, and Library Director Karen Sutera.

Meeting Minutes: The minutes for the April 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 Jessica Reuter. Motion carried.

Review and Approval of Bills: The bills for May 2022 were presented by Karen Sutera. The bills were normal except for the one owed to CDW-G for \$331.12, which was for 2 barcode scanners for self-checkout. The bills totaling \$2,631.52 were approved for payment on a motion by Lisa Haderlein, which was seconded by Trent Bruha. Motion carried.

Citizens Comments: None

Review Financial Reports: Karen Sutera presented a summary of the financial reports for April 2022, which was the end of FY 21/22. The library received more tax revenue than what was budgeted for because of the Motorola property tax payments and an increase in the corporate replacement tax. The expenses in the City account were \$17,000 under budget because of lower staff costs. All accounts are within budget, which will help FY 22/23 get off to a strong start.

Committee Reports: Technology Committee: No meeting. Friends of the Library: The Spring Tea Party on April 24 was successful.

Librarian's Report: Karen Sutera presented the librarian's report for May 2022. The Spring Tea Party raised \$1,400 that will be split evenly between the Friends of the Library and the Greater Harvard Area Historical Society. Karen and a representative from Trinity Lutheran Church reviewed a possible location for the food pantry. Trinity Church found a shelving unit with wheels that may work for the pantry. The 2022 summer reading programs were still being planned. Karen also reported that District 50 donated Chromebooks they deemed end-of-life. Some of these will be allocated for library use, and others will be available for check out.

Old Business: None

New Business:

Approve FY 22/23 Non-Resident Fee: This will be discussed at the June 2022 meeting.

Review quotes from Orbis Construction, Studio GC for potential library renovations: The board reviewed renovation estimates from Orbis Construction and voiced their questions and concerns. Some board members thought the estimate to renovate the bathrooms in the amount of \$153,189 was too high. President Ann Almgren asked if the toilets will have alternative flushing methods and if the auto sinks will have shut offs. If the director's office is relocated as outlined in the quote, there may be a loss of space that will affect the staff's work area. Cameras must be added to the back patio renovation. Karen Sutera suggested adding the cost of reconfiguring the circulation desk to the quote. Some board members said renovations like remodeling the washrooms and replacing the floors should be prioritized while others said they would not have a problem doing them all at once. The board's questions will be presented to Orbis Construction and Studio GC.

Review and discuss proposed MOU with City of Harvard: The board reviewed a draft of the Memorandum of Understanding Between The City of Harvard and The Harvard Library Board of Directors. Board member Lisa Haderlein explained that this document will help the new City Administrator understand the relationship between the library and the City of Harvard. Karen Sutera argued that the draft needs revisions to both its content and wording. The board also questioned whether certain content should be revised and agreed that a library attorney should review the document before the final draft is completed. Lisa Haderlein made a motion to approve legal costs up to \$2,000 for the document's review, which Trent Bruha seconded. Motion Carried.

With no further business to discuss, the meeting was adjourned at 8:09 PM via a motion by President Ann Almgren that was seconded by Jessica Reuter and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary