

HARVARD CITY LIBRARY BOARD MINUTES

July 21, 2022

Call to Order: The meeting was called to order at 7:05 PM by President Ann Almgren. Also present were board members Lisa Haderlein, Kelly Wood, Trent Bruha, Jessica Reuter, Michelle Faler, and Library Director Karen Sutera.

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

Review and Approval of Bills: The bills for July 2022 were presented by Karen Sutera. The bills were normal except for the one owed to Northern Mechanical for \$2,497.81, which was for maintenance. The June bills were paid in arrears. The bills totaling \$5,295.35 were approved for payment on a motion by Lisa Haderlein, which was seconded by Jessica Reuter. Motion carried.

Citizens Comments: None

Review Financial Reports: Karen Sutera presented a summary of the financial reports for July 2022. The first installment of the FY 22/23 property taxes totaling \$228,090 was received in June and July. Half of the replacement tax and the \$6,500 reimbursement for expenditures as part of the Road to Recovery grant were also received. Some of the checks for tea party tickets were made out to the library instead of the Friends of the Library. These checks were deposited into the Fines account and a check was made out to the Friends of the Library for the total amount owed to them. Efforts will be made to ensure this does not happen in the future.

Committee Reports: Technology Committee: No meeting. Friends of the Library: The library resolved a financial issue with the Friends of the Library as summarized above.

Librarian's Report: Karen Sutera presented the librarian's report for July 2022. The landscape project for the StoryWalk is scheduled for mid-August. One of the planters on the plaza was destroyed by a vehicle, which was impounded. The driver has not been apprehended. Karen also worked with the Harvard Police Department to help with a missing person case, which was positively resolved. Due to the destroyed planter and missing person case, Karen is working on improving the library's security by obtaining additional cameras and replacing one that does not work. The little free pantry has been set up in the library foyer.

Old Business:

Review proposed MOU with City of Harvard: The board reviewed revisions to the Memorandum of Understanding prepared by the City of Harvard. Many of the wording changes were discussed at the May 2022 meeting. An action was needed to approve these modifications before Karen Sutera presents the document to a library attorney. Lisa Haderlein made a motion to approve the revisions to the MOU as presented, which Trent Bruha seconded. Motion Carried.

New Business:

Review quotes from Orbis Construction, Studio GC for potential library renovations: The board reviewed renovation quotes from Orbis Construction to determine which projects should be funded in FY 22/23. Karen Sutera informed the board that the washroom and common area flooring renovations are a priority. Karen also still has to inquire about the cost of reconfiguring the circulation desk. Jessica Reuter made a motion to approve funding the bathroom and common area flooring renovations for \$250,000, which was seconded by Kelly Wood. Motion Carried.

Review loan proposals for funding capital projects: The board reviewed loan proposals from FNBO, The Harvard State Bank, Sauk Valley Bank, and The State Bank Group. Sauk Valley Bank proposed that the loan for \$250,000 can be set up as a closed end line of credit so funds can be taken out as needed, and the library would pay interest only on the amount that is taken out. The board agreed that Sauk Valley Bank's proposal was the best one for the library. Lisa Haderlein made a motion to approve the loan proposal from Sauk Valley Bank, which was seconded by Jessica Reuter. Motion Carried.

Approve FY 22/23 Non-Resident Fee: The board reviewed the formula used for calculating the Non-Resident Fee for FY 22/23. Based on this calculation, the fee would increase from \$130 to \$155.01. Karen Sutera stated that she would prefer a fee that can be divided in half so it is easy to determine an amount the non-residents can pay in two installments. The board agreed that the fee should increase since overall costs have increased, and the fee amount has been the same for years. The board decided the fee should increase to \$150, which can be paid in two installments of \$75. Lisa Haderlein made a motion to increase the Non-Resident Fee for FY 22/23 to \$150, which was seconded by Kelly Wood. Motion Carried.

With no further business to discuss, the meeting was adjourned at 8:07 PM via a motion by Kelly Wood that was seconded by Trent Bruha and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary