

HARVARD CITY LIBRARY BOARD MINUTES

September 15, 2022

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

Meeting Minutes: The minutes for the July 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 Trent Bruha. Motion carried.

Review and Approval of Bills: The bills for August 2022 were presented by Karen Sutera. The August bills were normal except for the one owed to NIR Roof Care. Two invoices for two visits were submitted to the City for payment in August, but only one for \$974.00 was paid. Other August bills of note include \$2,813.59 owed to Northern Mechanical for replacement parts and \$235.00 owed to Stateline Technologies for tech support. The September 2022 bills were also presented. A total of \$1,724.00 was owed to NIR Roof Care for both the unpaid August invoice and one for an additional repair. The bill for \$4,242.79 from Northern Mechanical was for new CO2 Sensors. The August bills for \$8,252.53 and the September bills totaling \$8,248.31 were approved for payment on a motion by Heather Kriete, which was seconded by Cindy Reese. Motion carried.

Citizens Comments: None

Review Financial Reports: Karen Sutera presented a summary of the August and September 2022 financial reports. More than half the budgeted property and replacement tax revenue has been received. A reimbursement of \$1,186.00 was received as part of the Road to Recovery grant. \$5,000.00 was transferred from the Illinois Fund to the Fines Account. \$1,650.00 was remitted to Weblix to add a reservation option to the event calendar on the library's website. A total of \$3,002.00 was paid to renew the one-year subscriptions for Tumblebooks and Mango Language. Harvard Nursery finished the landscaping for the StoryWalk for \$3,970.00. \$152.00 of this total was raised by the fall fundraiser, and the Diggins fund covered the rest.

Committee Reports: Technology Committee: No meeting. Friends of the Library: No meeting.

Librarian's Report: Karen Sutera presented the librarian's report for August and September 2022. Karen met with a representative from Tyco Security on August 11 to discuss reconfiguring the security cameras so they can monitor more library property. Tyco provided a quote for seven additional cameras totaling \$18,500.00. Karen also had a virtual meeting with StudioGC on September 26 regarding the library's renovations. Karen obtained the cost from Stark Service for concrete blocks that will be used to block the access road between the library and the pool. 42 Tech Solutions has replaced Stateline Technologies as the library's technical support company. Blue Ribbon Electric was consulted about the library's various electrical issues.

Old Business: None

New Business:

Review quote from Ken D. Schultz Painting to paint meeting rooms: The board reviewed an estimate for \$3,400 from Ken D. Schultz to paint the Burbank meeting room, kids' activity room, and two study rooms. Lisa Haderlein made a motion to approve the quote as presented, which Jessica Reuter seconded. Motion Carried.

Review quote from 42 Tech Solutions for replacement server: The board reviewed an estimate for \$4,492.94 to replace the library's server for day-to-day operations. Lisa Haderlein made a motion to approve the quote as presented, which Jessica Reuter seconded. Motion Carried.

Review memo for Ancel Glink regarding City/Library relationships: The board reviewed the memo prepared by Julie Tappendorf of Ancel Glink that clarifies the legal issues affecting the relationship between a municipality and a municipal library. The library is not a department of the municipality like its police, fire, and public works departments. The Illinois Local Library Act allows the appointment of a Board of Trustees to govern City libraries that is separate from the City Council even though library board members are appointed by the Mayor. Library staff members are not employees of the municipality. Even though the City of Harvard provides HR and payroll services to the library, the library staff are not City employees.

With no further business to discuss, the meeting was adjourned at 8:05 PM via a motion by Lisa Haderlein that was seconded by Trent Bruha and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary