

HARVARD CITY LIBRARY BOARD MINUTES

November 17, 2022

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

Meeting Minutes: The minutes for the October 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 Kelly Wood. Motion carried.

Review and Approval of Bills: The bills for November 2022 were presented by Karen Sutera. \$1,700 was owed to Ancel Glink for the final MOU revisions. \$96.23 was paid to CDW-G for two barcode scanner stands. Johnson Controls was paid \$1,871.20 for semi-annual security maintenance. A total of \$6,537.35 was owed to Northern Mechanical, and \$733.45 of this amount was paid to cover the labor cost of replacing the fan motor in the women's restroom. The November bills totaling \$13,019.64 were approved for payment on a motion by Lisa Haderlein, which was seconded by Kelly Wood. Motion carried.

Citizens Comments: Alderman Charles Gorman asked about the MOU with the City and why its recommended term is 50 years. The board clarified that the MOU can be modified at any time by either party when notice is provided in writing.

Review Financial Reports: Karen Sutera presented a summary of the November 2022 financial reports. The City income and expense from May to October 2022 was added to the Library's Quickbooks account. The income and expense in Quickbooks balance to the City's revenue and expense report. However, the total cash does not balance to the City's monthly balance report. Karen is researching this matter and will make any necessary adjustments. The full Diggins Fund account lost over 6% of its value in 2022. Expenses from this account will be closely monitored. The balances of the Fines, Diggins, Head Librarian, and Illinois Funds accounts were positive.

Committee Reports: Technology Committee: No meeting. Friends of the Library: Working on planning this year's tea party and trying to organize a family-friendly winter event.

Librarian's Report: Karen Sutera presented the librarian's report for November 2022. Online event registration is gradually gaining popularity while in-person and email registration remains strong. The Friends of the Library are considering planning a "Winter Fun-derland" fundraiser for Sunday, February 5. Karen Sutera added accounts to the Library's Quickbooks that are similar to the ones used by the City for the Library's revenue and expenses. The City's accounting information was added so a single financial overview of the Library's finances can be provided to the City and Library's auditors: Lauterbach & Amen. All deposits and expenses from May to October 2022 have been entered into Quickbooks. A notice about the upcoming access road closure was included with the December water bills. Stonemason Nick Batchelder is repairing one of the plinths on the Veterans Memorial, and Johnson Tractor tuned up the Library's snow thrower.

Old Business:

Bathroom and Flooring Capital Project Update: The board reviewed the current status of the project. Orbis Construction quoted an approximate total cost of \$232,000, which is less than anticipated. The drinking fountain may cost an additional \$10,000, which Karen requested to include in the total cost in case we need to pay that amount. Orbis incorporated all costs into a contract that will need approval at the December board meeting. This contract was reviewed by the City Attorney. The library will close for renovations in February.

MOU with City of Harvard: The board reviewed the recommended changes to the MOU provided by Julie Tappendorf of Ancel Glink. Any section of the MOU can be changed at any time. If neither party requests

changes, the MOU automatically renews for a term of 50 years. The MOU will not be modified unless the change request is presented in writing and approved by both the City of Harvard and Harvard Public Library. Jessica Reuter made a motion to approve the MOU's revisions, which Kelly Wood seconded. Motion carried.

New Business:

First Review – FY 23/24 City Budget worksheet: The board reviewed a draft of the FY 23/24 City budget. The \$189,000.00 for salaries includes a 5% increase to accommodate for inflation. The general maintenance amount of \$57,000 also reflects inflation. Karen Sutera will submit the draft of the City budget to the City Finance Officer by December 12, 2022. The board had no objections.

Review FY 23/24 Per Capita grant requirements: The board reviewed the Serving Your Public Library standards in preparation for the Per Capita grant application. The board will review a few of the policies each month. Chapter 2 states that the Library must maintain an understanding of the community by surveys, hearings, and other means. The board agreed that the community must be surveyed to determine what they want most from the library and what is most popular with them, like the hot spots. Creating and distributing a community survey should be a priority in 2023.

With no further business to discuss, the meeting was adjourned at 8:11 PM via a motion by Lisa Haderlein that was seconded by Michelle Faler and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary