

HARVARD CITY LIBRARY BOARD MINUTES

October 20, 2022

Call to Order: The meeting was called to order at 7:00 PM by President Ann Almgren. Also present were board members Lisa Haderlein, Heather Kriete, Kelly Wood, Jessica Reuter, Michelle Faler, and Library Director Karen Sutera.

Meeting Minutes: The minutes for the September 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 Heather Kriete. Motion carried.

Review and Approval of Bills: The bills for October 2022 were presented by Karen Sutera. \$6,758.68 was owed to the library's new technical support company: 42 Tech Solutions. \$5,558.68 of this total was for the new server with auto reboot. Legal fees in the amount of \$1,012.50 were paid to Ancel Glink for the MOU review. A bill from World Security for \$350.00 was for the annual fire alarm inspection. \$1,231.06 was paid to Blue Ribbon Electrical to replace ballasts and sockets. Repair bills include \$567.50 owed to Door Service Inc. for repairing the handicap accessible door motor and \$800.00 owed to NIR Roof Care for repairing a leak in the staff area. The October bills totaling \$13,687.64 were approved for payment on a motion by Jessica Reuter, which was seconded by Kelly Wood. Motion carried.

Citizens Comments: None

Review Financial Reports: Karen Sutera presented a summary of the October 2022 financial reports. The second installment of property tax revenue was received in September, and 98% of the budgeted amount has been received overall. A money market account was opened at Sauk Valley Bank to hold the library's capital reserve funds and project loan. The money market account funds of \$60,000 were charged to the "Infrastructure/Land Acquisition" expenditure line. This amount is \$10,000 more than the \$50,000 that was budgeted for. The Fines, Diggins, Head Librarian, and Illinois Funds accounts have positive balances.

Committee Reports: Technology Committee: No meeting. Friends of the Library: Planned the military and history used book sale and decided on a speaker for next year's tea party.

Librarian's Report: Karen Sutera presented the librarian's report for October 2022. The StoryWalk featured 14 scarecrows created by Harvard organizations like the Harvard Historical Society and Cub Scout Pack 171. Visitors voted for their favorite scarecrows, and one was declared the winner on Saturday, October 22. Due to their popularity, the scarecrows will grace the StoryWalk again next year. On Tuesday, October 18, Karen joined youth librarians from the Crystal Lake and Woodstock libraries to give a presentation about the Library Lover's Expedition at the Illinois Library Association Conference. The motor on the exhaust fan over the women's restroom burned out. Northern Mechanical ordered a replacement that is covered by the warranty, so the library will be charged only for labor costs. The food pantry in the foyer has been difficult to keep stocked.

Old Business:

Bathroom and Flooring Capital Project Update: The board reviewed what has been completed and the next steps in the capital project. The board decided to have a contractor manage the project instead of an architect for financial reasons. The contractor will provide pricing for the project, which will be reviewed at either the November meeting or a special meeting in December. The contractor does not want to start the project until he has all the required supplies, so the bathrooms will not have to be closed longer than necessary.

MOU with City of Harvard: The board reviewed the recommended changes to the MOU provided by Julie Tappendorf of Ancel Glink. The library attorney asked whether the city owns the library property. If the city owns the property, more content must be added to the MOU. A deed search is in process to determine

ownership of the property. Questions about the library's major capital projects and utilities were also raised. The board will make a motion on the document when these questions are answered.

New Business:

Review proposed Investment Policy: The board reviewed the library's proposed Investment Policy. Lisa Haderlein made a motion to approve the Investment Policy as presented, which Heather Kriete seconded. Motion Carried.

Review quote to replace insulation on HVAC piping: The board reviewed a quote from Northern Mechanical for a total cost of \$3,745.14 to replace insulation on the HVAC piping on the library's exterior. Heather Kriete made a motion to approve the quote, which Jessica Reuter seconded. Motion Carried.

Discussion regarding closing the access road between the Library and Pool: The board discussed how to approach closing the access road between the library and the pool. The City Administrator asserted that the City of Harvard will not spend any money to block the access road. Therefore, the library is responsible for any costs required to close the road including signs and the necessary equipment to move the concrete blocks. The board acknowledged that the community must receive plenty of notice regarding the road closure. Residents will be notified in the newsletter accompanying the December 2022 water bill. Sawhorses were suggested to block the road as an indication to the community that it will permanently close. The project is scheduled for early winter, and the estimated date of the road closure is February 1.

With no further business to discuss, the meeting was adjourned at 8:15 PM via a motion by Lisa Haderlein that was seconded by Heather Kriete and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary