

HARVARD CITY LIBRARY BOARD MINUTES

January 19, 2023

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

Meeting Minutes: The minutes for the November and December 2022 meetings were presented for approval. With no changes needed, a motion was made by Kelly Wood to approve the minutes as presented, which was seconded by Jessica Reuter. Motion carried.

Review and Approval of Bills: The bills for January 2023 were presented by Karen Sutera. The City Library Bills were normal except for \$2,600.00 owed to NIR Roof Care for quarterly roof inspections for 2023. The January City Library Bills totaling \$5,556.92 were approved for payment on a motion by Lisa Haderlein, which was seconded by Kelly Wood. Motion carried. Karen Sutera also presented the January bills for the FY 22/23 Library Renovation Project. \$9,000.00 was owed to StudioGC for architectural consulting. Heather Kriete made a motion to approve the January Library Renovation Project bills totaling \$9,000.00, which was seconded by Kelly Wood. Motion Carried.

Citizens Comments: None

Review Financial Reports: Karen Sutera presented a summary of the January 2023 financial reports. The ending balances of the City Tax Revenue and Capital Reserve Money Market accounts were different between the City financial reports and QuickBooks financial reports. This difference was caused by journal entries requested by the library's auditors and transactions that occurred while the Monkey Market account was being set up. Karen is working with the auditors to revise the journal entries so the two reports balance correctly. \$300.00 was withdrawn on 11/22/22 from the Diggins Fund to repair a stone plinth on the veteran's memorial. The \$1,045.00 paid out of the Diggins Fund on 12/20/22 for quarterly fish maintenance reflects a price increase. The balances of the Fines, Diggins, Head Librarian, and Illinois Funds accounts were positive.

Committee Reports: Technology Committee: No meeting. Friends of the Library: The Winter Fun-derland event has been canceled due to the library's renovations. They are focusing on this year's tea party.

Librarian's Report: Karen Sutera presented the librarian's report for January 2023. Due to the renovations, all library cards originally expiring in February and early March now have an expiration date of March 13. Material delivery through RAILS has stopped and will resume on March 1. Access to the library's digital collection remains available. The renovations will not prevent the library from participating in this year's Library Lovers Expedition. The Friends of the Library's Winter Fun-derland will be rescheduled for next year. The Diggins Fund has allocated \$25,000 for new meeting and study room furniture. Karen has requested pricing for this furniture from Library Furniture International. Karen emailed public works to request road closure signs.

Old Business:

Bathroom and Flooring Capital Project Update: The board reviewed the status of the renovation project. Our library's patrons can still place holds, but they will have to choose a different library as a pick-up location. The wall and floor tiles were on backorder as of the date of the January meeting. Once the flooring project has been completed, the library staff may be able to resume curbside pickup and RAILS deliveries.

New Business:

Approve Harvard Garden Club request to host plant/craft sale on May 20, 2023: The board reviewed a request from the Harvard Garden Club and Village Quilters to use the library plaza for their annual plant and craft sale on Saturday, May 20, 2023. Since the board had no objections, Jessica Reuter made a motion to approve the request from the Harvard Garden Club, which Kelly Wood seconded. Motion Carried.

First Review – FY 23/24 Combined Budget worksheet: The board reviewed a draft of the FY 23/24 combined budget, which includes the \$25,000 from the Diggins Fund for new furniture. The amount for salary and wages reflects a 5% increase, and the \$52,000 Capital Reserve has been adjusted for inflation. The amount for phone and internet expenses has decreased. The budget also includes funds for a Library of Things, which is a collection of useful items not normally loaned by libraries such as electronics and craft supplies.

With no further business to discuss, the meeting was adjourned at 8:01 PM via a motion by Trent Bruha that was seconded by Lisa Haderlein and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary