

HARVARD CITY LIBRARY BOARD MINUTES

February 23, 2023

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

Meeting Minutes: The minutes for the January 2023 meeting were presented for approval. With no changes needed, a motion was made by Cindy Reese to approve the minutes as presented, which Kelly Wood seconded. Motion carried.

Review and Approval of Bills: The bills for February 2023 were presented by Karen Sutera. The City Library Bills were normal except for \$2,184.44 owed to Woodstock Woodworks & Studio to repair and refurbish the library's grandfather clock. The February City Library Bills totaling \$8,382.81 were approved for payment on a motion by Lisa Haderlein, which Trent Bruha seconded. Motion carried. Karen Sutera also presented the February 2023 bills for the FY 22/23 Library Renovation Project. A balance of \$137,880.00 was due to Orbis Construction for the work they completed as of February 14, 2023. Lisa Haderlein made a motion to approve the February Library Renovation bills totaling \$137,880.00, which Cindy Reese seconded. Motion Carried.

Citizens Comments: None

Review Financial Reports: Karen Sutera presented a summary of the February 2023 financial reports. Additional replacement tax totaling \$7,000.00 was received in January, which caused the year-to-date replacement tax revenue balance to be \$15,000.00 over budget. The first installment of property tax revenue will not be received until three months after the February bills have been paid. The library will need \$150,000.00 on hand to pay three months of expenses until the first installment of property tax revenue is received. Subtracting three-months' worth of expenses from the February cash on hand brings the balance to \$189,000.00. Karen is continuing to work with the auditor to ensure that the library's books balance to the City's books. \$250.00 was paid out of the Fines Account to McHenry County Living to advertise the Library Lovers Expedition. The library will receive reimbursement for this marketing cost from other libraries involved with the Library Lovers Expedition.

Committee Reports: Technology Committee: No meeting. Friends of the Library: Working on the Spring Tea Party that will be held on Sunday, April 30.

Librarian's Report: Karen Sutera presented the librarian's report for February 2023. Karen obtained quotes for new meeting and study room tables and chairs from Library Furniture International. Tickets for the Spring Tea Party fundraiser on Sunday, April 30 have been on sale since January. Ticket sales stopped in February due to the library's renovations but will resume in March when the library reopens. The Friends of the Library agreed to fund a board game collection and a Library of Things. Twenty board games will be available for checkout in March. A seed library featuring various flower and vegetable seeds will also be available to patrons. Karen met with the new City Administrator Lou Leone and discussed the library and the MOU.

Old Business:

Bathroom and Flooring Capital Project Update: The board members took a tour of the library to review the renovations, which they were pleased with. Karen discussed possibly relocating the art in the Burbank Meeting Room to another location in the library such as the local history section. The board will discuss removing items from the library such as the piano in the Burbank Meeting Room at a future meeting. The board also reviewed the contract price for material and labor from Celtic Commercial Painting LLC to paint and repair the library's ceilings and walls as needed. Lisa Haderlein made a motion to approve the payment of \$3,950.00 to Celtic Commercial Painting LLC, which Cindy Reese seconded. Motion Carried.

FY 23/24 Combined Budget Worksheet: The board reviewed the FY 23/24 combined budget. The amount for salary and wages reflects a 5% increase from \$183,000.00 to \$189,500.00. The amount for phone and internet expenses has decreased from \$19,000.00 to \$10,000.00 due to the library switching to voice over IP. The Capital Reserve increased from \$50,000.00 to \$52,000.00 due to inflation. Cindy Reese made a motion to approve the FY 23/24 combined budget, which Lisa Haderlein seconded. Motion Carried.

MOU with the City of Harvard: The board reviewed the most recent version of the MOU with the City of Harvard. The "Termination" section under "General Provisions" was revised to state that in the event of a default, the defaulting party must be provided ninety days to remedy the default. The document was also changed to say that either party may terminate the MOU without cause with ninety-day notice if termination of the MOU is approved by 2/3 of that party's legislative body at a properly held meeting. Cindy Reese made a motion to approve the current version of the MOU, which Kelly Wood seconded. Motion Carried.

New Business:

Review meeting and study room furniture quote: The board reviewed an initial quote from Library Furniture International for new tables and chairs for the meeting and study rooms. The Diggins Trust has agreed to purchase this furniture. The quote includes funds for 60" by 30" Pirouette Nesting Tables for the meeting and large study rooms and 48" by 36" tables for the small study room. The total cost is currently estimated to be approximately \$27,000.00.

Discuss expanding Cards for Kids program for summer reading: The board discussed expanding the current Cards for Kids program to all qualified non-resident CUSD 50 and homeschooled students for the 2023 summer reading program. As of the date of the February 2023 meeting, 4 cards have been issued as part of the Cards for Kids program, and two of them have been actively used. The program allows students who qualify for free and reduced lunch to obtain a library card for free even if they live in an unserved area. All CUSD 50 students currently qualify for free and reduced lunch. The board thought it was a good idea to expand the Cards for Kids program so more students can participate in the summer reading program. Karen Sutura will put together a formal proposal for approval.

With no further business to discuss, the meeting was adjourned at 8:45 PM via a motion by Lisa Haderlein that was seconded by Michelle Faler and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary