

HARVARD CITY LIBRARY BOARD MINUTES

March 16, 2023

Call to Order: The meeting was called to order at 7:01 PM by President Ann Almgren. Also present were board members Trent Bruha, Lisa Haderlein, Cindy Reese, Jessica Reuter, Michelle Faler, and Library Director Karen Sutera.

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

Review and Approval of Bills: The bills for March 2023 were presented by Karen Sutera. The City Library Bills included \$1,746.61 from Hartwig Plumbing for repairs to the staff bathroom toilet and a new sink installation. Another repair bill was due to NIR Roof Care for fixing a roof leak over the kids' area. \$1,243.53 was owed to PremiStar for a quarterly filter change (Approximately half of the amount owed was for the filter, and the other half was for labor.) A bill from Peerless for \$685.56 was for the library's telephone service. AT&T was left off due to a contract issue. The March City Library Bills totaling \$5,100.70 were approved for payment on a motion by Lisa Haderlein, which was seconded by Jessica Reuter. Motion carried. Karen Sutera also presented the March 2023 payables for the FY 22/23 Library Renovation Project, which is the last outstanding bill for this project. A balance of \$91,920.00 was due to Orbis Construction for the work they completed as of March 1, 2023. Lisa Haderlein made a motion to approve the March Library Renovation Project bills totaling \$91,920.00, which Trent Bruha seconded. Motion Carried.

Citizens Comments: None

Review Financial Reports: Karen Sutera presented a summary of the March 2023 financial reports. The end of the fiscal year was near as of the date of the March meeting.

Committee Reports: Technology Committee: No meeting. Friends of the Library: The Spring Tea Party on Sunday, April 30 is almost sold out, so a larger room may be booked for the event so more tickets can be sold.

Librarian's Report: Karen Sutera presented the librarian's report for March 2023. The library reopened on March 1, and patrons have provided positive feedback regarding the renovations. The new seed library has been doing well. At least 25 residents have checked out seeds, and 113 seed packets have been distributed to gardeners in Harvard, Marengo, Woodstock, and Johnsburg as of March 11. The Harvard Diggins Library is one of six McHenry County libraries with a seed library. The MOU with the City of Harvard was approved by the Harvard City Council at their February meeting and was signed by City Library Board President Ann Almgren at the March library board meeting. Over 1,700 people are visiting all 13 participating libraries during the Library Lovers Expedition.

Old Business:

Bathroom and Flooring Capital Project Update: The board reviewed the status of the renovation project as of the date of the March meeting. The board members were satisfied with the results of the project and did not have any questions or concerns. There was a refund of \$2,169.00 from Orbis Construction.

New Business:

Review quote for enhanced audio/visual technology for Burbank meeting room: The board reviewed a quote for upgrading the Burbank meeting room's audio/visual technology from Cutting Edge Communications, which is the same company who installed the AV equipment at Harvard's City Hall. The upgraded equipment in the quote includes an Optoma UHD38 4K Projector, Wireless HDMI Transmitter and Receiver, and a locking cabinet for the AV equipment. The pull-down screen in the meeting room will remain for now, but the space-consuming computer desk will be removed. Board member Jessica Reuter inquired whether the existing

screen could handle the 4K projector. The board also questioned whether there would be audio lag with the HDMI Transmitter. The board agreed that answers must be received from Cutting Edge Communications regarding the screen and audio lag concerns before the quote totaling \$5,515.00 can be approved.

Review list of furniture to declare as surplus: The board reviewed a list of items in the library to declare as surplus for appropriate disposal. A family was interested in taking the piano in the Burbank meeting room. If they do not take the piano, it may be donated to a CUSD50 school or sold for the best offer. The map cabinet will be donated to the Greater Harvard Area Historical Society. One of the library's card catalog cabinets is being used for the seed library, but the other one will either be sold for the best offer or donated to a local library for use as a seed library. (The Crystal Lake library is considering starting a seed library.) Other items on the list include a three-part wood stage and upholstered armchairs, which will either be donated or sold for the best offer. Lisa Haderlein made a motion to approve the list as presented, which was seconded by Jessica Reuter. Motion Carried.

Discuss expanding Cards for Kids program for summer reading: The library currently participates in the Cards for Kids program based on application. The board discussed expanding the program to all qualified non-resident CUSD50 students for the 2023 summer reading program. It was decided that no formal motion was needed to approve expanding the Cards for Kids program for summer reading. The board will monitor the progress of the program's expansion during the summer reading program and proceed accordingly.

With no further business to discuss, the meeting was adjourned at 7:57 PM via a motion by Lisa Haderlein that was seconded by Trent Bruha and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary