

HARVARD CITY LIBRARY BOARD MINUTES

April 20, 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, Jessica Reuter, Heather Kriete, Kelly Wood, Michelle Faler, and Library Director Karen Sutera.

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

Review and Approval of Bills: The bills for April 2023 were presented by Karen Sutera. They were normal for the most part except for the \$2,081.04 owed to Johnson Controls for replacing the battery on the fire alarm panel and semi-annual security maintenance. AT&T was left off the City Library Bills again due to a contract issue. Karen was attempting to determine the pricing for increased bandwidth. The AT&T invoice should return on the list of May bills. The April 2023 City Library Bills totaling \$3,894.63 were approved for payment on a motion by Trent Bruha, which was seconded by Kelly Wood. Motion carried.

Citizens Comments: None

Review Financial Reports: Karen Sutera presented a summary of the April 2023 financial reports. Additional replacement tax totaling \$3,500.00 was received in March. There were three pay periods in March, which resulted in a higher salary expense than usual, but salaries are still within budget. All the 2023 renovation bills have been paid, and the renovation line of credit will be converted to a regular loan. \$338.80 was withdrawn from the Head Librarian funds to pay for a new staff chair for the circulation desk.

Committee Reports: Technology Committee: No meeting. Friends of the Library: 133 tickets had been sold for The Spring Tea Party on Sunday, April 30 as of the date of the April meeting.

Librarian's Report: Karen Sutera presented the librarian's report for April 2023. The Library Lovers Expedition ended on March 31 and was a success and will most likely happen again next year. The seed library has been doing well with about 35 people from across McHenry County taking seeds. Karen presented the quote from LFI for the meeting and study room furniture to the Diggins board, and they requested additional quotes that will be obtained before their May meeting. Karen obtained quotes for new interior and exterior security cameras from Johnson Controls, and a quote from Verkada for the cameras was pending as of the April meeting. The library staff was considering entering the Milk Days parade and was seeking a pick-up truck to use during the parade. Welcome packets with chip clips, bookmarks, and flyers have been put together for individuals who sign up for a library card. City Administrator Lou Leone invited the library to participate in a department head meeting to discuss the possibility of Milk Days tickets being sold at the library due to limited space at City Hall. The Library Director and board had no objections if the Milk Days staff sells the tickets.

Old Business:

Review quote for enhanced audio/visual technology for Burbank meeting room: The board reviewed a quote from Cutting Edge Communications at the March meeting for upgrading the Burbank meeting room's audio/visual technology. The upgraded equipment in the quote includes an Optima UHD38 4K Projector, Wireless HDMI Transmitter and Receiver, and a locking cabinet for the AV equipment. Before the board could approve the quote, some questions needed to be answered. Cutting Edge Communications is confident that the existing pull-down screen in the Burbank meeting room will be adequate for the 4K projector. Cutting Edge Communications also did not think there would be audio lag with the HDMI Transmitter. Since the board was satisfied with Cutting Edge Communications' answers, Lisa Haderlein made a motion to approve the quote totaling \$5,515.00, which Trent Bruha seconded. Motion Carried.

New Business:

Approve delayed opening on Friday, May 19 for staff training: The board reviewed a request to open the library at 12 PM on Friday, May 19 so the library staff can complete CPR, AED, and first aid training. While Heather Kriete made a motion to approve this request that Kelly Wood seconded, Karen Sutera informed the board via email on April 27 that this training will have to be rescheduled for a later date. The library will be open during its regular hours on May 19, and the training will be rescheduled for August or September so it does not take place during the busy summer months.

Paid time off for part time staff: The board discussed recent Illinois legislation that requires all part-time employees to get paid time off. These part-time employees are now entitled to one hour of PTO for every 40 hours they work. Karen Sutera recommended that the library use a front-loaded or a “use-it-or-lose-it” PTO policy, which means that PTO not used by the end of the year would not be carried into the following year. The PTO will be calculated based on an estimate of how many hours the part-time employees will work plus five hours. The board agreed with Karen’s approach to administering this new PTO policy for part-time staff.

Review Meeting Room and Study Room policies: The board reviewed updates to the Meeting Room and Study Room policies, which were separated into two policies. The board agreed that the reservation fees for the Burbank meeting room were fair. In the “General Rules for Use” section of the Meeting Room policy, board member Trent Bruha suggested that a specific fee amount should be listed for not keeping the room in reasonable order. Karen Sutera suggested that the fee for not properly cleaning the room should be \$100.00, and the board agreed that this amount was appropriate. Lisa Haderlein made a motion to approve the Meeting Room and Study Room policies as presented, which Jessica Reuter seconded. Motion Carried.

With no further business to discuss, the meeting was adjourned at 8:03 PM via a motion by Trent Bruha that was seconded by Kelly Wood and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary