

# HARVARD CITY LIBRARY BOARD MINUTES

May 18, 2023

**Call to Order:** The meeting was called to order at 7:03 PM by President Ann Almgren. Also present were board members Trent Bruha, Lisa Haderlein, Heather Kriete, Kelly Wood, Michelle Faler, and Library Director Karen Sutera.

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

**Review and Approval of Bills:** The bills for May 2023 were presented by Karen Sutera. AT&T returned to the City Library Bills after a contract issue with an estimated fiber circuit bill of \$1,000.00. The bill for \$2,757.50 from Cutting Edge Communication was for the deposit on the A/V upgrade to the Burbank meeting room. This amount was paid before the May City library board meeting to order supplies because the board approved the A/V upgrade project at the April 2023 meeting. \$1,179.98 was owed to Sauk Valley Bank for the interest on the line of credit to date, which was due because the line of credit was converted to a regular loan. The May 2023 City Library Bills totaling \$6,917.19 were approved for payment on a motion by Lisa Haderlein, which was seconded by Heather Kriete. Motion carried.

**Citizens Comments:** None

**Review Financial Reports:** Karen Sutera presented a summary of the May 2023 financial reports. We had reached the end of the fiscal year, and the end balance as of April 30, 2023, was \$270,255.52. The replacement tax received exceeded what was budgeted for. The quarterly consortia fee of \$2,949.25 was paid to PrairieCat. \$652.69 was withdrawn to pay the fee for the five Wi-Fi hotspots and five additional hotspots that were recently received by the library. \$375.00 was paid to RAILS for the Creativebug database.

**Committee Reports:** Technology Committee: No meeting. Friends of the Library: A meeting was held to discuss the results of the Spring Tea Party, which raised \$1,500.00. The date and speaker for next year's Spring Tea Party have been determined.

**Librarian's Report:** Karen Sutera presented the librarian's report for May 2023. The summer reading program was the main focus of the library staff as of the date of the May City library board meeting. Early registration for the summer reading program began May 22. Karen presented meeting and study room furniture quotes to the Diggins board at their May meeting. The furniture project will be divided into two parts that will be presented for review at the August board meeting. The new A/V equipment was scheduled to be installed in the Burbank meeting room on May 18, and the plant sale was scheduled to take place on May 20. As of the date of the May City library board meeting, Karen received one quote from Johnson Controls and one from Monarch for new security cameras. When all requested quotes are received, they will be presented to the City Library board for review. The analog security cameras will be replaced with digital ones, and 6 new cameras will be added.

## **Old Business:**

While it was not official business, a City library board member inquired about the status of the closure of the access road at the library. Karen Sutera informed the board that the project was currently on hold.

## **New Business:**

*First review: Proposed changes to Personnel Handbook re: paid time off for part-time staff:* The City library board reviewed proposed changes to the Personnel Handbook to incorporate the definition of paid time off for part-time staff. The board decided that the PTO for part-time workers should be calculated so that it is based on the number of years worked, and the PTO maxes out at a certain number of years. The board and Library Director agreed that part-time workers would receive two weeks of paid time off based on their scheduled

hours worked each week. (Ex. If a part-time employee works 20 hours per week, their week of PTO would equal 20 hours.) When a part-time employee reaches 5 years of service, their PTO increases to three weeks, which would be the maximum amount they can receive. Paid time off may not be carried over. Karen Sutera will revise the section of the Personnel Handbook regarding paid time off for part-time staff and present these changes for approval at the June 2023 board meeting.

With no further business to discuss, the meeting was adjourned at 7:49 PM via a motion by Lisa Haderlein that was seconded by Heather Kriete and carried unanimously.

Respectfully Submitted,  
Michelle Faler, Secretary