

HARVARD CITY LIBRARY BOARD MINUTES

June 15, 2023

Call to Order: The meeting was called to order at 7:03 PM by President Ann Almgren. Also present were board members Lisa Haderlein, Heather Kriete, Cindy Reese, Jessica Reuter, Michelle Faler, and Library Director Karen Sutera.

Meeting Minutes: The minutes for the May 2023 meeting were presented for approval. With no changes needed, Lisa Haderlein made a motion to approve the minutes as presented, which Heather Kriete seconded. Motion carried.

Review and Approval of Bills: The bills for June 2023 were presented by Karen Sutera. There is still an estimated bill from AT&T for \$1,000.00; Karen is working on getting a corrected invoice. The \$800.00 dollars due to Building Automation is for the annual HVAC modem access fee. There was another bill from Cutting Edge Communications for \$2,757.50, which is the other half due for the A/V upgrade. A total of \$2,216.00 was due to Premistar; \$1,583.00 of this amount was for quarterly preventative maintenance, and \$633.00 was for a service call on June 1. The first construction loan payment in the amount of \$25,829.49 was owed to Sauk Valley Bank. The June 2023 City Library Bills totaling \$34,464.49 were approved for payment on a motion by Heather Kriete, which Jessica Reuter seconded. Motion carried.

Citizens Comments: None

Review Financial Reports: Karen Sutera presented a summary of the June 2023 financial reports. As of the date of the June board meeting, we were near the beginning of the 23/24 fiscal year. According to the monthly balance report, the end balance as of May 31, 2023, was 260,565.13 with the capital reserve subtracted.

Committee Reports: Technology Committee: No meeting. Friends of the Library: No meeting as of the date of the June 15 City Library Board meeting. Their next meeting was planned for July 8.

Librarian's Report: Karen Sutera presented the librarian's report for June 2023. The summer reading program was off to a great start. As of June 10, 2023, 234 individuals of all ages were registered for the program. Flyers were sent to the schools to generate interest in the summer reading program. As of the date of the June City Library Board meeting, 17 non-resident library cards were issued for summer reading as part of the expanded Cards 4 Kids program. The new A/V equipment installed in the Burbank meeting room by Cutting Edge Communications has been working well. Youth Services Assistant Lauren Conklin submitted her resignation effective at the end of July. Custodian Dave DeSmedt also resigned. As of the date of the June board meeting, applications were being accepted for both positions. Premistar made a service call to the library because the heat was on in the kids' area instead of the air conditioning. The service technician cleaned the coils in the library's AHUs, but the problem of heat running instead of AC could not be duplicated during the service call. The issue will be monitored, and another service call will be requested if required.

Old Business:

Second Review: Proposed changes to Personnel Handbook regarding paid time off for part-time staff: The board reviewed proposed changes to the Personnel Handbook regarding employee benefits. Changes and additions regarding part-time staff's paid time off were discussed by the board at the May meeting. Part-time staff are allowed paid time off based on their hours worked and years of service at the library. The amount of paid time off is calculated based on the part-time staff member's hours worked per week. Part-time staff can start taking paid time off after their 90-day probationary period. Requests for paid time off must be submitted at least seven days in advance to the Library Director. Paid time off cannot be carried over. Heather Kriete made a motion to approve the proposed changes to the Personnel Handbook as presented, which Lisa Haderlein seconded. Motion carried.

New Business:

First review: Quotes for security camera upgrade: The board reviewed quotes for replacing the library's antiquated security camera system, which does not adequately monitor interior and exterior areas of the library. The quotes were obtained from four companies: Cutting Edge Communications (The company responsible for the recent A/V equipment upgrade in the Burbank meeting room.), Johnson Controls (The company that installed the library's current security camera system), PC Tech 2U, and Monarch, which is offering the Verkada license and cameras. The Verkada cameras are currently being used by Harvard CUSD 50 and have been referred to as "The Cadillac of Cameras" due to their quality and price. The board agreed that the library should invest in a cloud-based security camera system, which the Verkada camera system is. The board had concerns regarding Johnson Controls' \$4,199 annual fee for the lease and maintenance of the security equipment. The quote from Cutting Edge Communications states that the equipment will be installed and maintained for free for one year. The board inquired what their maintenance charge would be after one year. The goal is for the board to approve one of the quotes at the July meeting so the new cameras can be installed in August when library attendance is low due to the end of the summer reading program and the beginning of the school year.

With no further business to discuss, the meeting was adjourned at 8:05 PM via a motion by Jessica Reuter that was seconded by Heather Kriete and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary