

HARVARD CITY LIBRARY BOARD MINUTES

July 20, 2023

Call to Order: The meeting was called to order at 7:04 PM by President Ann Almgren. Also present were board members Lisa Haderlein, Heather Kriete, Jessica Reuter, Trent Bruha, Michelle Faler, and Library Director Karen Sutera.

Meeting Minutes: The minutes for the June 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.

Citizens Comments: None

Review and Approval of Bills: The bills for July 2023 were presented by Karen Sutera. As of the date of the July meeting, Karen had not received a corrected invoice from AT&T, so AT&T was left off the July 2023 bills. \$600.00 was owed to 42 Tech Solutions for monthly tech support. The bill for \$198.00 from Sensource was for the library's annual door counter hosting service. A total of \$1,954.55 was due to Premistar; \$987.00 of this amount was for the quarterly filter change, and the other \$967.55 was owed for a service call on June 23. This service call resolved the problem of the heat being on in the kids' area instead of the air conditioning, which was discussed at the June 2023 City Library Board meeting. The July 2023 City Library Bills totaling \$4,646.59 were approved for payment on a motion by Jessica Reuter, which Trent Bruha seconded. Motion carried.

Review Financial Reports: Karen Sutera presented a summary of the July 2023 financial reports. The property tax revenue received in June was incorrect on the June 2023 Revenue and Expenditure Report. A problem with the rate distribution at the county level caused the error. While this issue has been remedied, the property tax amount listed on the June Revenue and Expenditure Report is \$102,101.80, which is only half of the total property tax due to the library. The full amount will be accurately reflected in the July 2023 Revenue and Expenditure Report. A check was cut in June for \$2,757.50 to pay the remaining balance due to Cutting Edge Communications for the A/V upgrade in the Burbank meeting room. Two payments were made to Sauk Valley Bank: one was for \$1,179.98 for the interest due on the construction loan, and the other was for \$25,829.49, which is the first renovation loan payment.

Committee Reports: Technology Committee: No meeting. Friends of the Library: They changed the program for next year's Spring Tea Party to the history of Barbie. They are also planning on getting book sales ready.

Librarian's Report: Karen Sutera presented the librarian's report for July 2023. Registration for the summer reading program closed on June 30. The program's attendance was strong, and 297 readers of all ages participated. The summer reading program ended on July 29 with a bowling party for the teens and a pool party for the kids who met their reading goals. Tegan Beese was hired to replace Lauren Conklin, who submitted her resignation to return to teaching full time. Tegan was scheduled to begin work on July 25. Harvard Nursery cleaned the StoryWalk; a private donor paid for the cleanup. As of the date of the July City Library Board meeting, there was one applicant for the janitor position that Karen was going to interview. Karen was also planning to get quotes for snow removal.

Old Business:

Second review: Quotes for security camera upgrade: The board reviewed quotes from Cutting Edge Communications, Johnson Controls, PCTech2U, and Monarch for replacing the library's current security cameras. The board agreed at the June meeting that it would be best for the library to invest in a cloud-based security camera system. Monarch's Verkada camera system is cloud-based with 30 days of storage retention while the systems offered by the other three companies have recorders instead of cloud-based technology. The quote from Monarch includes a 3-year camera license and a 10-year hardware warranty. Monarch also reduced the installation and camera costs. Overall, the board was impressed with Monarch's customer service,

discount, and cloud-based technology. However, the cost of a new security camera system was much higher than expected and may negatively impact the maintenance budget, so money may have to be moved over by the end of the fiscal year. But the board agreed that the high cost of the Verkada camera system was justified due to its high quality and that the Capital Reserve is in place for such expenses. Heather Kriete made a motion to approve the quote from Monarch for the Verkada camera system, which was seconded by Lisa Haderlein. Motion carried.

New Business:

Library Wish List: The board reviewed an updated wish list of items for possible purchase or donation. The current wish list includes new tables and chairs for the study rooms and Burbank meeting room, which are pending approval from the Diggins Board. Other items on the list are new furniture for the kids' area, which there is a high need for, and smaller tables for the kids' literacy computers. Lockers for holds pick-up are also on the wish list. These lockers would be placed in front of the library and would allow patrons to pick up their holds at any time even when the library is closed. The board had no objections to the wish list as presented. No motion was required to approve the wish list.

With no further business to discuss, the meeting was adjourned at 8:08 PM via a motion by Lisa Haderlein that was seconded by Heather Kriete and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary