

HARVARD CITY LIBRARY BOARD MINUTES

September 21, 2023

Call to Order: The meeting was called to order at 6:58 PM by President Ann Almgren. Also present were board members Cindy Reese, Lisa Haderlein, Heather Kriete, Jessica Reuter, Trent Bruha, Michelle Faler, and Library Director Karen Sutera.

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

Citizens Comments: None

Review and Approval of Bills: The bills for August 2023 were presented by Karen Sutera. While the August bills were paid, a formal motion to approve them was still required. The ongoing issue with AT&T was resolved because the correct rate for the fiber line was received. \$2,190.90 was owed to AT&T for six months of the contract price. \$975.00 was owed to Expert Window Cleaning for the library's annual window cleaning, and \$160.75 was paid to Kirchner, Inc. for the annual fire extinguisher inspection. The bill totaling \$22,475.48 from Monarch was for seventeen security cameras and a three-year license for the cameras; this purchase was approved at the July City Library Board meeting. The September 2023 bills were also presented for approval. A bill for \$600.00 from 42 Tech Solutions was for the library's monthly tech support. \$1,573.00 was owed to Harvard Glass and Mirror to replace a broken windowpane. Karen is seeking reimbursement from the City Administrator for this amount because the window broke due to mowing that the City was responsible for. World Security & Control billed \$750.00 to replace the fire alarm battery. Both the August 2023 City Library Bills totaling \$25,406.53 and the September 2023 bills totaling \$5,206.39 were approved for payment on a motion by Lisa Haderlein, which Trent Bruha seconded. Motion carried.

Review Financial Reports: Karen Sutera presented a summary of the September 2023 financial reports. The property tax revenue on the City financial reports continues to be lower than it should be because of an error with the rates used to calculate the library's share of the property tax revenue. Karen is working to ensure that all revenue levied on behalf of the library is received in full by the end of FY 23/24. The capital reserve from FY 22/23 was intended to be transferred from the City account to the Sauk Valley Bank money market account in September. This transfer was on hold due to the problem regarding the property tax revenue. A check was cut in August for \$59.73 to pay J's Lanes for the summer reading bowling party, and the Harvard Pool was paid \$225.00 for the balance due on the pool party.

Committee Reports: Technology Committee: No meeting. Friends of the Library: No updates as of the September 2023 meeting.

Librarian's Report: Karen Sutera presented the librarian's report for August and September 2023. The summer reading program ended on July 28 with a bowling party for teens and a pool party for younger readers. Tegan Beese, who began working at the library on July 25 in youth services, resigned to take a position at Jefferson School. Harvard High School student Madison Morse was hired to work about 10 hours per week and will provide support for youth services and other departments. The Verkada security cameras were delivered to the library on August 3, and they were installed on August 31. They have been working well overall, but the entrance of the library is not covered by one of the cameras because its placement is intended to help fully cover the parking lot. The library staff will monitor the need for thorough coverage of the entrance to determine if an additional camera is necessary. New meeting and study room furniture was ordered on September 6. Delivery of the furniture is expected in approximately a month, and volunteers will be required to move it into the library. Karen intended to meet with City Administrator Lou Leone, Parks Superintendent Ryan Knopp, and Public Works Superintendent Rob Lamz on September 20 to discuss the closure of the access road between the library and the pool. This meeting will be rescheduled, and there was no new date for the

meeting as of the date of the September City Library Board meeting. The library was scheduled to close on September 29 to allow the staff to go to the PrairieCat Users Group training at Waubensee College in Sugar Grove. The StoryWalk was vandalized; someone drew on the acrylic frames with black permanent marker. Karen alerted Parks Superintendent Ryan Knopp about the damage and intended to file a police report to document the incident. Karen discussed with the board how bomb threats have recently impacted Illinois libraries. The Crystal Lake Public Library was the only library in McHenry County to receive threats as of the date of the September City Library Board meeting.

Old Business:

None

New Business:

First Review: Library Patron Code of Conduct Policy: The board reviewed a draft of the Patron Code of Conduct Policy. This policy outlines the expectations for individuals who visit the Harvard Diggins Library. The board suggested that vaping products should also be prohibited from the library along with smoking and smokeless tobacco. Since only a minor change was suggested, Heather Kriete made a motion to approve the Library Patron Code of Conduct Policy as presented, which was seconded by Jessica Reuter. Motion carried.

First Review: Security Camera Policy: The board reviewed a draft of the Security Camera Policy. Since no changes to the policy were necessary, Trent Bruha made a motion to approve the Security Camera Policy as presented, which Lisa Haderlein seconded. Motion carried.

With no further business to discuss, the meeting was adjourned at 7:59 PM via a motion by Heather Kriete that was seconded by Jessica Reuter and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary