

HARVARD CITY LIBRARY BOARD MINUTES

October 19, 2023

Call to Order: The meeting was called to order at 6:59 PM by President Ann Almgren. Also present were board members Lisa Haderlein, Heather Kriete, Kelly Wood, Trent Bruha, Michelle Faler, and Library Director Karen Sutera.

Meeting Minutes: The minutes for the September 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 Heather Kriete seconded. Motion carried.

Citizens Comments: None

Review and Approval of Bills: The bills for October 2023 were presented by Karen Sutera. \$1,229.79 was owed to 42 Tech Solutions for monthly tech support and the annual anti-virus license. The amount due to AT&T totaling \$954.28 includes both the normal monthly fiber circuit bill and the taxes that were not paid via the estimated bill. The AT&T bill should reflect an accurate amount going forward. The October 2023 City Library Bills totaling \$4,533.61 were approved for payment on a motion by Lisa Haderlein, which Kelly Wood seconded. Motion carried.

Review Financial Reports: Karen Sutera presented a summary of the October 2023 financial reports. The property tax revenue listed on the September City financial reports is closer to the budgeted amount than what was previously reflected on the reports. Additional revenue was anticipated to be received in October, and this ongoing issue with the property tax revenue is expected to resolve itself. The net revenue and expenses for the City account is reflected accurately this month between the City monthly balance report and the revenue and expense report. The FY 22/23 capital reserve was transferred to the money market account with Sauk Valley Bank in September, which increased the account balance to over \$110,000.00. The Diggins Trust paid a deposit in the amount of \$3,600.00 for new meeting and study room furniture. Karen is attempting to obtain reimbursement from the City Administrator for the \$1,573.00 it cost to replace the broken windowpane caused by the City's mowing, but she has not heard back as of the date of the October City Library Board meeting.

Committee Reports: Technology Committee: No meeting. Friends of the Library: Met in October. They planned on sorting book donations for the Military and History Used Book Sale. The members discussed details regarding the Spring Tea Party, and some will volunteer for the Dinosaur Christmas Party.

Librarian's Report: Karen Sutera presented the librarian's report for October 2023. The meeting room tables and chairs arrived and were being assembled, but the delivery of the study room furniture was pending as of the date of the October City Library Board meeting. Jeff Dahle was hired as custodian and began work on October 16. Alexandra Sanchez started working as a part-time Circulation Assistant on October 17. Four staff members attended the PrairieCat Users Group training at Waubensee College on September 29 where they expanded their knowledge on equity and diversity, non-resident services, managing controversial events, and PrairieCat's catalog updates. Two of the library's hotspots have not been returned despite their service being disabled. The borrowers of these hotspots have been sent overdue notices and turned over to collections. Karen received permission to work with the City Attorney to pursue legal action against the borrowers who have not returned the hotspots, which the City Library Board had no objections to. One of the hotspots was checked out via a child's library card because the parent could not get one. Hotspots will no longer be checked out via children's cards under any circumstances going forward. This year's scarecrow contest was popular, and the winner was scheduled to be announced on October 23. The library will participate in the Big Read sponsored by Illinois Humanities. Participants in this program will read and discuss two books about reconsidering the American dream over a four-month period with two discussion meetings for each book.

Old Business:

None

New Business:

Change City Library Board Meeting Time: The board briefly discussed changing the City Library Board meeting start time from 7 PM to 6 PM. Board member Heather Kriete suggested the earlier meeting time. While some board members stated that they had no issues with attending the meeting at an earlier time, some were concerned that they would not be able to arrive at the library by 6 PM. Since not all board members were present, the board agreed to table the discussion of this matter until the November meeting.

Furniture Disposal: The board discussed the disposal of the study room tables and chairs. Fifteen of the old meeting room chairs were given to the Public Works department, and the remaining chairs are going to be moved to the main library area to replace the wooden chairs. Karen planned to either sell the wooden chairs for a low price or offer them for free to community members, which the board had no objection to. There is a beautiful antique table from the old library that needs to be removed from the premises. Karen stated that she will reach out to the Harvard Historical Society regarding the table. Otherwise, it will be sold for a higher price than the wooden chairs. Overall, the board had no objections to Karen's plans for disposing of the old furniture.

Community Survey: The board discussed creating a community survey to gather input to help direct the library's future activities. Karen is concerned that the library may be a bit out of touch with the community because attendance for library events has not been very high overall. Therefore, Karen would like to distribute a community survey around the beginning of next year to get a better idea of community members' interests. Karen would also like to gain a stronger understanding of why certain people in the community do not use the library. The board discussed how the survey should be distributed and formatted. Some board members suggested that the survey have large open sections so people can provide thorough and meaningful feedback. The board agreed that the survey must be distributed in such a way that it is not easily ignored by the community and is convenient to complete.

With no further business to discuss, the meeting was adjourned at 8:15 PM via a motion by Heather Kriete that was seconded by Lisa Haderlein and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary