

HARVARD CITY LIBRARY BOARD MINUTES

November 16, 2023

Call to Order: The meeting was called to order at 7:00 PM by President Ann Almgren. Also present were board members Heather Kriete, Trent Bruha, Jessica Reuter, Michelle Faler, and Library Director Karen Sutera.

Meeting Minutes: The minutes for the October 2023 City Library Board meeting were presented for approval. With no changes needed, Heather Kriete 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 November 2023 were presented by Karen Sutera. \$820.00 was remitted to 42 Tech Solutions for both the cost of monthly tech support and a hard drive for AWE backup. The fiber circuit bill from AT&T for \$442.31 was for the regular monthly payment. \$2,011.54 was owed to Johnson Controls for burglar alarm monitoring. PrairieCat was paid \$948.00 for the PC app and self-check license. The November 2023 City Library Bills totaling \$6,090.21 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 November 2023 financial reports. The property tax listed on the Revenue and Expenditure Report for the period ending on 10/31/23 is much closer to the 2023-24 amended budget amount of \$425,000.00 than it was on previous reports. The YTD balance was \$422,404.87, which is approximately \$2,500.00 less than the budgeted amount. The Diggins Fund balance of \$8,094.20 was higher than normal due to the outstanding \$3,000.00 payment owed for the library's new furniture. Checks were cut to Simplova for \$3,693.58 and to Today's Classroom for \$11,358.80 for this new furniture. A \$50.00 deposit was paid to Forever Memories for the Dinosaur Christmas Party's photobooth.

Committee Reports: Technology Committee: No meeting. Friends of the Library: Working on the Spring Tea Party. Some members volunteered to go through book donations. They were also making donation baskets for the Dinosaur Christmas Party.

Librarian's Report: Karen Sutera presented the librarian's report for November 2023. The library staff was preparing for the Dinosaur Christmas Party that was scheduled to take place on Saturday, December 2 from 10:00 AM to 12:00 PM. 135 individuals registered for the party as of the date of the November City Library Board meeting. The tickets were capped at 150 with the possibility of the cap being raised to 165. The staff was prepared to let people who did not register in advance into the party. The new furniture was fully assembled. PrairieCat was in the process of being transitioned to a new catalog called Vega, which will simplify searching by combining all formats of an item into one display record. Patrons will also be able to directly download e-content from the new catalog. Vega was scheduled to be live by the end of November. The custodian that was hired in October resigned.

Old Business:

None

New Business:

Approve 2024 Meeting Dates: The board reviewed the 2024 City Library Board Meeting Schedule. All meetings will take place on the third Thursday of each month at 7 PM in the library's Burbank Meeting Room unless otherwise noted. There are ten meetings per year with no meetings scheduled for August or December unless it is deemed necessary to meet during those months. Heather Kriete made a motion to approve the 2024 meeting dates as presented, which Jessica Reuter seconded. Motion carried.

Furniture Disposal: The board discussed disposing of old library furniture by declaring it as surplus property. The City of Harvard will combine the old library furniture at auction once it is declared surplus. The board had no objections to Karen's plan for the disposal of the used and unneeded library furniture by declaring it as surplus property. No formal motion was made.

Appoint City Library Board Representative to Diggins Trust Board: The board discussed selecting a replacement for outgoing member Trent Bruha to represent the City Library Board on the Diggins Trust Board. The Diggins Trust Board's 2024 meeting dates are February 14, May 18, August 14, and November 13. The meetings take place at the library at 6 PM and last approximately less than one hour. The City Library Board Representative can vote and provide input at the Diggins Trust Board's meetings. City Library Board Members Jessica Reuter and Michelle Faler expressed interest in possibly representing the City Library Board at the meetings held by the Diggins Trust Board. The City Library Board does not need to formally appoint anyone to the Diggins Trust Board until February 2024.

First Review: FY 24/25 City Budget: The board reviewed the first draft of the City's portion of the FY 24/25 library budget. Some large maintenance projects for FY 24/25 include resealing the parking lot and curbing it at the end by the access road. Karen noted that large sums of money were not spent in FY 21/22 and 22/23, so she recommended that these unspent funds be moved to the monkey market reserve and used for replacing the parking lot in the summer of 2025 (FY 25/26) if possible. The City Library Board Members stated that they had no objections to the budget as presented so far.

Community Survey: The board was supposed to review a draft of questions for the survey and update as needed. However, this was tabled for a future meeting.

With no further business to discuss, the meeting was adjourned at 8:01 PM via a motion by Heather Kriete that was seconded by Trent Bruha and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary