

# HARVARD CITY LIBRARY BOARD MINUTES

January 18, 2024

**Call to Order:** The meeting was called to order at 7:01 PM by President Ann Almgren. Also present were board members Heather Kriete, Trent Bruha, Jessica Reuter, Lisa Haderlein, Michelle Faler, and Library Director Karen Sutera.

**Meeting Minutes:** The minutes for the November 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 Trent Bruha seconded. Motion carried.

**Citizens Comments:** Ivy Talaga attended the January meeting with an interest in becoming a City Library Board member with a specific intention of helping preserve the library's approximately one-hundred-year-old butterfly collection.

**Review and Approval of Bills:** The bills for December 2023 and January 2024 were presented by Karen Sutera. The December bills included the first payment due on the construction loan to Sauk Valley Bank, which totaled \$25,829.49. While the December bills were paid as of the date of the January City Library Board meeting, a formal motion to approve their payment was still required. In January, \$319.13 was paid to Odi's Woodshop Inc. for the completion of maintenance tasks that were on hold due to the library's vacant custodian position. The bill for \$1,250.00 from J. Sanchez Landscaping was for snowplowing. \$67.50 was owed to Weblinx for a design change to the library's website. Zoobean's bill for \$795.00 was for the subscription to Beanstack, which participants of the summer reading program and laid-back book club use to track their reading. The December 2023 City Library Bills totaling \$31,758.14 and January 2024 bills totaling \$6,974.28 were approved for payment on a motion by Lisa Haderlein, which Heather Kriete seconded. Motion carried.

**Review Financial Reports:** Karen Sutera presented a summary of the December 2023 and January 2024 financial reports. While reviewing the Revenue and Expenditure Report for the period ending in November 2023, Karen mentioned that money remaining at the end of the fiscal year was being moved into the City general fund. Karen and the City Library Board would not like this to happen going forward. Therefore, we will monitor our monthly balances and move any extra cash to the capital reserve money market at the end of the fiscal year. The year-to-date balance of the property tax revenue was \$438,162.98 as of December 31, 2023. We will not receive additional property tax revenue for the rest of the fiscal year.

**Committee Reports:** Technology Committee: No meeting. Friends of the Library: Working on the Spring Tea Party, which is scheduled for April 21. They were also organizing book donations as of the date of the January City Library Board meeting.

**Librarian's Report:** Karen Sutera presented the librarian's report for December 2023. The Dinosaur Christmas Party was very successful with over 120 people in attendance. Karen met with City of Harvard department heads to discuss closing the access road near the library. Barriers were put in to close the road, and a curb will be added to the east side of the library's parking lot. Karen also presented the librarian's report for January 2024. Karen interviewed a candidate for the maintenance position. She is debating whether it makes more sense to hire a maintenance staff member or to just contact Odi's Woodshop when projects and problems arise. The library will participate once again in the Library Lovers Expedition, which was scheduled to begin on February 1 as of the date of the January City Library Board meeting. Karen asked the board for permission to open the library at noon on Friday, March 15 so the library staff can complete hands-on CPR training. The board had no objections to Karen's request.

**Old Business:**

*Appoint City Library Board representative to the Diggins Trust Board:* The board discussed selecting a representative to replace Trent Bruha as the City Library Board's representative on the Diggins Trust Board. Board member Jessica Reuter expressed interest in serving on the Diggins Trust Board at the November and January meetings. Michelle Faler made a motion to approve the appointment of City Library Board member Jessica Reuter to the Diggins Trust Board, which was seconded by Lisa Haderlein. Motion carried.

**New Business:**

*Resignation letter of City Library Board member Cindy Reese:* The board reviewed the letter of resignation from City Library Board member Cindy Reese. The board accepted Cindy Reese's resignation with regret.

*Review and approve update to the Collection Development Policy:* The board reviewed changes to the library's Collection Development Policy to meet the requirements of PA 103-0100, which prevents book banning in Illinois libraries. This policy states that the Library Director or designated staff member has the final responsibility for library material selection per policies established by the City Library Board. The policy also states that library material "should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues." With no changes needed, Jessica Reuter made a motion to approve the Collection Development Policy as presented, which Trent Bruha seconded. Motion carried.

*Review and approve the Gift and Donation Policy:* The board reviewed the library's Gift and Donation Policy. As the board requested no required revisions, Lisa Haderlein made a motion to approve the Gift and Donation Policy as presented, which Jessica Reuter seconded. Motion carried.

*FY 24/25 Budget Review:* The board reviewed the first draft of the FY 24/25 library budget. Library Director Karen Sutera mentioned that the budgeted amount of \$200,000 for salary and wages may be affected by the lack of consistent employees in both maintenance and youth services. She also stated she would like to budget more for kids' programs due to their high turnout. Lisa Haderlein made a motion to approve the FY 24/25 library budget as presented, which was seconded by Heather Kriete. Motion carried.

With no further business to discuss, the meeting was adjourned at 8:23 PM via a motion by Jessica Reuter that was seconded by Trent Bruha and carried unanimously.

Respectfully Submitted,  
Michelle Faler, Secretary