

HARVARD CITY LIBRARY BOARD MINUTES

April 18, 2024

Call to Order: The meeting was called to order at 7:03 PM by President Ann Almgren. Also present were board members Heather Kriete, Michelle Faler, Jessica Reuter, John Lavallee, and Library Director Karen Sutera.

Meeting Minutes: The minutes for the March 2024 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 April 2024 were presented by Karen Sutera. \$500.00 was owed to J. Sanchez Landscaping for snow removal on February 24 and March 22. There was a bill from NIR Roof Care totaling \$4,240.00: \$840.00 of this amount was for the inspection of a leak in the shingled roof facing east, and the remaining amount of \$3,400.00 was the cost of repairing this leak with new plywood and shingles. The April 2024 bills totaling \$7,284.16 were approved for payment on a motion by Jessica Reuter, which Michelle Faler seconded. Motion carried.

Review Financial Reports: Karen Sutera presented a summary of the April 2024 financial reports. We are in good shape for the end of the fiscal year. Karen will work with the City of Harvard's Bookkeeper Deb Bejot to reallocate the budget before the end of the fiscal year. Regarding the check detail, \$44.99 was paid to the Moline Public Library for fines on late video games. If a fine is over \$10.00, the paid amount must be sent to the lending library.

Committee Reports: Technology Committee: No meeting. Friends of the Library: Preparing for the Spring Tea Party fundraiser on Sunday, April 21 with the Harvard Historical Society. As of the date of the April City Library Board meeting, 81 tickets were sold for the Spring Tea Party.

Librarian's Report: Karen Sutera presented the librarian's report for April 2024. The Library Lovers Expedition was incredibly successful with over 1,151 participants visiting the library in February and March. Harvard had 60 registered participants, and 17 completed the expedition by visiting all 14 participating libraries. Public works tore up the access road between the library and the pool on April 8 and 9. Framing is in place for the curb that will be installed at the east end of the parking lot. In the early morning on April 10, someone drove around one of the barriers and into the moat created for the curb, which left a mess near the pool area. It took two hours for this individual to remove their car from the area. Eclipse glasses were in high demand at the library; about 170 of them were gone by 11 AM on the day of the eclipse.

Old Business:

Review bids for parking lot resurface: The board once again reviewed the bids submitted to resurface the parking lot that were first discussed at the March 2024 City Library Board meeting. Quotes were received from five contractors: Hastings, ProVantage Paving, Royer Asphalt Paving, Schroeder Asphalt, and Taza Construction. The board members had some questions for these contractors that needed answers before they would approve one of the bids. After receiving and reviewing the requested additional information, such as how each company obtains their asphalt, the board decided that Royer Asphalt Paving offered the most value for the money they were charging. Jessica Reuter made a motion to approve the bid from Royer Asphalt Paving totaling \$132,204.00, which Heather Kriete seconded. Motion carried.

New Business:

Set closing time for Independence Day holiday: The library will be closed on Thursday, July 4. The board was presented with a request to approve the closing of the library at 3 PM on Wednesday, July 3. The board approved this request, and no formal motion was required.

Approve use of plaza and meeting room for the Harvard Garden Club and the Village Quilters' plant and craft sale: The board considered a request from the Harvard Garden Club and the Village Quilters to host their annual plant sale on the library plaza and craft sale in the Burbank meeting room on Saturday, May 18 from 8 AM to 1 PM. Heather Kriete made a motion to approve this request from the Harvard Garden Club and the Village Quilters, which Jessica Reuter seconded. Motion carried.

First review of community survey: The board reviewed the first draft of the community survey. The first version is in a multiple-choice format, and the second one allows participants to fill in answers. Board member Heather Kriete suggested that the survey should be targeted more towards families than individuals. Some board members liked the open-ended questions while others preferred the multiple-choice survey.

With no further business to discuss, the meeting was adjourned at 7:48 PM via a motion by Heather Kriete that was seconded by Jessica Reuter and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary