

HARVARD CITY LIBRARY BOARD MINUTES

February 15, 2024

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

Meeting Minutes: The minutes for the January 2024 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 February 2024 were presented by Karen Sutera. \$3,153.49 was owed to Blue Ribbon Electrical to replace the emergency lights and ballasted bulbs. The bill from Premistar for \$987.00 was for quarterly HVAC maintenance. The February 2024 bills totaling \$7,018.70 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 February 2024 financial reports. There is a discrepancy regarding the ending balance of the City Revenue account on the City's monthly report and the library's QuickBooks balance sheet, which is correct. This discrepancy occurs occasionally and should remedy itself by next month. As of the date of the February City Library Board meeting, three months remained in the fiscal year, and it appeared that we will be approximately \$25,000.00 under budget in salaries and \$5,000.00 under budget in health insurance. Therefore, we may want to move the excess funds from salaries and health insurance to the phone and buildings/grounds budget lines as they are over budget. A formal motion may be made at a future meeting to reallocate the budgeted funds.

Committee Reports: Technology Committee: No meeting. Friends of the Library: Working on the Spring Tea Party, which is scheduled for April 21, and attempting to determine how to sell tickets to the tea party online. Tickets were available for sale at the library as of the date of the City Library Board's February meeting.

Librarian's Report: Karen Sutera presented the librarian's report for February 2024. The Library Lovers Expedition began on February 1 and will continue through March 30. There were over 1,000 registered participants as of February 7. Bob Church was hired as the library's maintenance manager and began work on February 13. The City will be hosting a soccer tournament that is scheduled for July 27 and 28. The library has been asked to provide a craft for this event. Volunteers will be required to help the library's staff during the soccer tournament. Volunteers are also needed to help the library at the Harvard Chamber of Commerce's Expo on April 27 at Harvard High School. As of the date of the February City Library Board meeting, no response was received from the Harvard Fire Department regarding a request for CPR training, which was scheduled to take place at the library on Friday, March 15.

Old Business: None

New Business:

Review and approve Performer Agreement: The board reviewed the Performer Agreement that was created because the Illinois Department of Employment Security now requires that independent contractors presenting a program at the library be reported as new employees. This does not apply to performers who work for a company. With no changes required, Lisa Haderlein made a motion to approve the Performer Agreement as presented, which Heather Kriete seconded. Motion carried.

Review and approve quote for handicap door upgrade: The board reviewed quotes from Tee Jay Service Company to repair and improve the handicap door. One of the quotes totaled \$7,888.00, and there was a

cheaper one for \$3,667.00. The board agreed that the more expensive quote should be approved as it may be more costly to make certain repairs and replacements in the future. Jessica Reuter made a motion to approve Tee Jay Service Company's quote for \$7,888.00 to upgrade the handicap door, which Heather Kriete seconded. Motion carried.

Review and approve the Request for Proposals for the parking lot's resurfacing: The board reviewed the Request for Proposals from experienced paving/resurfacing contractors to resurface and restripe the library's parking lot and receiving driveway. The RFP was scheduled for release on February 20, and the proposal due date is March 15. With no changes required, Lisa Haderlein made a motion to approve the Request for Proposals as presented, which Heather Kriete seconded. Motion carried.

Decision regarding community survey: The board discussed the community survey that was introduced as new business at the October 2023 City Library Board meeting and suggested various questions: How often do you go to the library? Why do you come to the library? Why don't you go to the library? What services and items would you like offered at the library? What type of programs do you attend? Why do you not have a library card? The board also talked about how the survey should be distributed to the community. Some board members suggested that a postcard with a QR code linking to the survey should be sent.

With no further business to discuss, the meeting was adjourned at 8:21 PM via a motion by Heather Kriete that was seconded by Jessica Reuter and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary