

HARVARD CITY LIBRARY BOARD MINUTES

March 21, 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, Michelle Faler, Ivy Talaga, Alderman John Lavallee, and Library Director Karen Sutera.

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

Citizens Comments: Alderman John Lavallee is replacing Lisa Haderlein as the City Council's representative on the City Library Board.

Review and Approval of Bills: The bills for March 2024 were presented by Karen Sutera. \$612.50 was owed to Hartwig Mechanical to repair a back-up in the public restrooms. A bill from J. Sanchez Landscaping for \$750.00 was for snow removal on January 19, 23, and 24. Odi's Woodshop repaired the laminate on the circulation desk, which resulted in a bill for \$225.00. The quarterly pest inspection from Schopen Pest Solutions cost \$111.00. \$7,888.00 was owed to Tee Jay Service Company to make necessary updates to the library's handicap door such as replacing push plates, bollards, and motors. The City Library Board made a motion to approve Tee Jay Service Company's quote for \$7,888.00 at the February 2024 City Library Board meeting. The March 2024 bills totaling \$12,869.97 were approved for payment on a motion by Trent Bruha, which Heather Kriete seconded. Motion carried.

Review Financial Reports: Karen Sutera presented a summary of the March 2024 financial reports. As discussed at the February 2024 City Library Board meeting, we will redistribute the budget so excess funds are redistributed to budget lines that are over budget, which may occur in April or later. \$546.16 was paid to Rivistas for annual magazine subscriptions.

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.

Librarian's Report: Karen Sutera presented the librarian's report for March 2024. As of the date of the March City Library Board meeting, the Library Lovers Expedition was going strong and had over 2,950 registered participants. The expedition was scheduled to end on March 30, and the event's final statistics were intended to be compiled in early April. Bob Church resigned as the library's maintenance manager. Brett Wiley of Odi's Workshop will complete the library's maintenance tasks on an as-needed basis. The CPR training for the library's staff has been postponed. Karen told the board that she noticed two cars with occupants engaging in suspicious behavior on a few Wednesday mornings. Therefore, she would like to put up signage stating "video cameras in use" to hopefully deter dubious actions surrounding the library going forward.

Old Business: None

New Business:

Review bids for parking lot resurface: The board reviewed the bids submitted to resurface the parking lot. The library will most likely have to be closed for a week to complete this project. Quotes were received from five contractors: Hastings, ProVantage Paving, Royer Asphalt Paving, Schroeder Asphalt, and Taza Construction. Schroeder Asphalt was the only company to recommend a 2-inch resurface on the parking spaces with a 4-inch resurface in the middle or driving portion of the lot. The board appreciated Schroeder Asphalt's attention to detail and concluded that the parking lot requires a full 4-inch resurface. Board members wanted to know if the contractors can commit to our timeline for the project, which is scheduled for early August. They also

wanted to know how the contractors obtain their asphalt. The board will approve one of the quotes at the April City Library Board meeting.

Review and approve quotes for new computers: The board reviewed quotes from Dell for four new computers and two monitors. Due to the tight technology budget, Karen would not purchase the computers and monitors until the beginning of the fiscal year, which is May 1. Heather Kriete made a motion to approve Dell's quote of \$3,253.80 for the four computers and the quote for \$423.45 for the two monitors and a monitor arm, which Ivy Talaga seconded. Motion carried.

Review Circulation policy: The board reviewed the library's current Circulation policy. Some of the changes are based on PrairieCat's "defined set of loan rules the library has agreed to follow." Some of the changes made to the policy include changing the minimum age for residents to be eligible for a library card from six to five as kindergartners should be able to obtain a library card. Suspension of library privileges will occur for a patron if they have overdue fines totaling \$10.00 instead of \$5.00 or more as stated in the previous policy. With no changes required, Heather Kriete made a motion to approve the current Circulation policy as presented, which Ivy Talaga seconded. Motion carried.

With no further business to discuss, the meeting was adjourned at 8:11 PM via a motion by Trent Bruha that was seconded by Heather Kriete and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary