

# HARVARD CITY LIBRARY BOARD MINUTES

June 20, 2024

**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, Michelle Faler, Jessica Reuter, Ivy Talaga, John Lavallee, and Library Director Karen Sutera.

**Meeting Minutes:** The minutes for the May 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 June 2024 were presented by Karen Sutera. Odi's Workshop was owed \$425.00 for replacing bulbs, tightening tables, and adding casters to book display units. Premistar's bill for \$1,630.00 was for a quarterly filter change. \$450.00 was owed to Royer Ready Mix for the library's portion of the cost of the curb concrete to close the access road. The third renovation loan payment totaling \$25,829.49 was owed to Sauk Valley Bank. World Security & Control was owed \$4,850.00 to replace the fire alarm panel. The June 2024 bills totaling \$31,202.67 were approved for payment on a motion by Jessica Reuter, which Ivy Talaga seconded. Motion carried.

**Review Financial Reports:** Karen Sutera presented a summary of the June 2024 financial reports. At the beginning of the 24/25 fiscal year in May, the library received some property tax revenue from individuals who pay their taxes early. The remainder of the first tax installment is expected to be received in June and July.

**Committee Reports:** Technology Committee: No meeting. Friends of the Library: No updates as of the date of the June 2024 City Library Board meeting.

**Librarian's Report:** Karen Sutera presented the librarian's report for June 2024. The summer reading program had 278 participants as of June 13; registration was scheduled to end on June 29. Harvard Public Works poured the curb to close the access road, which will cost the library \$750.00 to complete; \$450.00 of this amount has been paid as of the date of the June 2024 City Library Board meeting. Harvard Public Works will work on a new sidewalk to connect the existing walkway in the back of the library to the Lions Park walking path, which will cost the library an estimated \$2,500.00. Harvard Nursery has been contacted to clean up the StoryWalk. Karen informed the board that the library received tickets for the Ravinia Festival's concert series.

**Old Business:** *Review Community Survey Draft:* The board reviewed the survey that will help determine how the community uses the library and if there is a demographic the library is not successfully serving. The survey is scheduled to be distributed in late August or early September via Google Forms and paper copies. The board approved the survey as it was presented. No formal motion was required.

**New Business:** *Discuss Phone for Library Director:* The board discussed the use of a company cell phone by the Library Director Karen Sutera as she currently uses her personal cell phone for library business. The cost of a monthly plan for this phone would be \$29.40. Trent Bruha made a motion to approve the cost of a business cell phone for the Library Director, which Heather Kriete seconded. Motion carried.

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

Respectfully Submitted,  
Michelle Faler, Secretary