

HARVARD CITY LIBRARY BOARD MINUTES

May 16, 2024

Call to Order: The meeting was called to order at 7:00 PM by President Ann Almgren. Also present were board members Trent Bruha, Michelle Faler, Jessica Reuter, Ivy Talaga, John Lavallee, and Library Director Karen Sutera.

Meeting Minutes: The minutes for the April 2024 City Library Board meeting were presented for approval. With no changes needed, Jessica Reuter made a motion to approve the minutes as presented, which Ivy Talaga seconded. Motion carried.

Citizens Comments: None

Review and Approval of Bills: The bills for May 2024 were presented by Karen Sutera. A total of \$258.73 was owed to the City of Harvard for two water bills. \$3,677.25 was owed to Dell Technologies for four new computers, two monitors, and one monitor arm. The bill from Johnson Controls for \$2,162.41 was for semi-annual maintenance. The phone bill for \$762.21 is the last one we will receive from Peerless because the library is switching to voice-over internet to reduce costs. The May 2024 bills totaling \$12,882.56 were approved for payment on a motion by Trent Bruha, which Michelle Faler seconded. Motion carried.

Review Financial Reports: Karen Sutera presented a summary of the May 2024 financial reports. The City Account was under budget at the end of the fiscal year; the building/maintenance and phone fund lines were over budget while others were at or under budget. The building/maintenance account was over budget due to late repairs, and the phone one was over due to a delay in implementing VOIP. Regarding the Fines Account, programming expenses were higher than anticipated due to additional money spent on the 2023 summer reading program, which had more participants than in prior years.

Committee Reports: Technology Committee: No meeting. Friends of the Library: The Spring Tea Party was successful and raised over \$800.00 that will be split between The Friends of the Library and the Harvard Historical Society. The Friends of the Library are starting to plan the 2025 Spring Tea Party fundraiser.

Librarian's Report: Karen Sutera presented the librarian's report for May 2024. Summer reading preparation was nearly complete as of the date of the May 2024 City Library Board meeting. Early registration for the summer reading program began on Monday, May 20 and continued until the program commenced on Monday, June 3. Jefferson School students visited the library the week of May 13 to learn about the summer reading program. CPR training for the library staff was scheduled for Friday, July 19 as of the date of the May City Library Board meeting. Premistar determined that the HVAC water pump seals need to be replaced due to leaking and provided an estimate of \$3,312.35 to complete the repair work.

Old Business: *None*

New Business:

Approve FY 24/25 Non-Resident Card Fee: The board completed the annual evaluation of the non-resident fee, which increased by \$20.00. The board accepted this higher fee as cost-of-living expenses are expected and agreed that non-residents should be given ample notice of the rate increase. Jessica Reuter made a motion to approve the FY 24/25 non-resident card fee of \$150.00, which Ivy Talaga seconded. Motion carried.

With no further business to discuss, the meeting was adjourned at 7:39 PM via a motion by Trent Bruha that was seconded by Jessica Reuter and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary