

# HARVARD CITY LIBRARY BOARD MINUTES

July 18, 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, Jessica Reuter, Ivy Talaga, John Lavallee, and Library Director Karen Sutera.

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

**Citizens Comments:** None

**Review and Approval of Bills:** The bills for June 2024 were presented by Karen Sutera. Most of the bills were regular expenses with the exception of an invoice for Huemann Water Conditioning for \$142.26 for water softener salt, and \$111 for Schopen Pest Solutions for quarterly pest inspection. The July 2024 bills totaling \$3,121.00 were approved for payment on a motion by Heather Kriete, seconded by Jessica Reuter. Motion carried.

**Review Financial Reports:** Karen Sutera presented a summary of the June 2024 financial reports. Most of the first installment of property tax revenue was received in the month. Smaller amounts tend to trickle in during July and August. The Library received the annual Per Capita grant check for \$14,061.47, about \$100 higher than last year. The check will be reflected in the July financial reports.

**Committee Reports:** Technology Committee: No meeting.

**Librarian's Report:** Karen Sutera presented highlights from the July 2024 library report. The summer reading program is winding down with the pool party scheduled for Friday, July 26 and the teen bowling party scheduled for July 24. A total of 314 readers of all ages registered for the program this year. Harvard Public Works completed installation of the new sidewalk connecting the existing sidewalk in the rear of the building with the Lions Park walking path. The library will open at 1PM on Friday, July 19 so staff can complete CPR training. The HVAC filters were replaced on July.

**Old Business:** *Review Community Survey Draft:* No action taken on this item.

**New Business:** *Landscape quotes for StoryWalk, rear walkway:* A quote from J. Sanchez Landscaping to refresh the landscaping along the StoryWalk and replace the existing brick walkway behind the library was presented for board review. Two other quotes are pending and were not available in time for the meeting. Since the most critical project at this time is the StoryWalk landscaping, Karen asked the board for a threshold cost that the landscaping project cannot exceed. Once all quotes have been received, Karen will select one that falls within the cost threshold. Karen also recommended that the sidewalk replacement project be postponed until September, at which time all three quotes for the project will be reviewed by the library board. A motion was made to approve a threshold of \$2,500 for the StoryWalk landscaping refresh project by Heather Kriete, seconded by Trent Bruha. Motion carried.

*Use of Burbank meeting room by AmSpirit networking group*

A small group of local small business owners has been meeting in the Burbank meeting room on Wednesday mornings to network and provide business support. This is a new group that Karen has allowed them to meet in the room at no cost since there are limited places in the community for such a group to meet. Karen recommended the group be allowed to continue to meet in the Burbank room at no cost for a period of six months, at which time their need for and use of the room would be re-evaluated. John Lavallee made a motion

to allow the group to continue meeting in the room at no cost for six months and asked that they promote the library at their businesses. The motion was seconded by Ivy Talaga. Motion carried.

*Delayed opening on Friday, September 6*

Harvard staff have been invited to join Woodstock library staff for their September staff meeting which will feature a presentation on customer service by Martina Mathisen. Staff from the Johnsbury and Nippersink libraries will be in attendance as well. A motion was made by Heather Kriete, seconded by Jessica Reuter, to approve the delayed opening on September 6. Motion carried.

*Review quote for HVAC service from Jensen Heating & Cooling*

Karen presented a quote from from Jensen Heating & Cooling in Crystal Lake for the library's HVAC maintenance. The library has been using PremiStar (formerly Northern Mechanical) for several years. While the pricing appeared competitive with PremiStar, over time the cost would exceed current cost due to annual rate increases. Library staff are satisfied with the service provided by PremiStar so no changes will be made at this time.

*Recognition for former library board members.*

Two former board members, Jean Hutchinson and Cindy Reese, recently passed away. Karen suggested the board recognize the service of both board members with trees along the new sidewalk. The family of one board member is interested in purchasing a tree in their family member's honor. Karen will reach out to local landscapers for pricing and availability.

With no further business to discuss, the meeting was adjourned at 8 PM via a motion by Ivy Talaga, seconded by Trent Bruha, and carried unanimously.

Respectfully Submitted,  
Karen Sutera,  
Library Director