

HARVARD CITY LIBRARY BOARD MINUTES

September 19, 2024

Call to Order: The meeting was called to order at 6:58 PM by President Ann Almgren. Also present were board members Heather Kriete, Michelle Faler, Ivy Talaga, John Lavallee, and Library Director Karen Sutera.

Meeting Minutes: The minutes for the July 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 Ivy Talaga seconded. Motion carried.

Citizens Comments: None

Review and Approval of Bills: The bills for August 2024 were already paid, but formal approval was still required. The August 2024 bills included a charge for \$1,300.00 from Gonzalez Lawn Landscaping to refresh the Storywalk landscape. The library's portion of the landscaping cost for the access road, which was \$775.00, was paid to Maya Landscaping Corp; the rest of the cost was covered by Harvard City Public Works. Premistar was paid \$1,017.00 for a quarterly filter change, and \$2,050.00 was owed to Ranger Ready Mix for the concrete for the new sidewalk. Today's Business Solutions billed \$1,823.71 for the public computers' management software. Regarding the September 2024 bills, \$1,005.00 was owed to Expert Window Cleaning for the library's annual window cleaning, and Kirchner, Inc. billed \$160.75 for the annual fire extinguisher inspection. Hartwig Mechanical, Inc. charged \$525.00 to clear an obstruction in the men's bathroom. Both the August 2024 bills totaling \$10,032.10 and the September 2024 bills totaling \$4,697.03 were approved for payment on a motion by Michelle Faler, which Heather Kriete seconded. Motion carried.

Review Financial Reports: Karen Sutera presented a summary of the September 2024 financial reports. A total of \$50,157.72 was deposited into the City Account; \$44,560.27 of this amount was from property tax revenue, and \$5,597.45 was from replacement tax revenue. The FY 24/25 capital reserve amount of \$50,000.00 was transferred from the City Account to the Sauk Valley Bank money market account. The August balance of the Capital Reserve Account, which was \$161,575.98, reflected the deposit of the FY 24/25 budgeted capital reserve. The bill from Royer Asphalt totaling \$120,874.60 was paid out of the Capital Reserve Account in late August, which reduced to account's balance to approximately \$40,000.00.

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

Librarian's Report: Karen Sutera presented the librarian's report for September 2024. Karen met with Rob Lamz of Harvard City Public Works to discuss potential drainage concerns along the grass edge of the parking lot, which sits 3 to 5 inches below ground level. Rob suggested that a plan to address this issue should be established after a rainfall so the way the water drains can be observed. Implementing a solution to this issue could possibly be postponed until next spring to allow plenty of time to monitor the situation. The library was closed for one week in August to replace the parking lot; community response to the new lot has been positive. Karen made the City Library Board aware of an issue with the parking lot lights coming on at night.

Old Business: *Review Community Survey Draft:* The board discussed the next steps in issuing the community survey, which was approved as presented without a formal motion at the June 2024 City Library Board meeting. Karen Sutera informed the board that the survey should be ready to distribute in November.

New Business: *City of Harvard Cash on Hand policy and Library fund balance:* The board discussed the City of Harvard's new Cash on Hand policy as it relates to the library's budgeting for FY 25/26. We need to determine how much cash we need on hand so we can apply excess funds to next year's projects.

Results of FY 23/24 audit: The board reviewed the draft results of the FY 23/24 audit. The initial audit report showed the library had a shortfall of approximately \$122,000.00 for FY 23/24. Upon further review, it was determined that the auditors were including the expenses but not the income from the Fines and Diggins funds when determining the overall finances. Once the income from the Fines and Diggins funds was included, the library no longer had the FY 23/24 deficit. Karen will work with the auditors when preparing the FY 25/26 budget to avoid a similar situation going forward.

Update wi-fi hotspot lending policy: The board reviewed recommended changes to the wi-fi hotspot policy, which include adding a three-day period to pick up a hotspot on reserve before the hold is canceled. The revised policy also includes a \$10.00 reactivation fee for hotspots that have been turned off for being more than five days late. If a patron's hotspot requires reactivation after being more than five days late, that patron's hotspot checkout privileges will be suspended for three months. Heather Kriete made a motion to approve the updated wi-fi hotspot lending policy as presented, which Ivy Talaga seconded. Motion carried.

Review quotes for brick walkway replacement: The board reviewed quotes from J. Sanchez Landscaping, Inc., New Way Landscape, and Gonzalez Lawn Landscaping to replace the brick walkway in the back of the library. We currently use J. Sanchez Landscaping, Inc. for snow removal services. Gonzalez Lawn Landscaping recently refreshed the StoryWalk. Board Member John Lavallee requested more information from Gonzalez Lawn Landscaping as their quote does not break down the specifics of what they are offering. Library Director Karen Sutera would like to replace the brick walkway by the end of this year. Gonzalez Lawn Landscaping's quote is more expensive than the one from New Way Landscape, which is a company the library has no prior experience with. However, Gonzalez Lawn Landscaping did a great job refreshing the StoryWalk, and their quote is cheaper than the one from J. Sanchez Landscaping, Inc. Therefore, John Lavallee made a motion to approve the quote from Gonzalez Lawn Landscaping on the condition that the additional information provided regarding the quote is acceptable. Ivy Talaga seconded this conditional motion. Motion carried.

With no further business to discuss, the meeting was adjourned at 7:54 PM via a motion by Heather Kriete that was seconded by John Lavallee and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary