

HARVARD CITY LIBRARY BOARD MINUTES

October 17, 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, Heather Kriete, Michelle Faler, John Lavallee, and Library Director Karen Sutera.

Meeting Minutes: The minutes for the September 2024 City Library Board meeting were presented for approval. With no changes needed, John Lavallee made a motion to approve the minutes as presented, which Heather Kriete seconded. Motion carried.

Citizens Comments: None

Review and Approval of Bills: The bills for October 2024 were presented by Karen Sutera. Associated Electrical Contractors charged \$942.50 to repair the exterior light timing. Blue Ribbon Electrical replaced the bollard lamps and pole light, which cost \$2,768.84. \$66.11 was owed to T-Mobile for Karen Sutera's cell phone; the City Library Board formally approved the purchase of a cell phone and plan for the Library Director at the June 2024 City Library Board meeting. World Security & Control charged \$390.00 for a fire alarm inspection, which the library passed. The October 2024 bills totaling \$7,551.61 were approved for payment on a motion by Michelle Faler, which Trent Bruha seconded. Motion carried.

Review Financial Reports: Karen Sutera presented a summary of the October 2024 financial reports. Regarding the September 2024 Check Detail Report, most of the expenses were normal except for the \$300.00 paid to Andertoons for the cartoon program on October 10.

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

Librarian's Report: Karen Sutera presented the librarian's report for October 2024. The library is planning on hosting the Diggins Construction Christmas Party with award-winning author Candace Fleming, whose appearance at the event will be funded by the Friends of the Library. Harvard library card holders will be able to register for this event on November 1, and registration will be open to non-cardholders on November 15. The library is offering a paper-plate wreath activity as part of the Harvard Parks Foundation's Day of the Dead Celebration on November 2 from 9 AM to 12 PM. The library subscribed to MailChimp to allow the library's staff to email the quarterly newsletter and bi-weekly event emails to patrons. The library's staff is working with Weblinx to ensure the library's website is ADA compliant and meets WICAG standards. Public works leveled the area that had been left higher after the lot was replaced, which should improve drainage in the area.

Old Business: *Review Community Survey Draft:* The board received an update regarding the status of the community survey from Library Director Karen Sutera, who informed the board that the survey has been drafted in Google Forms. At the time of the October 2024 City Library Board meeting, the library staff was translating the survey into Spanish. Hard copies of the survey will be printed for those who would like to complete the survey at the library rather than online. Karen informed the board that she may make a few changes to the survey before it is distributed.

New Business: *Review proposed future capital projects:* The board reviewed a list of proposed capital projects. Library Director Karen Sutera stated that the board will not have to formally decide which projects to undertake until March or April of 2025. Some of the projects on the list may be able to be incorporated into general maintenance projects. One of the proposed projects the City Library Board was especially interested in is cleaning the library's carpet, which has not been properly cleaned in approximately 14 years. Another notable capital project on the wish list is installing gravel in the area between the back of the library and the wildflower garden, which Karen said she would like to complete in 2025 and that it may not be that expensive. Other projects on the list that were discussed by the board and Library Director include replacing the hanging

light ballasts with energy efficient LED bulbs and replacing the bollard walkway lighting with post lamp lighting as there is not a lot of lighting along the sidewalks.

With no further business to discuss, the meeting was adjourned at 7:42 PM via a motion by Heather Kriete that was seconded by Trent Bruha and carried unanimously.

Respectfully Submitted,
Michelle Faler, Secretary