

Minutes of Solon Public Library Board

Date: September 30, 2019

Present

Jackie Nemecek, Sandy Lawrence, Seth Smith, Bob Lancaster, March Sutton, Kris Brown (Librarian)

Absent

Frank Cooney, Jane Carr

Call to Order

The meeting was called to order by *Nemecek* at 7:03 pm.

Approval of Agenda

Upon motion by *Smith*, second by *Lancaster*, the agenda was unanimously approved.

Approval of Minutes

Upon motion by *Lancaster*, second by *Lawrence*, the August 2019 minutes were unanimously approved

Citizen's Speak

None

Correspondence

None

Committee Reports

- **Building/Facilities (*Lancaster*):** Lights in basement – see Librarian's Report, will talk soon about surfacing schedule
- **Financial (*Cooney*):** Next CD due November 26
- **County (*Lawrence*):** None
- **City/Library Committee (*Nemecek, Sutton*):** None
- **Long Range Plan (*Sutton Nemecek, Carr*):** To be discussed in New Business

Librarian's Report

- **Wall hooks**
Check out our library Facebook page where we posted a picture from an early out Thursday afternoon. NO backpacks on the floor! We used state money for this purchase.
- **New computer chairs**
The five new computer chairs will arrive in October.

- **Lights in the Basement**

Nelson Electric recommended an LED light to try before we added additional electrical outlets for lighting. The bulbs are a “natural” light and 3 times the brightness that we originally had.

- **Computer Upgrades**

Four of our public computers are Windows 7 and they will no longer be supported in 2020. We have the budget to replace 3 of them. In addition to computer replacements, we wanted to set up a designated computer as a “card catalog”. We set up another space for staff to use and it would be ideal to set up another computer to use at this workstation. To help fund another 3 computers (which would replace the remaining Windows 7, set up the card catalog and the new staff computer).

Upon motion by *Lancaster* and Second by *Lawrence* it was unanimously approved that the additional computer purchases be funded by applying for the South Slope technology grant and covering the rest via Trust and Agency.

- **Halloween Party Volunteers**

The date is October 24th from 5:30 - 7:00 PM. (Volunteers do need to come early, around 5:00) If you are interested in helping please let me know. This year we are trying to recruit more teen volunteers. Their reward is to have a “lock-in party” after hours in the library.

Approval of Bills

Upon motion by *Lawrence* and second by *Smith*, the September 2019 bills were unanimously approved.

Foundation Treasurer’s Report

None

Old Business

- **Review and possible action regarding the personnel policy with organizational flow chart**
Kris will update policy and provide revised document to the board for review
- **Board Training – Review introduction of Trustees Handbook**
Tabled to next month

New Business

- **Long-range plan – review rewritten sections**
Board may make edits to the Google Document online or bring edits to October board meeting. Seth and March will work on finalizing edits & formatting in November. Finalized by January. Will discuss measurement opportunities for actions.

- **Board Training – What is turnover rate?**
Reviewed Turnover Rate definition and 2018 Circulation Turnover Rates (15 minutes)
- **Review guidelines for closed sessions**
Reviewed Open Meetings Law and Public Library Boards with special attention paid to 'When may a meeting be closed?' (10 minutes)

Next Month's Agenda

- **Discussion and possible action as we review the Long-Range Plan**
- **Discussion and possible action as we review the Personnel Policy**
- **Board Training – Review introduction of Trustees Handbook**
- **Begin Budget Process**
- **Recap of Advocacy Program (Jackie and Sandy)**

Action Items

- Jackie will request history and total of Capital Improvement Fund
- Submit revisions to Long Range Plan document or bring to October board meeting

Adjournment

Upon motion by *Sutton* and second by *Lawrence*, the meeting was adjourned at 8:23 pm

Next Meeting

Monday, October 28, 2019

Submitted by

Seth Smith