

Minutes of Solon Public Library Board

Date: October 28, 2019

Present

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

Absent

Jane Carr

Call to Order

The meeting was called to order by *Nemecek* at 7:04 pm.

Approval of Agenda

Upon motion by *Lawrence*, second by *Sutton*, the agenda was unanimously approved.

Approval of Minutes

Upon motion by *Cooney*, second by *Lancaster*, the September 2019 minutes were unanimously approved.

Citizen's Speak

None

Correspondence

None

Committee Reports

- **Building/Facilities (*Lancaster*):** Downstairs lights in process of being installed
- **Financial (*Cooney*):** Next CD due November 26 at Hills Bank.
- **County (*Lawrence*):** None
- **City/Library Committee (*Nemecek, Sutton*):** None
- **Long Range Plan (*Sutton Nemecek, Carr*):** To be discussed in New Business

Librarian's Report

- **Resurfacing Sidewalk**
Scott K. is researching the process of grinding the surface of the sidewalk vs. painting on a solution for the slipping hazard. He is aware of our timing issues with this project. Bob will reach out to Scott.
- **Halloween Party and Trunk or Treat**
Cassi and Sherri set up a Solon Library trunk or treat option on Oct. 19th at the Solon Nature and Rec. area. This was the first year for this event, which was organized by the Parks and Rec. Dept. Cassi estimated that they saw about 172 people.

The Halloween Party was this last Thursday (10/24) and went very well. We counted 335 for the party. Seventeen teens stayed for an after-hours party. They volunteered at the Halloween party and were rewarded with an hour of pizza and a Nerf gun battle.

- **Library Foundation update - New drinking fountain approved**

The Foundation approved funding for a new drinking fountain with the bottle filling option. City staff can install.

The Foundation is planning an art auction in April.

- **Friends of the Library update**

The Friends had a very successful Halloween costume sale this year. They collected \$350 for their recycled costumes, decorations and books. Their next event is the Christmas puzzle sale. They currently have close to 100 puzzles for this sale.

- **Library (in-house) update**

The five new computer chairs have arrived. Three new public computers have been installed. Scott C. took one of the old computers and set up a separate public catalog. This on-line catalog is visible when you walk into the building and having a separate designated catalog frees up one of the public computers.

Approval of Bills

Upon motion by *Lancaster* and second by *Smith*, the October 2019 bills were unanimously approved.

Foundation Treasurer's Report

Reviewed by Board.

Old Business

- **Review and possible action regarding personnel policy with organizational flow chart**

Adjustments: *C3: Sick Leave Policy* - Remove part-time employee eligibility; *F2:*

Grievance Policy - Add closed session at grieving party's request; *K: Personnel Records-*

Add secondary access to locked files; *Flow Chart:* Move 5 personnel to same line.

Upon motion by *Sutton* and second by *Cooney*, the amended personnel policy was unanimously approved.

- **Board Training - Review introduction of Trustees Handbook plus report from Sandy and Jane from recent Advocacy Workshop.**

Group reviewed introduction to Handbook.

Lawrence reported on information garnered from the Advocacy Workshop. Some key takeaways: Identifying types of users. Expansion planning: work on preparations well in

advance by organizing lists of supporters early. How/where to locate non-users. Survey non-users in addition to active users. (20 minutes board training)

New Business

- **Review and possible action regarding the 2020-2021 annual budget**
Made initial review of budget worksheet. Will continue discussions in November.
- **Long range plan – review rewritten sections**
Reviewed plan and made suggestions for edits. Plan for final approval in November.

Next Month's Agenda

- **Review Expenditure Report with City**
(Ask about timing of bill payment)
- **Decision on CD with Hills Bank**
- **Budget Planning**
- **Final review of Long Range Plan**

Action Items

- Frank – bring current CD rates to next Board Meeting
- Bob – Contact Scott K. about sidewalk plans
- Kris – Request City staff to discuss expenditure report with Board
- Kris – Verify current working budget with City
- Kris & March – Fill in missing numbers on first page of Long Range Plan
- Seth – Make cover page for Long Range Plan and add page numbers

Adjournment

Upon motion by *Sutton* and second by *Cooney*, the meeting was adjourned at 8:56 p.m.

Next Meeting

Monday, November 25, 2019

Submitted by

Seth Smith