

## Minutes of Solon Public Library Board

Date: January 27, 2020

### Present

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

### Absent

None

### Call to Order

The meeting was called to order by *Nemecek* at 7:05 pm.

### Approval of Agenda

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

### Approval of Minutes

Upon motion by *Carr*, second by *Sutton*, the November 2019 minutes were unanimously approved.

### Citizen's Speak

None

### Correspondence

None

### Election of Officers

Upon motion by *Cooney*, second by *Lawrence*, the following election of officers was unanimously approved:

**Sutton** - President

**Lancaster** - Vice President

**Smith** - Secretary

### Committee Reports

- **Building/Facilities (*Lancaster*):** None
- **Financial (*Cooney*):** None
- **County (*Lawrence*):** None
- **City/Library Committee (*Nemecek, Sutton*):** Budget work continues
- **Long Range Plan (*Sutton Nemecek, Carr*):** Completed, submitting next month

### Librarian's Report

- **New Updated Library Website Up and Running**

- Our website was the first in the state to go live. The banner at the top will change each month and the overall look is more current.
- Discussing adding software required to show book titles from Bridges in our catalog. \$250 annual fee to integrate the ebook & audiobook titles into catalog.
- **Staff Training**  
United Action for Youth provided two hours of “best practices” for working with teenagers for our staff training in late December. Taking a proactive approach working with the teens who visit the library. We hope to plan at least one staff training session a year moving forward.
- **Director’s Recertification Completed**
  - Required hours for Library Director recertification were completed and turned in at the end of December. Forty-five hours of CE credits are required every three years, one of the requirements on the accreditation report.
  - The State Library does not require that additional staff be recertified but they have provided an optional program which I think we should pursue for any additional full-time staff. It would encourage support staff to attend webinars and conferences to share ideas and stay updated with new programming ideas.
- **Two New Programs**
  - Cassi held the first annual Noon Year’s Eve celebration for our usual Tuesday morning story-time crowd. Approximately 80 people attended the event.
  - Great response for our first Trivia Night. 7 teams participated with a total of 30 people attending. Alexis planning for two of these events a year, one for adults during the six weeks of summer reading.
- **Events Coming in February**
  - The library will be participating in a Health Fair on Feb. 2nd at the Community Center.
  - A Cookbook Club will meet for the first time Saturday, Feb. 28th.

### **Approval of Bills**

Upon motion by *Lawrence* and second by *Lancaster*, the January 2020 bills were unanimously approved.

### **Foundation Treasurer’s Report**

Reviewed by board.

### **Old Business**

- **Update on the renewal of the last CD/Hills Bank/Bridge Bank**  
Need to review leftover funds. Will follow-up/review next month.

## **New Business**

- **Review and possible action regarding Employee Orientation sheet**  
Reviewed orientation sheet required for accreditation report. Suggested creating similar timeline orientation for Library Director.
- **Review and possible action regarding ADA Checklist**  
Reviewed ADA checklist required for accreditation report. Only minor adjustments needed.
- **Review and possible action regarding a railing along the front entrance**  
Received bid on installing 18' railing attached to wall, matching existing side railing. Bob will call Scott to check on sufficient backing. Board will review again next month.
- **Review and possible action setting a timeline for Library Director succession planning**  
Jackie, Bob, March forming ad-hoc committee to review/plan.
- **Review and possible action regarding evaluation of the Library Director**  
March will send evaluation template to Board.

## **Next Month's Agenda**

- **Review leftover CD funds**
- **Review uninvested funds**
- **Review handrail**
- **Review furnace**
- **Board training**

## **Action Items**

- Frank – Follow-up with Suzi re: leftover CD funds
- March – Review accreditation report, send evaluation template to board
- Bob – Follow-up with Scott re: sufficient backing for handrail
- Kris – Follow-up on furnace needs
- Board – Consider items of interest for Board Training

## **Adjournment**

Upon motion by *Nemecek* and second by *Smith*, the meeting was adjourned at 7:55 p.m.

## **Next Meeting**

Monday, February 24, 2020

## **Submitted by**

Seth Smith