

Minutes of Solon Public Library Board

Date: April 27, 2020

Present (Via ZOOM meeting)

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

Absent

Jane Carr

Call to Order

The meeting was called to order by *Sutton* at 7:00 pm.

Approval of Agenda

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

Approval of Minutes

Upon motion by *Smith*, second by *Lawrence*, the March 2020 minutes were unanimously approved.

Citizen's Speak

None

Correspondence

None

Committee Reports

- **Building/Facilities (*Lancaster*):** None
- **Financial (*Cooney*):** None
- **County (*Lawrence*):** None
- **City/Library Committee (*Nemecek, Sutton*):** None
- **Succession Planning (*Sutton, Nemecek, Lancaster*):** None

Librarian's Report

- **Solon History Center Online**
Solon newspapers, from 1892 through 2004, have been digitized and are now available through the Solon Library website.
- **READsquared**
There will be big changes in the summer reading programs this year. Hills Bank will not provide t-shirts. Instead they are offering a \$5.00 certificate for kids to start a savings account (at Hills Bank) or they can add the \$5.00 to an existing account. The kick-off party (much of it provided by Hills Bank) has been postponed until fall but we're now thinking that it may not happen. Entertainment for family nights has been cancelled as

large group gatherings are not encouraged. The Friends of the Library have already donated the funds for Summer Reading so we used some of those funds to purchase this new tracking system. READSquared allows our patrons to track their reading, and we can as well.

- **Staff Tracking COVID Hours**

For the last two pay periods, we have noted what hours we work in the library, what hours we've worked at home and then what hours are remaining are labeled COVID hours. Cami is applying to FEMA for reimbursement for the time that staff is out and not working due to the COVID virus.

- **Kanopy**

We're trying an initial one month of Kanopy, a service that works like Bridges but instead provides movies for our patrons to check out. We will limit these movie checkouts to 2 per month to each card holder. If it proves easy to facilitate, it will provide another service for folks who are still more home centered than not. It will also save a bit on family budgets to be able to access a couple of family night movies for free. The company suggests that for libraries our size, the recommended budget would be about \$1,200. (Further discussion under New Business)

- **Remote Access**

Scott has set up an option for the staff to access our shared folders at home. Three of the staff can now access their files and the next two should be able to access their work by the end of the week.

- **The Re-Opening Process**

(Discussed under Old/New Business)

Approval of Bills

Upon motion by *Nemecek* and second by *Lawrence*, the April 2020 bills were unanimously approved.

Foundation Treasurer's Report

None

Old Business

- **Review and Possible Action Regarding Evaluation of the Library Director**

Upon motion by *Nemecek* and second by *Lawrence*, it was unanimously approved to postpone evaluation of Library Director to May agenda.

- **Review and Possible Action Regarding Solar Panels**

Waiting on second bid for roof replacement and solar panels. Will review again next month.

- **Review and Possible Action Regarding Library Staff Wages with Disruption of Work Routines and the Availability of 'Work at Home' Options**

Recommendations from city to stagger employees, deep clean, start moving back into regular work period without opening building. As of May 4th the city will no longer honor

'COVID' hours. City reviewing FEMA reimbursement for expenses related to COVID-19. Intent is to prepare to open to the public.

New Business

- **Discussion Regarding the Process That Staff is Reviewing for Re-Opening of the Library**
Staff beginning to work out details of curbside delivery possibility. Proposed board to meet on May 14th to review plan and potential budget amendments. Requested detailed transition plan from library staff.
Upon motion by *Nemecek* and second by *Smith*, it was unanimously approved to continue regular pay of library staff through May 15th as they continue adjusted work schedules (Zoom meetings, staggered/separately in the building, remotely, reopening/curbside pickup plan).
- **Discussion and Possible Action Regarding the Addition of Kanopy, an Online Resource for our Library Patrons to Access Movies**
Signed up for a 30-day free trial. Allows checkout of movies with library card (similar to Bridges). Initially people may check out 2 movies per card per month. Would like to continue to subscribe for one year after trial period. Will advertise on website. Ok with board.
- **Next regular meeting to take place on Tuesday, May 26 to account for Memorial Day.**

Next Month's Agenda

- **COVID-19 Ongoing Planning** (May 14 meeting)
- **Director's Evaluation** (May 26 meeting)
- **Solar Panels** (May 26 meeting)

Adjournment

Upon motion by *Lancaster* and second by *Lawrence*, the meeting was adjourned at 8:19 p.m.

Next Meeting

- (Special) Thursday, May 14, 2020 - to discuss COVID-19 ongoing planning and review reopen/curbside pickup plan
- (Regular) Tuesday, May 26, 2020 (rescheduled to day after Memorial Day)

Submitted by

Seth Smith