

## Minutes of Solon Public Library Board

Date: June 15, 2020

### Present

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

### Absent

None

### Call to Order

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

### Approval of Agenda

The agenda was unanimously approved.

### Approval of Minutes

The May 26, 2020 minutes were unanimously approved with one adjustment (name change).

### Citizen's Speak

Library Board president March Sutton delivered the following statement:

“On behalf of the Solon Board of Trustees I would like to thank Kris and the staff of the Solon Public Library for their innovative approach to providing many digital services and resources to the Solon community these past months. They have worked diligently to adapt and adjust programming and find new ways to assist our community throughout these uncertain times. Thank you for all you do to serve our community.”

### Correspondence

None

### Committee Reports

Suspended during special meetings

### Librarian's Report

- **Trust and Agency**

We had budgeted to spend \$10,500.00 in this account. I rarely spend the full amount, usually half. There were so many unusual purchases this year, not something that we had planned for in our regular budget that I applied many of them to this account. The summer reading prizes are covered by the Friends donation that we put into this account. We haven't cleaned the rugs in the entire building, for several years (usually just the meeting room and lobby). We receive many donations from those who use the meeting room that again, are put into Trust and Agency, just for this purpose. Our State money is also deposited in this fund and we used it as well for some of the COVID-19 purchases and Kanopy.

Cami asked for bills from items that we purchased because of COVID-19. She will include them in their application for FEMA funds.

- **Curbside**

The process of curbside has gone pretty smoothly this first week. We have enough requests to put out two carts. No one is signed up for home delivery yet.

The Friends of the Library agreed to pay the cost of gas for Jill Weetman and her Senior Support Group once we have homebound delivery requests. Curbside and delivery to homes will continue once we are open to the public.

- **IASHARES delivery system has started again**

IAShares is the delivery system set up and paid for by the State Library. They provide van delivery once a week that delivers the requests that we receive from other libraries to borrow our materials and also the requests that we make. This was all shut down when so many libraries were closed.

- **Thanks for the help**

I appreciate the support from the subcommittee that has been meeting weekly: March, Jackie and John Farlinger. Our meetings have helped to rebuild some momentum in library services.

- Cami is coming to the June 29, 2020 meeting to discuss the budget surplus.

### **Approval of Bills**

Upon motion by *Lawrence* and second by *Carr*, the June 2020 bills were unanimously approved.

### **Foundation Treasurer's Report**

None

### **Old Business**

- **Review of transition phases toward opening to the public**

Worked on Phase 3 planning at staff meeting. University of Iowa professor who works with emerging viruses gave useful information to the staff to help with reopening plan. Phase 3 planning to open 2 hours for at-risk members by appointment Mon-Sat from 10-12. One family at a time, enter by using the doorbell. 1-6 open to public, staff member assigned to keep track of number of patrons, 20 max. Masks to be offered/suggested to patrons without them but not mandatory. Suggesting patrons limit themselves to a 30-minute visit. Computer use by appointment only. Clean after every use of computer - 45 minutes for use, 15 minutes to clean between users. Still working out public meetings (on agenda for next staff meeting). Need to finalize staff schedule for Phase 3. A preliminary schedule has been worked out. Some staff are not comfortable working at public circulation desk so they will work during at-risk times. Still need to figure out staff schedule for public hours. Possible opening date of July 5 if staff schedule is in place and all steps/answers are in place before opening comfortably. Will continue to offer curbside. Plan to keep public meeting rooms closed initially until logistics are figured out – tends to be used for larger groups.

- **Review and possible action on a *Statement of Purpose***

The *Statement of Purpose* was approved with a vote of 5 yes (*Carr, Cooney, Lawrence, Nemecek, Sutton*), 1 no (*Lancaster*).

#### **New Business**

- **Review and possible action as we review the *Unattended Children Policy***

Tabled to next meeting

- **Review and possible action as we review the *Computer Use Policy***

Tabled to next meeting

#### **Adjournment**

Upon motion by *Lancaster* and second by *Lawrence* the meeting was adjourned at 7:50 p.m.

#### **Next Meeting**

- Monday, June 29, 2020

#### **Submitted by**

Seth Smith