

## Minutes of Solon Public Library Board

Date: May 26, 2020

### Present (Via ZOOM meeting)

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

### Absent

Frank Cooney

### Call to Order

The meeting was called to order by *Sutton* at 7:02 pm.

### Approval of Agenda

Upon motion by *Nemecek*, second by *Smith*, it was unanimously approved to amend the agenda to include the Librarians Report and Bills.

### Approval of Minutes

Upon motion by *Lancaster*, second by *Nemecek*, the May 14, 2020 minutes were unanimously approved.

### Citizen's Speak

None

### Correspondence

None

### Committee Reports

- **Building/Facilities (*Lancaster*):** Solar panels discussed during Old Business
- **Financial (*Cooney*):** None
- **County (*Lawrence*):** None
- **City/Library Committee (*Nemecek, Sutton*):** None
- **Succession Planning (*Sutton, Nemecek, Lancaster*):** None

### Librarian's Report

- **Timing for bills in June**
  - Because our meeting is at the very end of June, bills from that meeting would not be approved by the City Council until their first meeting in July or the next fiscal year.
  - Instead, I would like to prepare bills for your approval before the June 17th City Council meeting. The Visa bill would follow that and again, if it falls within the fiscal year, I would like your approval to pay those bills before our meeting at the end of the month.

- I will send a list of bills for you to approve via email.
- I'm waiting for verification that I do have the timing correct but Susie is not back until Tuesday (day of our May board meeting).
- Library Board agreed to approve via email.
- **State funds**

We received \$2,848.59 in state funding this year.

We used \$1,394.95 to pay for 5 computer chairs. That leaves \$1,453.64 that I would like to use for some of the items that we've had to purchase due to COVID 19. As an example, we set up individual computer stations rather than sharing computers, to reduce risk for the staff. This required additional barcode readers and a few additional desk supplies. We could also use it for Kanopy (\$1,200) once our subscription starts. We have to "spend" this money by June 17th (a report is due in July stating how we spent the money).

I believe that we received more funds than we budgeted to use this year. I'll have a report for you on Tuesday on income for Trust and Agency. Kris sending email statement (over by \$200).

Board agreed with usage plan.
- **Archived "Crisis Conversation: making policies during a crisis"**

I sent this link out on Saturday. The link for the webinar didn't work for me but when you go to youtube.com, just put in the search bar "writing policies during a crisis" and the State Library webinar popped right up.

With all of the changes in library service from March through next year you, as a Library Board, may want to write some policies as information or the "why" to inform the Solon community of our approach to changes in service. The webinar is not as clear as I had hoped. I wish the presenters had provided more examples of what board policies might be in a crisis but it does explain that the board provides the overarching view and the staff works on the steps to implement or procedures based on the board guidelines. Please track any time that you spend on this webinar or the discussion following as "board training time" and record in the minutes.

Board training time: 1 hour, 20 minutes.

### **Approval of Bills**

Upon motion by *Carr* and second by *Smith*, the May 2020 bills were unanimously approved.

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

None

### **Old Business**

- **Review and possible action regarding library staff hours with disruption of work routines and the availability of "work at home" options**  
Time sheets being filled in. Lots of work to go around with summer prep.
- **Discussion regarding the process that staff is reviewing for re-opening the library**  
Planning on opening for Phase II (curbside service) on June 1<sup>st</sup>. It will be advertised in

the Economist tomorrow (5/27/20). Reservations may begin on June 1<sup>st</sup> but skipping first Tuesday pickup day to avoid confusion with Election Day. First pickup day will be June 4<sup>th</sup>, 2020. Looking at available cleaning materials. Restroom labels will be in place for poll workers. Water will be turned off and signs in place for water fountains. Homebound delivery on Fridays – call in reservations with delivery on Fridays for homebound individuals (physical limitations, no access to transportation, etc – full description in media announcement.) Will pick up books when swapped with next delivery. More details to be ironed out. Keeping track of mileage, reimbursing delivery person. Looking ahead at gap between Phase II and Phase III. Want to review when we halt or rollback phases and have method in place. Looking for smaller steps between phases (appointment-only, smaller groups, etc) rather than going from curbside to reopening. The longer the library is closed/not offering services people will turn away to other resources. Worry about talking ourselves out of a space within the community. Want to take steps to continue progressing forward safely. Jackie would like to speak to Johnson County Dept. of Health to get more information in order to make an informed decision. What other unique ways can we reach our patrons with our services and bridge Phase II and Phase III with incremental momentum? Kris will discuss with staff during Friday staff meeting. Need to take the reopening process step-by-step rather than get too far ahead of ourselves, as so many unknowns remain. Want to work together with board and staff to continue moving services forward without putting people at undue risk. Plan to meet again June 15, 2020 to further discuss Phases.

- **Review and possible action regarding city and county funding**

Nothing new to report

- **Review and possible action regarding the solar panel project**

Bob sent second quote/information packet from Rabe Hardware. Will discuss with Scott from the City and try to discuss again on June 29.

## **New Business**

- **Review and possible discussion regarding signage planned for re-opening phase**

Kris shared work-in-progress photos of signage and plexiglass shields. Will also share updates on outside bins when they arrive.

- **Closed session for staff evaluation**

Upon motion by *Lawrence*, second by *Lancaster*, it was unanimously approved to go into closed session for staff evaluation.

Exit closed session.

Upon motion by *Nemecek*, second by *Carr*, it was unanimously approved to provide a 2% COLA increase and 1.5% merit increase for the Library Director, and the Director's evaluation was approved. March will have a follow-up discussion with Kris.

## **Next Month's Agenda**

- **Approval of Bills**
- **Continued discussion of Phased planning**

**Adjournment**

Upon motion by *Smith* and second by *Nemecek*, the meeting was adjourned at 8:20 p.m.

**Next Meeting**

- (Special) Monday, June 15, 2020 - to discuss ongoing planning and review phase planning
- (Regular) Monday, June 29, 2020

**Submitted by**

Seth Smith