

Minutes of Solon Public Library Board

Date: June 29, 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 7:01 p.m.

Approval of Agenda

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

Approval of Minutes

Upon motion by *Cooney*, second by *Lancaster*, the June 15, 2020 minutes were unanimously approved.

Citizen's Speak

- A library employee voiced concerns about reopening the library in the face of the COVID-19 pandemic and requested that the Board keep the library closed.
- A library employee voiced concerns for the safety of library staff and patrons and requested that the Board keep the library closed.
- A library employee voiced concerns about keeping materials and the library safe, and requested that the Board not reopen the library at this time.

Correspondence

None

Committee Reports

- **Building/Facilities (*Lancaster*):** Waiting for Solar Panel bid from E&J, further discussion under Old Business
- **Financial (*Cooney*):** CD coming due in 3 months: October 2nd, at \$100,000 with Green State Credit Union. At current rates (.6%) would bring near \$0. May wish to invest money into building.
- **Johnson County Liaison (*Lawrence*):** None
- **City of Solon Liaison (*Nemecek, Sutton*):** City Administrator Cami Rasmussen to speak under Old Business
- **Succession Planning (*Sutton, Nemecek, Lancaster*):** None

Librarian's Report

- **New Programs**

- **A Manga Me Drawing Challenge** was introduced for the teens. Drawing is the favorite part of their monthly meeting time. I'm glad Deena is choosing the winner as there will be prizes.
- **A new puzzle every Saturday morning**, shared on our Facebook page is a fun challenge for the whole family. We'll have this program run for a while. We've had some frustrated puzzle fans. Although, after new information through library resources, it is now deemed safe to check out puzzles so we have advertised that.
- **Trivia night on-line**
Our first on-line Trivia night is scheduled for Thursday, July 16 @ 7:30 PM. It will be based on our theme for summer, "Imagine your Story". We had a great turn out for our first trivia night (in the library) so we're hoping for the same. There will be a prize for the winning team.
- **Laptops**
Scott has already started working on the 14 laptops that came in, we haven't had time to work out details for their use.
- **Shortened quarantine time for materials returned**
Also thanks to the new safety information, we have shortened our quarantine time from 4 days to 3. Patrons get a little worried when they don't see their items checked in so this will help.
- **Thanks to staff from the Library Director for stepping up and assisting during absence**

Approval of Bills

Upon motion by *Smith*, second by *Cooney*, the June, 2020 bills were unanimously approved.

Foundation Treasurer's Report

None

Old Business

- **Trust and Agency and Budget Approval Process Review with City Administrator**
Cami Rasmussen, Solon City Administrator, was present to give background information and answer questions about the Library Trust & Agency account. Cami shared a 10-year history of the account. At the end of each fiscal Year (July 1 – June 30) city staff gives an end-of-year summary for each fund balance. Cami went back through reports to take a snapshot of the ending balance for each year. Sometimes notes were attached to explain the boards thinking at the time. Each year we track the current year balance, prior year balance, and non-reserve balance (total of cash in-bank and investment of HIFI account). Some items are non-earmarked, others are earmarked.
 - Any money in the Trust & Agency account is money for the Library, and the board may decide how to spend that money.
 - Question regarding \$100,000 line-item that was not identified. Bob will look for the record.

- Donations are generally directed to the Friends of the Library Foundation, however some donations are made out directly to the Solon Public Library.
 - More reserve accounts can be made if desired.
 - The protocol for when the board wishes to use Trust & Agency funds is to go through the City Council.
 - Trust & Agency funds have been used in recent years to buy the LED sign and to buy property.
 - The last check run of the year is the last City Council meeting of the year.
- **Review and Possible Action Regarding the *Reopening Statement of Purpose***
The intent of the Statement of Purpose is to let the city know how we're approaching reopening, and how we're working with the City and health officials. It outlines reopening phases to give a general idea to the public about the broad blocks of time/phases we are looking at moving through as questions mount regarding the long-term reopening plan.
 - **Discussion and Possible Action Regarding the Solar Panel Project**
Bob shared that we did not receive the bid that was expected today. 2 bids have been received, about \$26,000 apart. We are also waiting on 2 bids for metal roof, which would need to be done prior to the solar panel installation. Tabled further discussion to next month.

New Business

- **Discussion and Possible Action as We Review the Unattended Children Policy**
Staff approves of policy. Want public to be aware that currently there is no programming (Early Out activities, etc.) due to the COVID-19 pandemic. The library will send a public reminder that Library programming and some materials are currently suspended. Upon motion by *Lawrence*, second by *Carr*, the Unattended Child Policy was unanimously approved.
- **Review and Possible Action as We Review the Meeting Room Policy**
Discussion tabled until next month.
- **Discussion and Possible Action Regarding the Review of Guidelines in the Library's New Transition to Open to the Public Plan**
Motion by *Nemecek* that the Solon Public Library proceed with Phase III of the draft re-opening plan on July 6th to include the following:
 - **Staffing:** As outlined
 - **Patron Access:** Continue Phase II procedures and services and begin Phase III Step I, to include hours specifically for vulnerable populations by appointment
 - **Circulation Restrictions:** Continue from Phase II as staff deem necessary.
 [End of motion]

Discussion:

Plan Overview

- Opening from 10-12 for vulnerable populations by appointment only for individuals/families. Limit to 45 minutes access, with 15-minute break to sanitize.

Considerations

- Library is well-stocked with PPE.
- Johnson Co. is currently seeing an increase in cases.
- Would like to continue to make slow, forward motion if there are no significant PPE/safety gaps. Kris does not see any PPE/safety gaps. Library staff would encourage use of masks and hand sanitizer and ask patrons to place any unchecked/pulled items into a bin for sanitation.
- What is mechanism for closing back down (i.e. governor recommends closure but does not require)? Would like to avoid opening and reclosing.
- The Solon Mayor is the local authority, who can, and has, closed the library prior to the Iowa Governor's recommendation.
- Upon motion by *Cooney*, second by *Lancaster*, it was unanimously approved that the following amendment be added to the motion on the table: *Upon reopening the library will remain open unless closure is ordered by the local authority.*
- Upon motion by *Lancaster*, second by *Smith*, it was unanimously approved to have a special meeting on July 13 to discuss and re-evaluate the opening plan.

Adjournment

Upon motion by *Lawrence*, second by *Lancaster*, the meeting was adjourned at 8:39 p.m.

Next Meeting

- **Special Board Meeting:** Monday, July 13, 2020
- **Regular Board Meeting:** Monday, July 27, 2020

Submitted by

Seth Smith