

Minutes of Solon Public Library Board

Date: May 29, 2018

Present: Jackie Nemecek, Bob Lancaster, Seth Smith, Jane Carr, Megan Richardson, March Sutton, Kris Brown (Librarian)

Absent: Bill Waldie

Call to Order: The meeting was called to order by Nemecek at 7:01 pm.

Approval of Agenda: Upon motion by Carr, second by Lancaster, the agenda was unanimously approved.

Approval of Minutes: Upon motion by Lancaster, second by Carr, the April minutes were unanimously approved.

Citizen's Speak: None

Committee Reports:

- **Building/Facilities (Lancaster):** Bob shared some different design options for digital Open/Closed sign proposed to be added to the existing library sign. Decided to have Scott from IT look into updating sign software. Haven't heard back from Scott at City about fixing dividing wall.
- **Financial (Richardson):** Shared latest interest rates for CDs.
- **County (Waldie):** None
- **Marketing (Sutton, Waldie, Smith):** Shared Library calendar placemat from Solon Women's Club Breakfast. Suggestions for future placemat use: Firemen's Breakfast, Senior Dining with 4th graders. Large library-branded tote bags for teachers
- **City/Library Committee (Nemecek):** None
- **Personnel:** Discussed Library Director evaluation.

Librarian's Report: The librarian's report included updates regarding the following:

- **E-rate renewal:** Appeal in process for E-Rate application.
- **Puerto Rico Fundraiser:** Johnson County & other local libraries are doing fundraisers in June for the Francisco Oller Library, adopted by the Iowa Library Association.
- **Updated on Computers:** 3 new staff computers - two at circulation desk and one on Cassie's desk. Scott working on boosting meeting room WiFi.
- **Summer Reading Kickoff Party:** Thursday, May 31st from 5-6:30 PM. Theme: Libraries Rock.
- **Visiting 7th and 8th Grades:** Cassie gave tours to middle schoolers, demonstrated Bridges e-book/audiobook catalog, encouraged library card signups & had a good response.
- **Johnson County Fair Library Booth:** Need to provide for 2-hour shifts.

Approval of Bills: Upon motion by Lancaster and second by Smith, the May 2018 bills were unanimously approved.

Old Business:

- **Poster:** Group agreed on a quote for poster, Seth will switch out larger numbers with icons and share with the board.
- **Community Surveys:** Compiled information due May of 2019. Discussion about survey options (MailChimp/Google, mailing, printing in NoJoCo/Economist, drop boxes at various locations (Casey's/RJ's/Sam's/City Hall), piggybacking with City bills). March will review questions prior to June board meeting.

New Business:

- **Discussion & possible action regarding long-range plan:** Jackie will email our contact from State Library to discuss desire for a goal-oriented plan. Kris will send out existing long-range plan to board for review prior to next board meeting.
- **Discussion & possible action regarding the review of the following policy: Personnel policy - Job Descriptions:** Kris shared Library Director job description, which is accurate with the position. Will edit/approve at June board meeting.

Next Month's Agenda:

- Review/approve final design of library board poster
- Discussion about community surveys
- Review feedback from long-range plan
- Edit/approve Library Director job description

Adjournment: Upon motion by Sutton, second by Richardson, the meeting adjourned at 8:18 pm

Next Meeting: Monday, June 25, 2018

Submitted by: Seth Smith