

## Minutes of Solon Public Library Board

Date: June 25, 2018

**Present:** Jackie Nemecek, Bob Lancaster, Bill Waldie, Seth Smith, Megan Richardson, March Sutton, Kris Brown (Librarian)

**Absent:** Jane Carr

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

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

**Approval of Minutes:** Upon motion by Lancaster, second by Sutton, the May minutes were unanimously approved.

**Citizen's Speak:** None

### Committee Reports:

- **Building/Facilities (Lancaster):** None
- **Financial (Richardson):** None
- **County (Waldie):** None
- **Marketing (Sutton, Waldie, Smith):** None
- **City/Library Committee (Nemecek):** None
- **Personnel:** None

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

- **UICCU 80 Days of Giving:** The library applied for large-print books and 'Pinterest Party' tools as part of UICCU's 80 Days of Giving program and was awarded an \$800 cash donation to be used towards those items. Award ceremony will take place at the library on July 2nd at 9:00 a.m.
- **Donations for hurricane-damaged library in Puerto Rico:** Funds have been collected and will be donated. Friends of the Library is donating \$100.
- **Wi-Fi update:** Library Wi-Fi has been boosted in the meeting room, better accommodates large group meetings with multi-user requests for internet.
- **New goal for the year:** With the help of Senior Advocates, a series of monthly speakers are being booked, times/details will be sent out when they are confirmed.
- **Friends of the Library garage sale & plant sale:** Raised almost \$800 from garage sale, almost \$900 from plant sale.

**Approval of Bills:** Upon motion by Waldie and second by Smith, the June 2018 bills were unanimously approved.

**Old Business:**

- **Library Board Poster:** Kris will send Seth a high-quality Library logo on transparent background and it will be slightly enlarged.
  - Upon motion by Waldie, second by Richardson, it was unanimously approved for Kris to work with Seth to get poster printed on foam core at best rate/quality.
- **Community Surveys:** March demonstrated Google Forms test that was shared with the board. Future discussion about purchasing tablet computer(s) for encouraging people to take the survey on the spot. March plans to have a preliminary survey prepared by October, 2018. Survey will be prepared in time to be used at multiple major events in town throughout 2019 (Firemen's Breakfast, Beef Days, Music on Main, etc).

#### **New Business:**

- **Discussion & possible action regarding long-range plan:** Jackie has been in touch with contact (Becky) from State Library. Becky has agreed that she can meet with the Library Board. We may ask her to review the survey as it is developed. Board agreed we would like to meet, Jackie will check availability.
- **Discussion & possible action regarding the review of the following policy:**  
**Personnel policy - Job Descriptions:**
  - Reviewed Teen Services Staff description. Various edits were suggested and discussed by the board. Kris will send out a revised version.
  - Reviewed Library Director description. Various edits were suggested and discussed by the board. Kris will send out a revised version.

#### **Next Month's Agenda:**

- Edit/approve Library Director & Teen Services Staff job description
- Review LED 'Open' sign
- State Library
- Community Survey

#### **Action Items:**

- Jackie: Speak to Cami at City about Megan's position on the board
- Jackie: Speak to Becky from State Library about availability
- Kris/Seth: Send Library logo to Seth, compare prices & print poster
- Kris: Revise job descriptions for Library Director & Teen Services Staff
- Bob: Research LED 'Open' sign that can be attached to interior window

**Adjournment:** Upon motion by Waldie, second by Lancaster, the meeting adjourned at 8:26 pm

**Next Meeting:** Monday, July 23, 2018

**Submitted by:** Seth Smith