

Minutes of Solon Public Library Board

Date: July 23, 2018

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

Absent: None

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

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

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

Citizen's Speak: None

Correspondence: Received donation from Women's Club from their May Day breakfast for \$723.50. Received thank you for Hosting Iowa Kids Eye Check through Lions Club.

Committee Reports:

- **Building/Facilities (Lancaster):** Selected LED Open sign. Kris will order. Will test on interior window for visibility, potentially order second sign for other end of the building. Will work with City for installation.
- **Financial (Richardson):** None
- **County (Waldie):** Fair week. Bill, Jackie, March working booth shifts.
- **Marketing (Sutton, Waldie, Smith):** None
- **City/Library Committee (Nemecek):** None
- **Personnel:** Kris - discussion about trimming salary increase by .25% to fit within approved budget. Upon motion by Waldie, second by Carr, it was approved to trim Kris' salary increase by .25% to fit within approved budget, Ayes: 6, Abstain: 1 (Lancaster).

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

- **Copy machine lease expiring soon:** Copy machine lease expiring in August. Intend to purchase a new copy machine outright, rather than continue lease. Scott Cannon will give recommendations for new copy machine. May use \$2000 overcharge reimbursement (placed in Trust and Agency) towards price. Upon move by Richardson, second by Sutton, it was unanimously approved to have Bob and Jackie work with Kris to oversee and approve purchase of new copy machine.
- **Summer Reading Program is done:** Final slips turned in with good turnout, will count final slips to determine participation. Tried to de-emphasize candy as prize. LEGO mystery bags proved to be one of this year's most popular prizes.

- **Programs schedule for August:** Family Fairy Garden Workshop - August 2nd. Encore Pinterest Party Stepping Stones - August 15. Doris Montag 'The History of Sewing' August 20th.

Approval of Bills: Kris will provide updated July expenses-to-date sheet. Upon motion by Waldie and second by Sutton, the July 2018 bills were unanimously approved.

Old Business:

- **Community Surveys:** March has been adjusting survey, with the possibility of branching questions based on specific answers. Need community input in order to receive accreditation, looking for more than the minimum requirement for accreditation. Discussion regarding questions and how to phrase properly.
- **Discussion & possible action regarding long-range plan:** Jackie will reach out to Becky from State Library to see if she can attend August board meeting and discuss community survey.
- **Discussion & possible action regarding the review of the following policy: Personnel policy - Job Descriptions:**
 - Reviewed Youth Services Librarian description. Various edits were suggested and discussed by the board. Kris will send out a revised version.
- **Review and possible action regarding the LED sign.** Previously discussed during Committee Reports.

New Business:

- **Review and possible action regarding collection development policy:** Board will review policy and discuss at next month's meeting. Discussion about audio collection beyond CDs. Bridges offers audiobooks, but wait list can be long as the collection is shared with the state. May look into alternative options.

Next Month's Agenda:

- Community Survey discussion
- Edit/approve Library Director, Youth Services Librarian job descriptions
- Collection Development Policy

Action Items:

- Kris: Order LED Open sign.
- Jackie: Speak to Cami at City about Kris' salary adjustment
- Kris: Provide updated July expenses-to-date sheet to Board
- Kris: Speak with library staff about organizing community survey brainstorming session with March
- Jackie: Speak to Becky from State Library about availability for August meeting
- Kris: Revise job descriptions for Library Director and Youth Services Librarian

- All: Review Collection Development Policy

Adjournment: Upon motion by Lancaster, second by Waldie, the meeting was adjourned at 8:18 pm

Next Meeting: Monday, August 27, 2018
Submitted by: Seth Smith