

Minutes of Solon Public Library Board

Date: November 26, 2018

Present

Jackie Nemecek, Seth Smith, March Sutton, Kris Brown (Librarian)

Absent

Bob Lancaster, Jane Carr

Call to Order

The meeting was called to order by *Nemecek* at 7:05 pm.

Approval of Agenda

Upon motion by *Smith*, second by *Sutton*, the agenda was unanimously approved.

Approval of Minutes

Upon motion by *Sutton*, second by *Smith*, the October 2018 minutes were unanimously approved.

Citizen's Speak

None

Correspondence

Thank you card to staff for use of meeting room

Committee Reports

- **Building/Facilities (*Lancaster*):** None
- **Financial (*Richardson*):** None
- **County (Vacant):** None
- **Marketing (*Sutton, Smith*):** None
- **City/Library Committee (*Nemecek*):** None
- **Long Range Plan (*Sutton, Nemecek, Carr*):** Committee has met, making progress, working on document to share with board.

Librarian's Report

- **Legislator's Reception**
Scheduled for January 9th, 5:30-6:30pm. Johnson County Library Directors present program.
- **Evaluating the need for a 'Marketing Committee'**
Projects aren't large or expensive, board's duty is to advocate for the library. Possible restructuring to end board Marketing Committee, depending on outcome of long-range plan.

- **Our first library tree in annual December 1st Tree Walk**
At the Family Life Center. Volunteers are creating library-related ornaments. Featuring fun facts/features about the library that the public may not know.
- **Winter Reading Program**
Planning reading/activities program for December/January
- **Holiday Hours**
Our part-time staff usually work the Friday following Thanksgiving and we were very busy that day. We will be closed Monday, December 24th and Dec. 25th. We will be closing @ 5:00 PM on New Year's eve.

Approval of Bills

Upon motion by *Sutton* and second by *Smith*, the November 2018 bills were unanimously approved.

Foundation Treasurer's Report

Kris will email report to board for viewing approval.

Old Business

- **Discussion and possible action regarding job descriptions**
Tabled until January 2019 meeting.
- **Discussion and possible action regarding e-rate update**
Funding appears to be approved but form was needed. Waiting for call back and December bill.

New Business

- **Discussion and possible action regarding the 2019-2020 budget request**
Upon motion by *Sutton* and second by *Smith*, the 2019-2020 budget proposal was unanimously approved.
- **Discussion and possible action regarding the library phone system**
Tabled until January 2019 meeting.

Next Month's Agenda

- **Discussion and possible action regarding job descriptions**
- **Discussion and possible action regarding e-rate update**
- **Discussion and possible action regarding the library phone system**
- **Review Annual Report**

Action Items

- Kris will send the 2019-2020 budget proposal to the board

Adjournment

Upon motion by *Smith*, second by *Sutton*, the meeting was adjourned at 8:05 pm

Next Meeting

Monday, January 28, 2019

Submitted by

Seth Smith