

The Solon Public Library Board

Meeting Minutes

July 27, 2020

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:02 p.m.

Present

Frank Cooney, Bob Lancaster, Sandy Lawrence, Jackie Nemecek, Seth Smith, March Sutton, Kris Brown (Library Director)

Absent

Jane Carr

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the board.

Committee Reports

- **Building:** We are getting multiple bids for new shingles for the library roof. Shingles are less than half the cost of a metal roof, and a metal roof may have issues with leaking based on the roof design of the library. The current shingles are near the end of their life, and new shingles are needed prior to adding solar panels.
- **Finance:** None
- **Johnson County Liaison:** Approved budget as listed
- **City of Solon Liaison:** None
- **Succession Planning:** None

Library Director's Report

The Library Director shared a copy of the Library Director's report, reviewing extra hours worked by staff and circulation numbers.

Approval of Bills

The July 2020 bills were unanimously approved for payment as presented.

Review of Foundation Report

None

Old Business

- **Review and possible action regarding the solar panel project**

Multiple bids for the solar panel project have been received. An application with Alliant to construct the solar array has been approved and is valid for one year. Construction may begin as soon as the roof has been replaced and a bid has been chosen.

Motion: *Postpone the discussion about solar panels and roof to the regular August meeting.*

Motion introduced by *Lancaster*. Motion seconded. Motion passed unanimously.

New Business

- **Brief review of Open Meeting Law**

[Board training began at 7:22 p.m., ended at 7:33 p.m. – 11 minutes of Board training]

The board reviewed Iowa Open Meeting Law provided by the State Library of Iowa.

- **Review and possible action regarding a Citizen's Speak/Correspondence Policy**

A Citizen's Speak/Correspondence policy is not required by law, but has always been an agenda item at the Solon Public Library. The board reviewed and discussed a draft Citizen's Speak/Correspondence Policy. Suggested revisions will be supplied at the next regular board meeting.

- **A Presentation on "Meeting Rule of Order" with possible amendment to the Library Board By-Laws**

Discussed Robert's Rules of Order vs. Consensus Process. Robert's Rules supplies special rules for small boards that is similar to the process used by the library board. Discussed adding wording to the library board by-laws regarding following Robert's Rules of Order.

Motion: *Postpone discussion of inserting reference to Robert's Rules into the bylaws to the next regular meeting.*

Motion introduced by *Lawrence*. Motion seconded. Motion passed unanimously.

Next Month's Agenda

- **Review and possible action regarding the solar panel project**
- **Review and possible action regarding revised Citizen's Speak/Correspondence Policy**
- **Review and possible action regarding Meeting Rule of Order**

Adjournment

The meeting was adjourned at 8:23 p.m.

Next Meeting

Regular Meeting: Monday, August 31, 2020

Submitted by

Seth Smith