

Minutes of Solon Public Library Board

Date: March 25, 2019

Present

Jackie Nemecek, Seth Smith, Jane Carr, Bob Lancaster, March Sutton, Frank Cooney, Sandy Lawrence, Kris Brown (Librarian)

Absent

None

Call to Order

The meeting was called to order by *Nemecek* at 7:04 pm.

Approval of Agenda

Upon motion by *Sutton*, second by *Carr*, the agenda was unanimously approved with the following change: moved discussion of Director's Evaluation from New Business to Closed Session.

Approval of Minutes

Upon motion by *Lancaster*, second by *Sutton*, the February 2019 minutes were unanimously approved.

Citizen's Speak

None

Correspondence

Jacque's letter of resignation

Committee Reports

- **Building/Facilities (*Lancaster*):** None
- **Financial (*Vacant*):** None
- **County (*Vacant*):** None
- **City/Library Committee (*Nemecek, Sutton*):** None
- **Long Range Plan (*Sutton Nemecek, Carr*):** Brought working document to review. Will email document to Library Board for early comment/review. Next sections coming in May.

Librarian's Report

- **Advertisement placed for next open position: Library Clerk / Adult Services**
- **New webmaster in training with Jacque**
- **Qualified for \$500 in new financial material from State Library**
- **Programming for Money Smart Week – Saturday April 20, 10-11 a.m.**
- **Signed up for E-Rate federal funding next year**

- Received a return of \$103.87 from U.S. Bank for overpayment on copy machine return – placed in Trust and Agency
- Solon Library Foundation creating online donation option through library website. Next month need to review privacy policy for site.
- Foundation fundraiser at Frida Kahlo's generated \$200

Approval of Bills

Upon motion by *Carr* and second by *Smith*, the March 2019 bills were unanimously approved.

Foundation Treasurer's Report

None

Old Business

- **Update on the 2019-2020 budget**
No new news.

New Business

- **Discussion and possible action regarding a change to our fines and fees policy**
Cassi shared discussion of no-fine libraries and notice of Ely library eliminating late fees. Board requested Cassi put together a written proposal for a potential policy change for review in the April board meeting.
- **Discussion and possible action regarding the renewal of a CD due in May**
Cooney volunteered to research rates for review at the April board meeting.
- **Update on the 2019-2020 budget - Possible budget amendment**
Must be submitted to City Council in April 2019.
- **Discussion and possible action regarding the purchase of iPads or Chromebooks for Library Board use**
Tabled to next fiscal year.
- **Discussion and possible action regarding projects for Foundation fundraising**
Looking for a goal to work towards with new online donation option. Board to consider possibilities.

Closed Session for Director's Evaluation

Upon motion by *Sutton* and second by *Lancaster*, it was unanimously approved to move into closed session.

Upon motion by *Lawrence* and second by *Carr*, it was unanimously approved to move out of closed session.

Next Month's Agenda

- Review CD renewal due in May
- Discuss Foundation fundraising ideas & privacy policy
- Finalize Director's evaluation
- Review no-fine policy

- **Review Custodian job description**

Action Items

- Email Long Range Plan document to Library Board
- Frank – Research CD rates

Adjournment

Upon motion by *Lancaster* and second by *Cooney*, the meeting was adjourned at 8:59 pm

Next Meeting

Monday, April 29, 2019

Submitted by

Seth Smith