

Minutes of Solon Public Library

Board Date: April 29,2019

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

Absent

Seth Smith

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

Approval of Agenda Upon motion by *Carr*, second by *Lawrence*, the agenda was unanimously approved

Approval of Minutes Upon motion by *Lancaster*, second by *Carr*, the March 2019 minutes were unanimously approved.

Citizen's

Speak None

Correspondence None

Committee

Reports

- **Building/Facilities (*Lancaster*):**

Bob spoke with Scott Kleppe regarding slick spots in the winter months in front of the library. He will cost out strips or textured paint and bring options to the board.

- **Financial (*Vacant*):**

None

- **County (*Vacant*):**

None

- **City/Library Committee (*Nemecek, Sutton*):**

None

- **Long Range Plan (*Sutton Nemecek, Carr*):** Nemecek handed out a timeline of the long range plan process. It listed various checkpoints with a final vote to be

taken by the Board in January.

Librarian's Report

- New Hire is Katie Heffner, will be starting sometime in May
- Megan and Kris took some website content classes learned that our website was not ADA compliant. Megan is now working on updating the website.
- Staff discussed taking a turn with the boot to raise funds for the new firehouse. Staff will determine if they can coordinate it with fire safety month this fall.
- The library has received the e-rate funding for our internet services. Kris will look into the requirements for the Children's Internet Protection Act.
- There will be Star Wars themed programming on May 4th
- Women's Club May Day breakfast is Saturday, May 4th

Approval of Bills Upon motion by *Carr* and second by *Coons*, the April 2019 bills were unanimously approved.

Foundation Treasurer's Report Financial reports were reviewed by the Board

Old 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. Cassi presented a written proposal for policy change eliminating fines on all materials, but keeping replacement and damage fees. Sutton and Nemecek will present policy to the city. Staff will decide on implementation date and how to notify patrons of the new policy. Upon motion by Lawrence and seconded by Carr, board moved to adopt the new no fines policy as presented.
- **Discussion and possible action regarding the renewal of a CD due in May** *Cooney* presented various CD renewal rates, since rates change regularly, he will bring updated rates to May meeting for Board action.

New Business

- **Discussion and possible action regarding projects for Foundation fundraising** Board decided to request funding for new drinking fountain and possible charging station for parking lot. Kris will talk to foundation about a possible joint meeting of the Board, Foundation and Friends to discuss needs/fundraising.
- **Discussion and possible action as we review the privacy policy on Foundation donation page.** Action deferred until May
- **Discussion and possible action regarding a review of the job description for the Library Custodian.** Upon motion by Sutton and seconded by Lancaster board moved to adopt the job description with amendments.
- **Closed Session for Director's Evaluation** Upon motion by *Lancaster* and second by *Carr*, it was unanimously approved to move into closed session. Upon motion by *Lancaster* 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 privacy policy

Action Items

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

Adjournment Upon motion by *Lancaster* and second by *Carr*, the meeting was adjourned at 9:06 pm

Next Meeting

Wednesday, May 29
2019

Submitted

by March
Sutton