

# The Solon Public Library Board

## Meeting Minutes September 28, 2020

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:01 p.m.

### Present

Frank Cooney, Sandy Lawrence, Seth Smith, March Sutton, Kris Brown (Library Director)

### Absent

Bob Lancaster, Jackie Nemecek

### 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:** City has contract from Rabe Hardware. Waiting for a roof contract to be finalized before signing off on solar panels. Waiting on 2<sup>nd</sup> or 3<sup>rd</sup> bid for shingles.
- **Finance:** None
- **Johnson County Liaison:** None
- **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 the following: Library as early voting site, additional curbside pickup times, procedures for checking out laptops to patrons, Zoom meetings, succession planning, and replacement of a printer.

### Approval of Bills

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

### Review of Foundation Report

None

### Old Business

- **Discussion and possible action with update on solar panel project**  
Waiting for roof contract to be finalized (see Building committee report). Alliant contract good for 1 year, ready to be signed and sent in.

- **Discussion and possible action regarding air quality**  
Kris discussed options with staff and decided to use upgraded air filters. Kris will work with Bob to have air quality tested after using upgraded air filters.

#### **New Business**

- **Discussion and possible action with a CD coming due**  
Shared current interest rates from multiple institutions. Suggest rollover into 13-month special at 0.85%

**Motion:** *Move that CD at Green State Union Coming Due Oct 2<sup>nd</sup>, remain at Green State under 13-month special at 0.85%*

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

- **Discussion and possible action as we review a policy for leaving and returning to work**  
The City's policy was shared with the board. Cami recommended against forming a separate policy. Kris is working with staff to draft best practice guidelines that the Library will use that aligns with City policy.
- **Review and possible action regarding the Library Director's job description**  
Will review and approve at the next meeting with additional board members present. The Library Board is looking to establish a timeframe for the hiring process.

#### **Next Month's Agenda**

- **Review and possible action regarding the Library Director's job description**
- **Secure Emails for the Library Board**
- **Board review of Library Procedures for COVID-19**

#### **Adjournment**

The meeting was adjourned at 7:39 p.m.

#### **Next Meeting**

Regular Meeting: Monday, October 26, 2020

#### **Submitted by**

Seth Smith