

Minutes of Solon Public Library Board

Date: October 22, 2018

Present: Jackie Nemecek, Bob Lancaster, Bill Waldie, Seth Smith, March Sutton, Megan Richardson, Jane Carr, Kris Brown (Librarian)

Absent: None

Call to Order: The meeting was called to order by Nemecek at 7:03 pm.

Approval of Agenda: Upon motion by Waldie, second by Lancaster, the agenda was unanimously approved.

Approval of Minutes: Upon motion by Smith, second by Waldie, the September 2018 minutes were unanimously approved.

Citizen's Speak: None

Correspondence: None

Committee Reports:

- **Building/Facilities (Lancaster):** Waiting on divider wall fix. Kris spoke with City on Friday (10/19) waiting for part to be installed and track to be greased
- **Financial (Richardson):** None
- **County (Waldie):** None
- **Marketing (Sutton, Waldie, Smith):** None
- **City/Library Committee (Nemecek):** None
- **Personnel:** None

Librarian's Report: The librarian's report included updates regarding the following:

- **After school "Early Out":** Encouraging kids to take advantage of open gym at the Community Center. Staff exploring 'time limited' software on computers for Thursdays. Waiting list for study rooms. Considering adding hooks in hallway for overflow of bags and coats. Will add some of these "crowding" issues to the documentation for expansion in the future.
- **New Travel database:** Testing new database from World Trade Press, would like to add as resource. Lots of potential for schools and families.
- **South Slope:** Doubled internet speeds.

Approval of Bills: Kris will speak with City about bill for broken window. Upon motion by Sutton and second by Carr, the October 2018 bills were unanimously approved.

Foundation Treasurer's Report: No activity

Old Business:

- **Discussion and possible action regarding long range plan:** Suggestion to create long-range plan subcommittee and present during committee reports. Will not move forward with brand new planning as proposed by Becky Heil but instead work on patching plan temporarily, potentially looking at larger changes in 2-3 years.
- **Discussion and possible action regarding job descriptions: Library Clerk:** Kris shared new writeup of Cataloger/Library Assistant position. Board shared edit suggestions that Kris will implement. Upon motion by Sutton and second by Waldie, the edited Library Assistant/Cataloger job description was unanimously approved.

New Business:

- **Discussion and possible action regarding donations with specific designation:** Donor wanted donation to be used towards green initiative (specific examples were not given). Potential ideas discussed: books purchased regarding green initiative, climate change, Community Read, charging station etc. Kris will discuss ideas with donor.
- **Discussion and possible action regarding the 2019-2020 budget request:** Not available, tabled to next month. Kris will bring numbers to review.

Next Month's Agenda:

- Follow up on e-Rate on ICN charges
- Potential new phone system
- Two job descriptions
- Budget
- Annual Report

Action Items:

- Kris will speak to City about bill for broken window
- Kris and Bob will research new phone system

Adjournment: Upon motion by Carr, second by Sutton, the meeting was adjourned at 7:58 pm

Next Meeting: Monday, November 26, 2018

Submitted by: Seth Smith