

Minutes of Solon Public Library Board

Date: April 23, 2018

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

Absent: March Sutton

Call to Order: The meeting was called to order by Nemecek at 7:02 pm.

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

Approval of Minutes: Upon motion by Richardson and second by Carr, the March minutes were unanimously approved.

Citizen's Speak: None.

Committee Reports:

- **Building/Facilities (Lancaster):** Still waiting for door to be fixed. Scott has contacted Raynor. Bob will ask Scott if public works can do the fix. Suggestion to add LED 'Open' sign to side of existing sign at the curb. Company that installed the original sign no longer in business. Kris and Bob will confer on possibilities. Note that sign should be 'kid proof.'
- **Financial (Richardson):** Provided financial report from Suzie with interest rates and maturity dates. Noted Hills bank maturity date is listed as 11/26/29, clarified date should be 11/26/19. Savings account was created at UICCU 4/18 (\$5 deposit) to create an account in order to purchase CD. Discussion about potentially moving money from Hills Bank to UICCU or investing in a higher percentage/longer term CD, TBD.
- **County (Waldie):** Upcoming meeting of Sierra Club at Iowa City Library, May 7th. Upcoming meeting of Labor and Justice at Coralville Library, May 9th.
- **Marketing (Sutton, Waldie, Smith):** Seth will re-send poster design to Library Board to determine quote and finalize design.
- **City/Library Committee (Nemecek):** None.

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

- **Visit from Director of the State Library of Iowa:** Positive impression.
- **Update on computer/computer service options:** Need to replace computer that was lost during power outage. Looking to rotate in 3 new computers. Estimate about \$1800, including software and licenses for 3 computers. Looking at improved reboot/restore options for updating public computers. \$325 for business-grade manageable wireless access point. Includes staff-friendly wireless access and allows for 200+ connected devices. Soon time to replace server. Considering change to cloud-based storage for a monthly fee.

- **National Library Week:** Encouraged to stop in and look at bulletin board in children's area - lots of great comments.

Approval of Bills: Upon motion by Richardson and second by Lancaster, the April 2018 bills were unanimously approved.

Old Business:

- **Recap of joint meeting:** Each board described their role. Reviewed history of basement, discussed limitations. Asked if expansion is a direction that we need to start thinking about. Volunteers needed to help move books in basement.
- **Board training:** 30 minutes of board training included: Review of State Library of Iowa website. Viewed 'Continuing Education' webinar archives. Highlighted 'Other Duties as Assigned' - what to include in job description. Review of Tumblebooks database on the SPL website, an educational resource for children. Review of Bridges database on SPL website, an eBook checkout system.
- **Review & possible action regarding community surveys:** No update. Marketing committee may need to determine what we want to know. Kris will supply 2008 survey for reference.

New Business:

- **Discussion & possible action regarding the following policy: Fines and fees:** Question of forgiving children's fees at beginning of summer/not collected throughout summer. Keeps up participation, helps hardship cases. About \$1221 in outstanding children's fines (not including lost materials). No policy change at this time. Continue to allow kids to work off fines with tasks appropriate to age in order to promote personal responsibility.

Next Month's Agenda:

- 2008 community survey review
- Online webinar/job description review
- Poster quote review
- Hills Bank CD transfer/investment options

Adjournment: Upon motion by Waldie, second by Carr, the meeting adjourned at 8:53 pm

Next Meeting: Monday, May 28, 2018

Submitted by: Seth Smith