

Minutes of Solon Public Library Board

Date: August 27, 2018

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

Absent: Megan Richardson

At 6:30 PM: Special meeting with Becky Heil to review procedure for community input to help with long-range planning.

Call to Order: The meeting was called to order by Nemecek at 8:04 pm.

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

Approval of Minutes: Upon motion by Lancaster, second by Sutton, the July minutes were unanimously approved.

Citizen's Speak: None

Correspondence: Received donation to be discussed at a future board meeting.

Committee Reports:

- **Building/Facilities (Lancaster):** Waiting for installation of divider wall
- **Financial (Richardson):** None
- **County (Waldie):** None
- **Marketing (Sutton, Waldie, Smith):** None
- **City/Library Committee (Nemecek):** Met with Cammi and Steve from the City. Working on Kris' salary adjustment, on agenda for next council meeting. Cami is going to contact the County Board of Supervisor's assistant to get Megan to step into Bill's term which is vacating by October, 2018 (term ends December, 2019). Will be looking for new city representative on the Library Board.
- **Personnel:** None

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

- **Contact from Johnson County Board of Supervisors:** Regarding rural openings on the board (discussed in Committee Reports).
- **Summer Reading Numbers:** Shared information sheet that is sent to sponsors and shared with City Council and county. Numbers remain steady.
- **September is Library Card Sign-Up Month:** Changing library card handout process so that patrons will receive their card right away and will provide lanyards.

- **New Tween Book Club:** Community Center sent girls to the library to create a new Tween Book Club, will meet once a month after school.
- **Copy Machine Replacement:** Kris will be calling Jackie & Bob in the next couple of weeks to review options.

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

Foundation Treasurer's Report: No activity

Old Business:

- **Review and possible action regarding community surveys:** Upon review of information provided by Becky Heil the board decided to shelve the Community Survey.
- **Discussion and possible action regarding long-range plan:** Kris will supply copies of the most recent long-range plan. Next month the board will make decisions about how to proceed with revising the current plan & contact Becky Heil to discuss how to proceed.
- **Discussion and possible action regarding the review of the following policy: Personnel policy – job descriptions:** Kris provided updated job description for the Library Director that was based on Library Board feedback. Upon motion by Waldie, second by Carr, it was unanimously approved to accept the job description of the Library Director as presented with minor change to Education Experience.
- **Review and possible action regarding Collection Development Policy:** In addition to providing the Collection Development Policy, Kris explained some of the methods and resources staff uses to develop the library collection.

New Business:

- None

Next Month's Agenda:

- Discussion about donation received
- Discussion about comprehensive plan

Action Items:

- Kris will send out copies of the long-range plan to the Board.

Adjournment: Upon motion by Carr, second by Sutton, the meeting was adjourned at 8:51 pm

Next Meeting: Monday, September 24, 2018

Submitted by: Seth Smith