

## **Minutes of Solon Public Library Board**

**Date :** 1/23/17

**Present:** Paula Sears, Jackie Nemecek, Bill Waldie, March Sutton, Bob Lancaster, Kris Brown (Librarian)

**Absent:** Katie Patel

**Call to Order:** The meeting was called to order by Nemecek at 7:01p.m.

**Introduction of Shawn Mercer:** Welcome to Shawn and introduction as our city council liaison.

**Nomination of Officers:** Upon motion by Sears and second by Waldie, Slate of officers as nominated - Nemecek as President, Patel as Vice President and Sears as Secretary. Motion unanimously approved.

**Approval of Agenda :** Upon motion by Sears and second by Sutton, the agenda was unanimously approved.

**Approval of minutes of previous meeting:** Minutes were not presented - tabled for discussion until Feb. July minutes not presented, tabled until Feb.

**Citizens Speak:** none

### **Committee Reports :**

- Building/Facilities (Lancaster) - request by Waldie to check on divider wall in the meeting room
- County (Waldie) Supervisor's new Library liaison is Mike Carberry. He has been assigned to this appointment for 2 years. Waldie and Brown attended the annual Legislative meeting - Kinney, Masher and Dvorsky were legislators present, Green-Douglas and Rettig were Supervisor representatives present. There was discussion regarding a collaborative effort between Coralville, Iowa City and North Liberty libraries to share eBooks. Solon currently uses Bridges, which is a state-wide shared program. Seeing more demand for ebooks over hard backs. Some libraries are now waiving fines with a canned food item/donation. The State budget is short approximately \$100,000,000 and it may trickle down to the local level.
- Policies (Patel) none
- CD/Finances (Sears)-none
- Marketing (Sutton) Infographics were used for presenting budget numbers. Looked at areas to increase circulation and will work on increasing those areas for the coming year.
- City/Library Committee (Patel/Nemecek) - Nemecek met with Mayor Stange and thanked him for reviewing our budget and his continued support and collaboration.

### **Librarians Report (attached)**

#### Papers have been turned in

We received our accreditation from the State Library. Good for three years.

I also received my re-certification.

#### Filling our Library Board Position

Recently an older woman stopped in and asked about applying for the open position on the library board. She does live within the city limits. I haven't checked to see if she turned in her application. She is fairly new to the community and regularly checks out audio books.

I also recently sent out two letters to two different male patrons, who with their families, use the library for a variety of services. I included the board application along with my letter. So far, no response.

#### Information requested by March

Lori is working on information/programming to help our patrons, young and older, to determine what resources and websites are "real" and what are fake. Lori met with the Solon School Media Specialist and also viewed a webinar presented by the librarian at Kirkwood Community College for guidance in how to present this material.

#### Librarians of Johnson County

We have a quarterly meeting of the Johnson County Directors here, on February 14th. We will be talking about hosting a library to library bike ride sometime this coming summer. This idea was suggested by a librarian in the Cedar Rapids/Marion area and he thought a route from Marion all of the way to North Liberty/ Coralville would be fun for people. Not only would this be great advertising for the libraries involved but also for their communities. The development of the bike trail from Cedar Rapids, through Ely and Solon and out to West Branch is slowly becoming a reality.

#### Book Sale

The Friends of the Library will be holding their annual book sale on Saturday, February 4th, from 8:00 AM - Noon. They are struggling with the decision to continue with these larger sales. The Friends have increased the amount of books for sale in the lobby area and they do make a about \$50 a week with little work. The remaining donations are not always enough to supply a larger book sale. This year there are lots of puzzles, DVD's and audio materials which will help to fill out the tables. Please stop in if you can.

February window display: Blind Date with a Book. March will feature a visiting display by the Conservation Board of Johnson County. In April, we'll be hosting a display by Parents of Autistic Children and it's Poetry Month which features shared activities with the Solon 3rd and 4th grades.

**Approval of Bills :** It was recommended that the bills be approved for payment. Upon motion by Sears and second by Lancaster, the bills were unanimously approved.

**Foundation Treasurer's Report -** The Foundation met on January 19, 2017 and the Board of Trustees reviewed the Treasurer's report.

### **Old Business:**

Discussion and possible action as the Board completes our budget request for 2017-2018: The budget isn't formally approved, the council is still working on finalizing details. Discussion is tabled until February.

Discussion and possible action regarding options for an operational audit: Per meeting with Nemecek/Stange, we have a lot of information available in our annual report that he was looking for. Stang is interested in our finances and he is going to check the city audit. Brown will also check with the City to see if they can parse that out and get him the information he's looking for. It's still unclear whether he wants an operational audit or a financial audit. Mercer will meet with Stange to discuss and receive further clarification. It's possible that the accreditation process will answer additional questions. It was noted that Stang would like an operations manual - for example how we decide where to invest our CDs, etc. How to set a precedent for those procedures. Discussion is tabled until February

### **New Business:**

Discussion and possible action as we evaluate internet speed/service(see attached): Lancaster met with our Library IT contractor. Below is a summary of options discussed. Researching our options is still a work in process and will be discussed at future meetings:

Solon Library Board – Facility report on Internet options

1/23/17

1. There is not a residential/commercial fiber option on Elm Street as I was previously told by South Slope. If we want it, we would have to pay for burial from near the new middle school to the library.
2. There are two modems from South Slope, a 10M down by 512K up and a 15M down and 768K up, respectively. The 15M modem's speed cannot be increased. It is at the maximum speed on copper. The 10M modem, currently provided for free can be increased to 15M at a cost of \$49.99 per month. These two modems are combined with a current output of 18M down. With a monthly cost of \$99.95. If we pay the additional \$49.95 fee for dual 15< modems, our cost is approximately \$150/mo with only a marginal increase in performance.
3. Mediacom can bring in their service to the building with NO construction cost. However, we need to get permission of the Solon City Council to do this.
4. With the help of the sales staff at Mediacom, Solon Public library is considered a Rural or Category 2 library system for e-rate. Solon Community Schools has an 8.4% free or reduced lunch rating by the National School Lunch Program. Thus we would qualify for 50% off our direct Internet services, by a primary provider.
5. Windstream, not South Slope, is the primary provider telephone in Solon. Thus we cannot get any e-rate help with South Slope.
6. Mediacom is a primary provider for cable in Solon. Thus we should qualify for the 50% e-rate discount.

	1 Year Price	3 Year Price
5/1 Mb/s	\$79.95	\$59.95
10/1 Mb/s	\$99.95	\$69.95
20/2 Mb/s	\$159.95	\$129.95
50/5 Mb/s	\$249.95	\$199.95
105/10 Mb/s	\$359.95	\$299.95
20/20 Mb/s	\$359.95	\$299.95
105/20 Mb/s	\$429.95	\$349.95

7. Based on the above pricing table from Mediacom, the 50M down / 5M up pricing is \$199.95/mo for a three year contract. Using the e-rate discount, our cost would drop to approximately \$99.95/mo. This is the same rate we are paying for South Slope for the combination 10M and 15M modem, but with a 3.34X increase in speed.

8. I am trying to get from Mediacom, an “Uptime Agreement”. They have not said no at the local level, so I am now in discussions with the regional manager.

9. As soon as Kris can verify our e-rate status and discount, I recommend we remove the 15M modem from South Slope and install Mediacom at 50M down speed on a three year contract.

10. Scott, the IT for the library agrees with this recommendation.

11. Scott was to provide Kris with pricing to replace all the 10/100 switches in the facility with 100/1000 switches. Per Kris, these will be paid for from the Library Foundation.

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 Using existing ICN hardware Option – 20M down and 20M up \$79/mo, or 50M down and 50M up for \$188/mo, both with a 3 year contract, e-rate applies, one time installation fee \$500, e-rate applies. Once e-rate process is started and bids accepted, up to 3 weeks to install. Kris was advised to work with a Pam Jacobs(sp) on e-rate (there is no charge for her help). Her info will be provided to us later (Joe was on vacation when we visited over the phone).

*DDoS (distributed denial of service)* attacks are not covered by e-rate and if we choose, will be an extra cost from \$100 to \$150/mo. Additional details on his concern need to be addressed at a later time.

Also, I do not know if we have a contract on the 15m modem with South Slope, if yes, that cost will have to be taken into account.

At some point in the future, I want to discuss the need for 5 phone lines, at a cost of over \$150/mo.

Bob Lancaster

Discussion and possible action regarding the use of the basement: As library board members turn over, the question arises as to use of the basement. Board member constituents also question its use or lack thereof and while different options are occasionally entertained, the same factors that prohibit its use are always the bottom line stopping point. After thorough

review of possibilities and immediate need, nothing further will be done at this time. Pasted below is a summary of limitations which prevent us from expanding to the basement:

#### Basement Use Discussion

- 1.) Our current library building, which opened in 2001, was built under the supervision of a Building Committee, made up of members of the Friends of the Library and the Library Board. They included a basement but had no specific plans for its use at the time we opened.
- 2.) No city funds were used - no bonds, all private donations. The Friends/Building Committee sold the library to the City of Solon for \$1.00, when the building project was completed
- 3.) The City was using the old Library as their City Hall in the early 2000's.
- 4.) The City used our meeting room for several years for their monthly city council meetings.
- 5.) During the first couple of years, the city council explored the idea of using the basement as a possible place for a city hall. This idea was not received well by the folks who built the library. The basement in their mind, was for future library expansion.
- 6.) After several years, the Library Board at that time, felt that we should begin thinking about expansion as the whole process takes such a long time. A space needs study was done (using some of the funds that we have in our CD's - from the Zeithamel donation.) Some initial plans were drawn up.
- 7.) The main reasons that expansion into the basement was not pursued, even for limited use such as additional meeting rooms, were for the following reasons:
  - a.) Fire code would require a sprinkler system to be put in, because of the limited exits. A larger pipe would have to be put in from either the south, under the highway or from the north, where we have bedrock issues, to allow for increased water flow. This requirement was the biggest obstacle due to the expense.
  - b.) Restrooms would be required.
  - c.) An enclosed hallway would have to be built to provide access to the basement stairway on the northeast corner, to provide for a second exit.
  - d.) This space is valuable storage space which was not adequately provided for on the first floor.
  - e.) If all of these conditions were met, and the library planned to use this space for library services, one of the biggest future costs would be additional staff and that was not something that was supported by the city of Solon.
  - f.) Because of the limitations seen in possible expansion into the basement, the library board, several years later, purchased the lot to the North, for possible future expansion.

Discussion and possible action regarding the "Unattended Children Policy": Clarification on the age limits will be reviewed with staff and will discuss again at the February meeting.

(Moved from Old Business) Discussion and possible action regarding the development of a volunteer policy. We have been advised by the State Library that we shouldn't be doing background checks if the city isn't doing it. Mercer will discuss with city staff and we will table until February.

**Adjournment:** Waldie moved to adjourn, Lancaster seconded . Meeting adjourned at 8:37pm

**Next Meeting: February 27, 2016**