

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

**Date :** 5/22/17

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

**Absent:** none

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

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

**Approval of minutes of previous meeting:** Upon motion by Lancaster and second by Patel, April, 2017 minutes were unanimously approved.

**Citizens Speak:** Lauren Whitehead introduced herself to the board as a candidate for City Council. The board members introduced themselves.

### **Committee Reports :**

- Building/Facilities (Lancaster) - none
- County (Waldie) - On June 7th, the Johnson County Board of Supervisors will host their annual ceremony to announce funding for all of the groups they support. Refreshments begin at 4:30 and the program at 5pm at the Administration Building. Waldie and Brown will be in attendance.
- Policies (Patel) - none
- CD/Finances (Sears)- none
- Marketing (Sutton/Waldie) - none
- City/Library Committee (Patel/Nemecek) - none

### **Librarians Report:**

- The library staff and board have been discussing the possibility of removing the phone in the hallway. There are pros and cons for either option and the phone will remain in place for the time-being.

- A billing error for the copy machine was recently discovered and our vendor will be reimbursing the library \$2,117.32 for the overcharge which occurred over a span of approximately 3 years.
- The Friends of the Library received a donation of 1,700+ books that can in turn be sold at a special fundraiser or combined with the current sales but at increased prices.
- The Foundation is struggling. Several board member terms are currently up and no replacements have been found. The idea of combining Friends and Foundation was discussed but the Friends are not interested as they feel their missions are different and they can't handle additional fundraising projects at this time.

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

**Foundation Treasurer's Report -** No treasurers report (no meeting)

**Old Business:**

**Discussion and possible action regarding an investment policy:**

Guidelines (attached as exhibit A) were adopted to clarify for the current and future boards the circumstances behind the receipt of the donation that the Board of Trustees had received years prior and how it came to be invested in CDs. After months of thoughtful discussion on how to prudently and responsibly protect the investment, a summary and guidance have been proposed. Upon motion by Lancaster and a second by Patel, the motion passed with Sears abstaining from the vote.

**Review and possible action on process on Internet upgrade/E-rate application and the testing of the ICN Internet:** ICN has been up and running for 3 weeks. Speed has increased notably, 20-40 times faster in most circumstances. The fee is currently set at \$188/month, but once approved for E-rate, if we get it, that amount will cut it in half. The recommendation is to leave ICN running, leave South Slope for now as back up. Our contract with South Slope will expire in June and our E-rate approval won't be known until July. Upon motion by Lancaster and a second by Patel, we will let the contract with South Slope expire and continue the test of the ICN until July 1 when we sign a 3 year contract with ICN, pending approval of the E-Rate.

**Discussion and possible action on review of final draft of volunteer policy:** Discussion regarding language changes were made. A revision of the policy will be reworked. Tabled until June.

**Discussion and possible action regarding the use of 2017 State funds:** There are several potential areas of use for spending the state funds. Pending the finalization of additional bids on LED lights and the dividing wall plus an initial bid for a connected fire alarm system, we will wait until June before deciding on project prioritization. We currently have approximately \$2,500 in state funds, \$5-7k from last year's set-aside for large building projects, and we anticipate rolling an additional \$5,000 from this year's budget into the building fund. Tabled until June.

**New Business:**

**Review of Director's evaluation:** Tabled until June

**Library Board Training - discussion of the webinar regarding best practices for running board meetings:** Board members felt the webinar on best practices for running a board meeting was helpful. In general it was nice to have confirmation that we're doing things as we should be and we picked up some clarifying points on how to handle closed sessions and a tip for adding "action items" to the minutes to help develop next month's meeting and remind board members what needs to be done over the course of the coming month. General consensus was that the review will be helpful for future meetings. Training time; webinar - 52 minutes, board discussion - 15 minutes. - Total training time = 67 minutes

**Action Items/Agenda Items:**

Volunteer policy - Katie

Directors evaluation - Jackie

Library board training - Jackie

Bids on LED lights and dividing wall- Bob

State Funds use

Update on internet connections by Bob and Kris

Wage Review - Jackie/Board

**Adjournment:** Sutton moved to adjourn, Patel seconded. Meeting adjourned at 8:22pm

**Next Meeting: June 26, 2017 at 7:00p.m.**