

Minutes of Solon Public Library Board

Date: 6/26/17

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 7:02p.m.

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

Approval of minutes of previous meeting: Upon motion by Sutton and second by Patel, May, 2017 minutes were unanimously approved.

Citizens Speak: We received a thank you letter from Toys for Tots for participating in being a site

Committee Reports :

- Building/Facilities (Lancaster) - Scott Kleppe, due to time constraints, has asked Bob to secure quotes for the meeting room dividing wall. Bob will be in with Nelson Electric to get second bid on LEDs and ballasts.
- County (Waldie) - Kris and Bill attended the Johnson County appreciation evening and awards ceremony. Certificates were handed out to all organizations that receive County funding. Several groups that receive county funding also received additional funds for special energy savings projects. Bill inquired about an award to help cover approximately 1/3 of the cost for our LED lights. We don't qualify since we're a city building with our own tax based revenue. These awards go to non-profits that need help.
- Policies (Patel) - none
- CD/Finances (Sears)- Gave an updated balance sheet on the 3 CDs
- Marketing (Sutton/Waldie) - none
- City/Library Committee (Patel/Nemecek) - none

Librarians Report:

- The summer program has seen great participation. Lori and Deena have come up with fun ideas this year and they're seeing record participation from the teens. There are currently 30-40 teens participating, which is up from about 12 last year. They are experiencing the "Escape Room Challenge," have created famous architectural buildings with old books and done a "chef's challenge" with each team making an appetizer and a dessert.
- Thanks to a partnership with a group called the Tech Chicks (several women from Rockwell Collins), we are featuring a Tech Playground July 5th. It will include hands-on play with Little Bits, Spheros and the making of Lego stop-action videos. One of the moms from Tech Chicks has been helping Lori provide our "Coding with Kids" once a month activity.
- Volunteers are need to fill shift times for the Johnson County Fair Library booth.
- State Library is replacing our EBSCO host data base with a package from Gale. The price is very reasonable but they gave libraries very little advance notice for getting promotional materials ready and links available on our website. This does include a Language package and Chilton's Auto Repair.

Approval of Bills : We spent down all but \$6,000.00 of our budget. \$5,000.00 will automatically be rolled over to our maintenance fund and we will ask the city for consideration in rolling over the full \$6,000.00. It was recommended that the bills be approved for payment.

Upon motion

by Patel and second by Waldie, the bills were unanimously approved.

Foundation Treasurer's Report - Reviewed Foundation treasurer's report which covered March -June 2017

Old Business:

Review and possible action on process on Internet upgrade/E-rate application and the testing of the ICN Internet: Testing is fine. Waiting on approval from state and we haven't received confirmation yet on eRate, but the assumption is that we'll get it (comes from the Federal government). We will be dropping the 2nd Southslope line at the first of July.

Discussion and possible action on review of final draft of volunteer policy: Policy was renewed and approved with the following language change: 4e: Volunteers should be conscious of the perception of their behavior as they further the library's mission. Volunteers should avoid situations with the appearance of impropriety. Sears moved and Waldie seconded the changes.

Discussion and possible action regarding the use of 2017 State funds. Discussion will cover installation of LED lighting: We will be using all of the State funds towards LED lighting

Library Board Training - discussion of the webinar regarding best practices for running board meetings. (notation of training should be recorded in minutes) Kris and Jackie

attended a directors round table on long range planning. They will compile their notes and prepare goals for a training session during the Sept meeting.

New Business:

Review of Director's evaluation: Kris and Jackie met to review evaluations. Kris will continue to work on goals that were set forth for the coming year. Jackie will summarize the scores and comments and send to the board and we'll wrap up our comments at the August meeting. Kris's wages for the coming year were set based on the following summation of her job performance this year: The Library has achieved the highest level of accreditation by the State of Iowa. Programming has increased, participation and circulation numbers have increased, she is supervising a larger staff (paid and volunteer) and managing a larger budget. Technology use, education and efficiencies have improved and the budget has recognized significant savings through various cost savings programs such as eRate.

Discussion and possible action regarding staff wages for 2017-18 Upon a motion by Patel and second by Sears, Kris's staff wage recommendations were unanimously approved.

Action Items/Agenda Items:

LED Lights

Dividing Wall

eRate

Policies for review

August - Director's Review

September - Board training

Adjournment: Waldie moved to adjourn, Sutton seconded. Meeting adjourned at 8:40p.m.

Next Meeting: July 24, 2017 at 7:00p.m.