

# **Minutes of Solon Public Library Board**

Date: July 24, 2017

**Present:** Katie Patel, March Sutton, Bob Lancaster, Seth Smith, Kris Brown (Librarian)

**Absent:** Jackie Nemecek, Bill Waldie, Paula Sears

**Call to order:** The meeting was called to order by Patel at 7:04 pm.

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

**Approval of Minutes of previous meeting:** Upon motion by Sutton and second by Smith, the June minutes were unanimously approved.

**Citizen's Speak:** none

## **Committee Reports:**

- Building/Facilities (Lancaster) – mostly discussed during old business. Bob gave an update on the bids underway for the dividing wall.
- County (Waldie) – no report
- Policies (Patel) – no report
- CD/Finances (Sears) – no report.
- Marketing (Sutton and Waldie) – no meeting due to the summer reading program.
- City/Library Committee (Patel and Nemecek) – no report.

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

Summer reading program – we are working on counting to determine how many kids participated.

Lori Lindner's departure - Lori Lindner, the children's librarian, accepted another job and will be leaving. The board will conduct an exit interview. We have a substitute lined up for a temporary period. We may not have a full-time replacement until September.

New databases - Jacque is attending state-sponsored webinars to become familiar with the new online resources and she is working to get them up on the library home page. It is still a work in progress. By September, we hope to have these advertised when we celebrate National Library Card Sign-Up month.

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

**Foundation Treasurer's Report:** The board acknowledged that they reviewed the Library Foundation budget.

**Old Business:**

Review and possible action on process of Internet upgrade/E-rate application and the testing of ICN Internet – We are still figuring out the billing process and defining the filters. Bob will discuss filtering with the Vinton and Marengo libraries who also use E-rate.

Discussion and possible action regarding the installation of LED lighting (bids) and replacing the dividing wall - Bob met with Scott Kleppe to discuss bids on the lights. The bid is approximately \$8250. The rebate is around \$3,675, which includes materials, labor, etc. This does not include replacement of a few bad ballasts. This was approved by Scott Kleppe.

Upon motion to approve the bid by Lancaster and second by Sutton, acceptance of the bid was unanimously approved.

Bob is bringing someone to look at the dividing wall tomorrow for purposes of providing a bid for repair or replacement. He will also get two other bids.

**New Business:**

Job description for youth services librarian and time line – Kris is advertising in the Economist and NOJOCO and elsewhere. Hopefully we will have a replacement by around September.

Action items/agenda items:

Dividing Wall

E-rate and filtering

Conduct policy (new business)

Director's review

CD and interest rates

**Adjournment:** The meeting adjourned at 7:51 pm.

**Next Meeting:** Monday, August 28, 2017

Submitted by: Katie Patel