

# The Solon Public Library Board

## Meeting Minutes

October 26, 2020

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:00 p.m.

### Present

Bob Lancaster, Sandy Lawrence, Jackie Nemecek, Seth Smith, March Sutton, Kris Brown (Library Director)

### Absent

Frank Cooney

### Approval of Agenda

The agenda was unanimously approved as distributed.

### Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

### Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the board.

### Committee Reports

- **Building:** Alliant contract was signed last week. Rabe contract also signed. Rabe wants to put in line before ground freezes. Waiting for second bid on shingles.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** City will be accepting applications for two new board members.
- **Succession Planning:** On agenda

### Library Director's Report

The Library Director's report, prepared by Cassi, reviewed the following: Delegation of Library Director responsibilities to the staff, early voting at the library, uneven sidewalk on East side of building, attending the online Iowa Library Association conference, laptop circulation policy, public Zoom meeting procedure, and air quality of the library building.

### Approval of Bills

The October 2020 bills were unanimously approved for payment as presented.

### Review of Foundation Report

The Foundation Report was distributed and reviewed.

### Old Business

- **Review and motion regarding keeping the latest CD at Green State Credit Union at .85% for 17 months**

**Motion:** *Keep the CD at Green State Credit Union at .85% for 17 months*

Motion introduced by *Lancaster*. Motion seconded. Motion passed unanimously.

- **Review and possible action regarding Library Director job description**

The board previously updated a draft job description in 2018, however the revised/finalized version was never distributed and approved, so the current description on file is from 3/2012. Tonight the board reviewed the 2018 draft and suggestions supplied by the succession committee.

**Motion:** *Change the 2018 draft of the Library Director job description with the following amendments:*

- *Include salary range as \$40,000 - \$65,000*
- *Change the Education and experience to "A Masters of Library Science Degree and four years library experience, including management of staff."*
- *Add the following to the end of the job description: The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified in this position."*

Motion introduced by *Lancaster*. Motion seconded. Motion passed unanimously.

- **Discussion and possible action on air quality research**

A test has been ordered through Solon Heating and Air to test the air of the library building. Bob presented statements he collected regarding air analysis testing. Discussion regarding virus vs. air quality, vs. airflow testing.

**Motion:** *Postpone air quality test pending further review by Bob.*

Motion introduced by *Lancaster*. Motion seconded. Motion passed unanimously.

## **New Business**

- **Discussion regarding new email addresses for Board members**

Board members' personal emails are on the library website and may be causing spam to be sent. A web-based mail solution through the library is available that would be more secure. Bob will work with Megan to determine email formatting and set up accounts for all board members.

- **Review and possible action regarding Circulation policy and Computer Usage/Internet policy with laptop updates**

Reviewed proposed updates to the Circulation policy regarding circulating devices.

**Motion:** *Adopt the circulation policy with changes as presented.*

Motion introduced by *Nemecek*. Motion seconded. Motion passed unanimously.

- **Review and possible action regarding Library Director job posting, advertising, hiring timeline, and interview committee**

Plan to post job posting ASAP.

**Motion:** *Adopt posting of Library Director as written.*

Motion introduced by *Nemecek*. Motion seconded. Motion amended by *Nemecek*.

**Discussion:** Discussed changes to job posting

**Amended Motion:** *Adopt the posting of the Library Director with the changes discussed: add physical requirements and remove “preferred” under job requirements*

Motion introduced by *Nemecek*. Motion seconded. Motion passed unanimously.

**Motion:** ~~Board appoint a 3-person interview committee comprised of voting members of the board to complete the interview process for hiring a new library director. All members must commit to being present at each interview.~~

Motion introduced by *Nemecek*. Motion withdrawn.

**Discussion:** Discussed the process of creating an interview committee vs. using the full board to conduct interviews, and how those actions relate to open meeting laws. The Succession Committee will post the job and begin collecting applications.

**Motion:** *Conduct a special meeting on November 16 at 7:00 p.m. to further clarify the rest of the Library Director hiring process.*

Motion introduced by *Lancaster*. Motion seconded. Motion passed unanimously.

#### **Next Month’s Agenda**

- **Special meeting 11/16/2020 – review and discussion of interview and hiring process**
- **Regular meeting 11/30/2020 – review preliminary budget for 2021, air quality research review, update on hiring process**

#### **Adjournment**

The meeting was adjourned at 9:25 p.m.

#### **Next Meeting**

Special Meeting: Monday, November 16, 2020

Regular Meeting: Monday, November 30, 2020

#### **Submitted by**

Seth Smith