

# The Solon Public Library Board

## Meeting Minutes

January 25, 2021

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:05 p.m. March welcomed our new Board member, Chris Christophersen.

### Present

Frank Cooney, Bob Lancaster, Sandy Lawrence, Jackie Nemecek, March Sutton, Chris Christophersen, Liz King (Library Director)

### Absent

None

### Approval of Agenda

The agenda was unanimously approved as distributed.

### Approval of Minutes

The minutes of the November 30, 2020 meeting were unanimously approved as distributed. The minutes of the December 14, 2020 meeting were unanimously approved as distributed.

### Citizen's Speak and Correspondence

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

### Election of Officers

The following slate of officers was proposed:

President: March Sutton

Vice President: Bob Lancaster

Secretary: Sandy Lawrence

The slate was unanimously approved as presented.

### Committee Reports

- **Building:** None
- **Finance:** The down payment on the shingles has been made and may call for a budget adjustment to be determined in the spring.
- **Johnson County Liaison:** An email was sent to Pat Heiden, our Board of Supervisor's contact about Kris' retirement after 30 years and Liz King's hiring as new library director.
- **City of Solon Liaison:** The budget was submitted to the City Council. John reported that the Council expressed appreciation for the work the library has done to maintain individual visits and to keep materials and activities available to patrons. The City is still taking applications for another Board member (male) who must reside in the city limits. (Iowa Code regulations requiring gender balance on all appointed boards.) If one is not found in three months, the position is open to any gender residing in the city limits.
- **Hiring Committee:** None

### **Library Director's Report**

The new Library Director, Liz King briefly introduced herself and shared her background. The Library Director's Report reviewed the following: she has attended meetings with the City Council, Friends of the Library and the Library Foundation Board. She has completed necessary paper work and safety training with the City. Other meetings are scheduled. Circulation numbers, program participation numbers, outreach, public relations and other special events were documented.

### **Approval of Bills**

The December 2020 bills were unanimously approved for payment as presented.  
The January 2021 bills were unanimously approved for payment as presented.

### **Review of Foundation Report**

The Foundation Report was distributed and reviewed.

### **Old Business**

- **Discussion and possible action on FY21 Budget.** There is a shortfall in salaries due to payment of Kris' accrued vacation and sick leave days of \$17,816. A discussion was held on possible line items that could absorb some of the shortfall as well as using Trust and Agency or CD funds. Liz will work with Cami to clarify.

### **New Business**

- **Discussion and possible action on CD renewal.** The next CD is due in February and we will act on it at the February 22 meeting.
- **Discussion and possible action on defining Library Director orientation time period.** The evaluation process may be extended through the next fiscal year to align with the March 2022 evaluation cycle. March will check with Cami.
- **Discussion and possible action regarding Board expectations of goals and/or outcomes for Library Director orientation/evaluation time period.** The planned goal setting activity will be moved to the February meeting with the expectation that we can participate in person.

### **Next Month's Agenda**

- **Action on CD due in February**
- **Discussion and possible action on Budget adjustment information**
- **Discussion and possible action on expectation and goals/outcomes for Library Director**

### **Adjournment**

The meeting was adjourned at 8:25 p.m.

### **Next Meeting**

Regular Meeting: Monday, February 22, 2021

### **Submitted by**

Sandy Lawrence