

## Minutes of Solon Public Library Board

Date: August 26, 2019

### Present

Seth Smith, Jane Carr, Bob Lancaster, March Sutton, Frank Cooney, Kris Brown (Librarian)

### Absent

Jackie Nemecek, Sandy Lawrence

### Call to Order

The meeting was called to order by *Sutton* at 6:59 pm.

### Approval of Agenda

Upon motion by *Carr*, second by *Smith*, the agenda was unanimously approved.

### Approval of Minutes

Upon motion by *Carr*, second by *Lancaster*, the June 2019 minutes were unanimously approved as amended – name change.

### Citizen's Speak

None

### Correspondence

The library received a generous donor gift to be deposited into Trust & Agency

### Committee Reports

- **Building/Facilities (*Lancaster*):** Light samples for downstairs will arrive next week. Phase 1: test lights, Phase 2: decide if more are needed. Discussion about upcoming sidewalk repairs – should be done before weather gets too cold. Need to decide on timing/library scheduling.
- **Financial (*Cooney*):** None
- **County (*Lawrence*):** None
- **City/Library Committee (*Nemecek, Sutton*):** None
- **Long Range Plan (*Sutton Nemecek, Carr*):** To be discussed in New Business

### Librarian's Report

#### Two new events

- Cassi attended the "Unpack your Backpack" night at the elementary school this year. She had a library table with information about early out schedules, the unattended child policy, Babygarten, and our monthly calendar that lists events for all ages.

- Cassi and Megan worked on a new “program” that provided a light breakfast on the first day of school for new families to Solon and parents with kindergartners (new to the school).

### **Annual Computer Update**

- Goal to replace three computers a year. This year, we are replacing three of the public computers. We have asked for help to set up another computer workstation in the staff workroom that will be shared by our teen advisor and our new adult services staff person. In addition, we want to set up a designated card catalog so that it’s more visible when patrons walk into the building - this computer will have a single purpose, freeing up another public computer. The location for the card catalog will be between the copy machine and the new bookshelves.

### **Hooks for backpacks in the hallway**

- Reviewed flat hooks that will be installed to help with backpacks overflowing in the hallway – plan to install 60 hooks.

### **Approval of Bills**

Upon motion by *Lancaster* and second by *Carr*, the August 2019 bills were unanimously approved.

### **Foundation Treasurer’s Report**

None

### **Old Business**

- **Review and possible action regarding the personnel policy with organizational flow chart.**  
Will be ready to be approved at next meeting.
- **Review requirements for Library Board Training.**
  - Board training – reviewed Iowa Public Library Statistics.
  - Overview of Trustees Handbook – board to review introductory pages.
  - Expressed desire to review closed sessions for training.
  - Upcoming training event in Iowa City on Advocacy – October 16.

### **New Business**

- **Long-range plan.**  
Library board to review updated plan (new items highlighted in yellow) provided by Kris.

### **Next Month’s Agenda**

- **Discussion and possible action as we review the long-range plan.**

- **Discussion and possible action as we review the Personnel Policy.**
- **Review of closed sessions for training.**
- **Policy review.**

**Action Items**

- Board: review introductory pages of Trustees Handbook.

**Adjournment**

Upon motion by *Carr* and second by *Cooney*, the meeting was adjourned at 7:49 pm

**Next Meeting**

Monday, September 1, 2019

**Submitted by**

Seth Smith