

# The Solon Public Library Board

## Meeting Minutes June 28, 2021

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:02 p.m.

### Present

Sandy Lawrence, March Sutton, Chris Christophersen, Liz King (Library Director)

### Absent

Bob Lancaster, Jackie Nemecek

### 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:** None
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** March reported that the City has applicants and an approval may be made at the July meeting. Board positions will continue to be posted.
- **Evaluation committee:** None

### Library Director's Report

The Library Director's Report reviewed the following: The summer program has been very successful with increasing in-person visits to the library. The 9:00-10:00a.m. weekday hour will continue to be reserved for household visits, school visits, library staff meetings and volunteer training. Walk-in browsing for library resources and services will be available the entire rest of the day until closing time. The lobby holds cart in the entryway will continue for easy patron access. Staff is already beginning to plan for Thursday activities for school-age youth when school starts in the fall. A variety of sites and cooperative programming is being investigated in order to keep group sizes smaller. Library program participation statistics were shared.

### Approval of Bills

The June 2021 bills were unanimously approved for payment as presented. Motion, Chris, second Sandy.

## **Review of Foundation Report**

The Foundation Report was distributed and reviewed.

## **Old Business**

- **Feedback from professional development on IA Learns webinars in May and June.**  
Board members shared programs they had viewed on IA website.

### **24-hour WiFi access**

There is no extra charge for 24-hour access. The Computer and Internet policies will be reviewed at our July Board meeting.

## **New Business**

- **Community Meeting Room Policy**

**Motion:** It was moved to approve the Community Meeting Room Policy as presented.  
Discussion: the Policy now more clearly establishes the Process, Fees and User Responsibilities.

Motion introduced by *Sandy*. Motion seconded by Chris. Motion passed unanimously.

### **FY22 Budget**

Liz presented a staff salary proposal that fit within the City of Solon salary ranges.  
**Motion:** To accept the proposed staff salary increases that fit within the City of Solon salary ranges and within the FY22 library budget.

Motion introduced by Chris, Motion seconded by Sandy. Motion passed unanimously.

**Motion:** To approve a 1.5% Colo and 1% merit raise for the Library Director for FY22.

Motion introduced by Sandy, seconded by Chris. Motion passed unanimously.

### **Robison Invoice for Roof Replacement**

**Motion:** Invoice was approved as received. Motion by Chris, Seconded by Sandy.  
Motion passed unanimously.

### **Solar Monitoring System for Rabe app**

Item moved to July agenda

### **Closed Session for Director Evaluation.**

It was agreed that the Board did not need to go into a closed session for the purpose of Director Evaluation. Library Director Liz King had prepared a checklist of completed and ongoing tasks that corresponded to a list of priorities compiled by the Board of Trustees February 22, 2021 and revised April 20, 2021. This comprehensive checklist gave an extensive view of activities

completed during the past six months and indicated ongoing activities extending into FY22. The Director was commended for her leadership during the difficult months of the pandemic and the successful reopening of the library.

**Next Month's Agenda**

- Computer and Internet Policy
- Solar Monitoring Panel

**Adjournment**

The meeting was adjourned at 8:42 p.m.

**Next Meeting**

Regular Meeting: Monday, July 26, 2021

**Submitted by**

Sandy Lawrence