

The Solon Public Library Board

Meeting Minutes September 26, 2022

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 6:30 p.m.

Present

Sandy Lawrence, March Sutton, Bill Christensen, Liz King (Library Director), Cole Gabriel (City Liaison)

Absent

Jennifer Fetzer, Laurie Neuerburg, 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:** Front entrance is completed to meet ADA requirements. Parking lot will probably need additional work.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Library Board positions are advertised. City personnel committee will meet in October to work on revising City Handbook.

Library Director's Report

Liz reported that the Library hosted a Solar Program with Kristen Lang from Rabe Hardware. The presentation included data of current electricity costs savings. She also noted that the Library will be closed on October 13 in order for staff to attend the Iowa Library Association conference which will be held in Coralville. The Library will be closed on October 28 for safety training.

Approval of Bills

The September 2022 bills were unanimously approved for payment as presented. (Sutton/Christensen) The Board directed King to seek further clarification on the difference between the bid and the final bill paid for the completed entrance work, and also clarification of the funding process for future building projects.

Review of Foundation Report

The Foundation meeting is this upcoming week, so no report is available.

Old Business

- **City Employee Handbook:** Personnel committee will meet in October.
- **Strategic Plan:** Fifty-two invitations have been sent inviting participation in focus groups. RSVPs are due by Oct. 3. A survey link will be attached to the email newsletter.
- **2023 Accreditation:** A timeline has been prepared for ADA requirements, library policies and by-laws to be reviewed and revised as necessary.

New Business

- **Review Conduct Policy:** The Conduct policy was approved with the addition of including calling the Johnson County Sheriff's office as needed for extreme situations.
- **Board Continuing Education Suggestions:** titles and sources were presented for Board member inservice.

Next Month's Agenda

- **City Employee Handbook**
- **Strategic Plan**
- **2023 Accreditation**
- **Review of Collection Policy**
- **Clarification on sidewalk Repair bill**

Adjournment

The meeting was adjourned at 7:45 p.m.

Next Meeting

Regular Meeting: Monday, October 24 at **7:30p.m.**

Submitted by

Sandy Lawrence