

The Solon Public Library Board

Meeting Minutes

April 24, 2023

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 6:28 p.m.

Present

Sandy Lawrence, March Sutton, Janet Salathiel, Charlene Cosgrove, Cole Gabriel, (City Council Liaison), Liz King (Library Director) Also Present: City Administrator Cami Rasmussen

Absent

Bill Christensen, Jennifer Fetzer, Steve Fisher

Approval of Agenda

The agenda was unanimously approved after a motion to add a CD discussion to New Business.
Sandy/Janet

Approval of Minutes

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

Citizen's Speak and Correspondence

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

Committee Reports

- **Building:** Liz was able to bring attention to the Library's parking lot issue with Scott Kleppe at the weekly City Department Head meeting. Scott Kleppe will contact the city engineer and look at the situation.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Cole was able to report that the budget has had its final reading and will soon be given to the City Council for approval.
- **Board of Trustees Continuing Education:**
The Keys to the City - Char Cosgrove

Library Director's Report

A written report was included in the Board packet.

Approval of Bills

The Bills were unanimously approved as presented.

Char/Janet

Review of Foundation Report

No report was available pending the Foundation Meeting scheduled on April 26, 2023

Old Business

- **City Employee Handbook:** Liz provided a copy to each of the Board Members of her requests to the Personnel Committee for the Employee Handbook submitted to City Administrator Cami Rasmussen in May 2022 and the changes to be recommended to City Council by the Personnel Committee. Liz also shared a copy of her Five-year staffing analysis for the Library that was provided to Cami and the Personnel Committee. The Board advocated for part-time benefits (Holiday pay and pro-rated benefits) to Cami and Cole to ensure we can retain our talented staff and are able to recruit qualified applicants as openings occur.
- **FY24 Budget:** Covered by Cole Gabriel's committee report
- **Director Evaluation Process/Timeline:** Liz provided a copy of her FY23 Goals and Accomplishments to each Board Member. Each Board Member will complete the Director Evaluation Form and provide it to Sandy Lawrence by Sunday, May 14. Sandy will compile all of the responses for the Director Evaluation Discussion at the May meeting.

New Business

- **Volunteer Policy:** The Board reviewed and approved the Volunteer Policy
Sandy/Char
- **CD Maturing in May 2023:** The Board discussed options for the CD funds maturing on May 30, 2023. Jen Fetzer provided information via email on rates at local banks and credit unions. Cami will look into the city depository levels at the two institutions with the best rates. The Board will vote on the plan at the May meeting.
- **Edge Technology Assessment:** Board reviewed the technology analysis completed by Megan Richardson.
- **FY23 Budget update:** Liz shared that upon review of remaining funds in the FY23 Budget, no Budget Amendment will be necessary to cover the cost of the sidewalk improvement project.
- **Board Continuing Education Suggestions:** Items were listed for Board consideration

Next Month's Agenda

Solon Library Director Evaluation

Maturing CD

Adjournment

The meeting was adjourned at 7:27pm

(Sandy/Janet)

Next Meeting

Regular Meeting: Monday, May 22, 2023

Submitted by

Char Cosgrove