

# The Solon Public Library Board

## Meeting Minutes July 31, 2023

### Call to Order

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

### Present

Bill Christensen, March Sutton, Sandy Lawrence, Steve Fisher, Janet Salathiel, Char Cosgrove, Jen Fetzer, Cole Gabriel (City Council Liaison), Liz King (Library Director)

### Absent

None

### Approval of Agenda

The agenda was unanimously approved as distributed. (Sandy/Janet)

### Approval of Minutes

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

- June 26, 2023. (Bill/Janet)

### Citizen's Speak and Correspondence

Citizen's Speak none. Correspondence was a recognition of Library Accreditation

### Committee Reports

- **Building:**

Updates:

*Radon* issue is not resolved, but solutions are under consideration.

*Handicap Parking* issue has not made any recent progress,

*New cleaning person* has been hired. Amy Randal is cleaning the Library every Tuesday and Thursday morning and once every weekend.

*Painting* of the meeting room and dinette will begin August 23rd by Lynch Brothers.

- **Finance:** None

- **Johnson County Liaison:** The activities at the annual Johnson County Fair were discussed. It was decided this year, by the regional libraries, that the Johnson County Libraries participation be on Kids Day only.

- **City of Solon Liaison:** Cole spoke about the city hiring a new cleaning person. Also Cole voiced our Library staffing concerns to Kami. He will continue to bring to mind our concerns and the desire to compensate in some manner our part-time employees.

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- **Board of Trustees Continuing Education:** Janet watched and recommended the Understanding Disability Webinar that was under suggestions for Continuing Ed.

## **Library Director's Report**

A written report is included in the Board packet. Liz wished to highlight this year's Summer Reading Program. The program received great feedback from the community. She and the staff were very pleased with the change of the program's schedule to June 1 - July 31st. They will continue with this timeline next year. Liz also mentioned that the recent Trivia Night had a full house and great fun was had by all. She also brought to our attention that a whole year's data is completed in WhoFi Calendar program which will be autofilled into the State Annual Survey for FY23..

## **Approval of Bills**

The July 2023 bills were unanimously approved for payment as presented. (Steve/Bill)

## **Review of Foundation Report**

The Foundation Report was distributed and reviewed.

## **Old Business**

None

## **New Business**

- **Review Library Staff Job Descriptions**

The descriptions were reviewed by the Board of Trustees. It was recommended that a Job Description for a Clerk be added to the ones reviewed. This item will be revisited at the next Board Meeting.

- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

## **Next Month's Agenda**

- Clerk job description.

## **Adjournment**

The meeting was adjourned at 7:20 p.m. (Sandy/Janet)

## **Next Meeting**

Regular Meeting: Monday, August 28, 2023

## **Submitted by**

Char Cosgrove