

The Solon Public Library Board

Meeting Minutes February 26, 2024

Call to Order

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

Present

Sandy Lawrence, Bill Christensen, Janet Salathiel, Char Cosgrove, Matthew Hanes, Cole Gabriel (City Liaison), Liz King (Library Director)

Absent

Steve Fisher, Jen Fetzer

Approval of Agenda

The agenda was unanimously approved. (Janet/Matt)

Approval of Minutes

The minutes of the previous meeting were unanimously approved as corrected. (The slate of officers were voted on and approved). (Char/Janet)

Citizen's Speak and Correspondence

Citizen speak: None

Correspondence: A letter of appreciation was received for the Sewing Program held at the Library.

Elections: Vice President Bill Christensen was unanimously approved for Vice President (Char/Janet)

Committee Reports

- **Building:**

Parking Lot Lights: A photocell that controls the exterior building and parking lot lights was replaced. The photocell is located under the eaves in the middle of the east side of the building, which is not ideal for getting enough light to turn off the lights in the morning. We will investigate the possibility of moving the photocell to a better location.

Scott Kleppe and Liz will meet monthly on the first Tuesday of every month to discuss any building items.

- **Finance:** The next CD to mature is on 4/14/24 at Solon State Bank in the amount of \$12,347.47. This will be addressed at our next meeting.

- **Johnson County Liaison:** No report

- **City of Solon Liaison:** Cole reported that the FY25 budget is nearing completion. There are no big changes expected. Community feedback is the last portion of the process.

The Solon Public Library Board

- **Board of Trustees Continuing Education:** Bill reported on completing the Board Series 1&2 of Intersections and also the Advocacy in Action program. Char reported watching the 2024 All Iowa Reads (Exploring the short list) and also watched the Board Series on Policy Development

Library Director's Report

A written report is included in the Board packet. Liz highlighted one chart she found interesting. It demonstrated the large spikes in circulation and people on days prior to expected closures.

Approval of Bills

The bills for February 2024 were unanimously approved. (Bill/Matthew)

Review of Foundation Report

The Foundation Report (N/A, Foundation to meet 2/28/24)

Old Business

- **FY25 Budget:** A budget update was discussed. Liz brought to our attention an increase of the building insurance amount.

New Business:

- **Policy Reviews** *Copyright Policy (2021)* The policy was reviewed and was approved. (Char/Bill) *Basement Use Policy (2021)*. The policy was reviewed and approved as revised. (Matthew/Janet)
- **ALA Accessibility Grant for Parking Lot.** A bid from JDM Concrete was discussed. A need for a comparison bid is needed to comply with the purchasing policy. No action is needed at this time.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration

Next Month's Agenda

- CD Maturing

Adjournment

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

Next Meeting

Regular Meeting: Monday, March 25, 2024 at 6:30 p.m.

Submitted by

Char Cosgrove