

Agenda for Solon Library Board Meeting
Monday, September 28, 2020 @ 7:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/82795007070>

Meeting ID: 827 9500 7070

One tap mobile
+13017158592,

Call to order

Approval of the agenda

Approval of minutes

Citizen's Speak - Correspondence

Committee reports - Finance - Johnson County Liaison - City Liason - Building

Director's report

Approval of Bills

Review of Foundation report

Old Business

- Discussion and possible action with update on Solar Project
- Discussion and possible action regarding air quality

New Business

- Discussion and possible action with CD coming due.
- Discussion and possible action as we review a policy for leaving and returning to work.
- Review and possible action regarding the Director's job description.

Librarian's Report - Sept. 28, to 2020

We are excited about offering our library space as an early voting site on Oct. 14, from 2 PM- 6 PM. The staff was very supportive.

The staff decided to add 2 additional to the curbside pickup time. Curbside now runs from 1:30 PM to 6 PM on Tuesday and Thursday and 1:30 to 5:00 PM on Saturday. The hope is that we will pick up parents who are going to pick up their children at school.

Cassi is working on procedures for checking out our laptops to patrons. She's following Coralville's rules and procedures. Once we've agreed on a procedure, we will offer 5 laptops for check out.

At our next staff meeting, Alexis wants to talk about opening up our options to offer our zoom meeting for the public to use. I don't have staff opinions yet, I know Alexis said that she would open every meeting herself.

Reports on my treatments, lately, have not been good.
The small group to hire a new director should meet soon.

We will be replacing one of the printers that got not long ago. Scott said that initially, if something goes wrong just replace it. It would cost a little over \$200 to buy something to clean off the current printer and a new similar printer would cost approximately \$500. We decided to go with the new print.

Solon Public Library – Job Description for Library Director
Last reviewed/approved 3/2012

SALARY RANGE: \$35,000 - \$65,000

Supervision Received: Direction and evaluation from the Library Board.

SUMMARY OF WORK: This position requires a customer service oriented librarian to direct all programs, activities, and personnel of the library to provide city and county residents with library materials and services to meet their needs. The Library Director manages and maintains the library facility.

JOB CHARACTERISTICS:

Nature of Work: This position requires administrative, supervisory, and professional abilities requiring adherence to library standards, as well as adhering to standards of accuracy, timeliness, tact, and confidentiality. The Library Director may have a varying work schedule including some evenings and weekends. This position requires some travel for meetings and workshops. Consequences of errors may result in dissatisfied library users, employees, board members city and county officials and possibly a reduction in revenue and dismissal.

Supervision Exercised: The Library Director hires, oversees and evaluates all library staff. The Director must communicate orally and in writing, organize, maintain records, plan and direct services in order to communicate with city/county governments. The position requires the ability to oversee and present budgets. Maintains a thorough and growing knowledge of the Internet, library automation systems and electronic databases and the physical building that houses these services.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Organizes and directs all library activities according to Library Policies to aid the further education and recreation of all people in the Solon community by providing books, materials, programs and exhibits.

Advertises for, recommends, assigns and directs the supervision of library employees and volunteers to assure the most efficient use of their time to provide the best service for library users by observing and evaluating employees and volunteers according to their job performance and library users comments.

The Director helps to prepare, justify and follow a budget with the assistance of the Library Board. The Library Director is accountable to the Library Board, the Johnson County Board of Supervisors and the Solon City Council for all money requested and received through each fiscal year. Annual reports will be prepared by the Director and distributed to the City, County Board of Supervisors and to the State Library.

Attends Library Board meetings to suggest, discuss and promote policies concerning library services, the building, equipment and employees. Attends meetings of Friends of the Library and the Solon Library Foundation as a non-voting member. In this capacity, the Director will advise and assist where needed.

Promotes library services in the community to expand interest and increase contributions through good public relations with individuals, organizations and other librarians by answering correspondence, writing newspaper articles, giving talks, conducting tours, attending meetings and assisting library users and other librarians.

Responsible for managing the activities and staff to achieve a computing environment that serves the libraries' current needs and ensures the development of new services and resources to meet user and staff needs. Provides leadership in designing, maintaining and enhancing the libraries' computing networks and workstations, including the selection of software and equipment for complex systems.

Contributes support toward fundraising efforts sponsored by Friends of the Library and the Library Foundation.

Travels to out-of-town and/or attends local meetings of professional groups to keep abreast of current techniques and technical advancements, including meetings sponsored by the State of Iowa. Takes advantage of workshops and classes offered for certification or renewal of that certificate.

JOB REQUIREMENTS:

Knowledge: Considerable knowledge of general library practices and procedures; cataloging, reference, research, and bibliographic tools and techniques. Knowledge and experience in technology services. Knowledge of the people of the community and county, their occupations, culture, life styles and interests.

Skills:

Managerial skills: Competency to develop clear and appropriate objectives, plans and procedures in response to program directives. Competency to use information, to evaluate alternatives and select the most appropriate approach to various challenges.

Financial skills: Ability to present budgetary and financial information in an organized and understandable manner. Ability to read and understand accounting statements. Capacity to monitor financial accounts, identify expenditure patterns and take or recommend corrective action, as needed.

Interpersonal skills: Capacity to understand and be sensitive to the needs of individuals. Capacity to interact with others in ways which strengthen and build good feelings. Ability to supervise professional, technical and clerical staff.

Communication skills: Competency to write effectively in a clear, readable manner with appropriate style, format, organization and grammar. Competency to speak and listen effectively in one-to-one and group situations.

Education and experience: A Masters of Library Science Degree or four years public library experience or an equivalent of experience indicating an ability to assume responsibilities involved.






Physical demands and working conditions: The Library Director must accept a varying work schedule. Light lifting, stretching and kneeling will be required as shelving books or other projects demand. Storage is in basement and does involve many trips up and down the stairway. Standing at the circulation desk for at least two hours at a time is required, as well as sitting at a desk for long periods of time. The Library Director should work at various hours throughout the month so that he/she works all hours at least once a month, with each staff member.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performances of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Organizes and directs all library activities.
- Oversees the collection management.
- Hires, supervises, and evaluates all library employees.
- Helps to prepare, justify and follows the budget approved by the Library Board.
- Attends all Library Board meetings, Friends of the Library and the Library Foundation.
- Promotes and lobbies for library service locally and statewide.
- Communicates regularly with the Solon City Council and the Johnson County Board of Supervisors.
- Travels to professional meetings and workshops as needed to maintain current library certification.
- Responsible for arranging maintenance and repairs to the Library building, grounds and equipment.
- Recommends to the Library Board the purchase of capital outlay items.

OCTOBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>KEY: Babies 2-5 yrs old K-4th gr 5th gr. & up All-Ages Adult</p>	 <p>7 Days! Solon Public Library quarantines all library materials upon return.</p>	<p>High Risk Household Appointments Available Weekly, Monday through Friday between 10 AM—Noon.</p>	<p>Adult Book Club Pick: <i>Inheritance</i> by Dani Shapiro</p> 	<p>1 Curbside 1:30—6 PM NEW BAM! POW Grab & Go Kits & CATS To Go!</p>	<p>2</p>	<p>3 Appointments Available between 10 AM—1 PM Curbside 1:30—5 PM</p>
<p>4</p>	<p>5 NEW LEGO Club Challenge! Appointments Available between 3—6 PM</p>	<p>6 Digital Storytime @ 10:30 AM Curbside 1:30—6 PM DIY Night @ 6:30 PM</p>	<p>7 Appointments Available between 3—6 PM</p>	<p>8 Curbside 1:30—6 PM NEW BAM! POW Grab & Go Kits & CATS To Go!</p>	<p>9</p>	<p>10 Appointments Available between 10 AM—1 PM Curbside 1:30—5 PM</p>
<p>11</p>	<p>12 Indigenous Peoples' Day Appointments Available between 3—6 PM</p>	<p>13 Digital Storytime @ 10:30 AM Curbside 1:30—6 PM Video Editing Class @ 7:00 PM</p>	<p>14 Johnson County Votes! Satellite Voting in the Library Meeting Room from 2—6 PM</p> 	<p>15 Curbside 1:30—6 PM NEW BAM! POW Grab & Go Kits & CATS To Go!</p>	<p>16</p>	<p>17 Appointments Available between 10 AM—1 PM Curbside 1:30—5 PM</p>
<p>18</p>	<p>19 Appointments Available between 3—6 PM</p> <p>13 Days of Halloween begins!</p> 	<p>20 Digital Storytime @ 10:30 AM Curbside 1:30—6 PM Adult Book Club @ 6:30 PM</p>	<p>21 Appointments Available between 3—6 PM</p>	<p>22 Curbside 1:30—6 PM BAM! POW Grab & Go Kits & NEW CATS To Go! Virtual Trivia Night @ 7:30 PM</p>	<p>23</p>	<p>24 Appointments Available between 10 AM—1 PM Curbside 1:30—5 PM Trunk or Treat @ SRNA From 5—6:30 PM</p>
<p>25</p>	<p>26 Appointments Available between 3—6 PM</p>	<p>27 Digital Storytime "Witches & Black Cats" @ 10:30 AM Curbside 1:30—6 PM Cookbook Club @ 6:30 PM</p>	<p>28 Appointments Available between 3—6 PM</p>	<p>29 Curbside 1:30—6 PM BAM! POW Grab & Go Kits CATS Career Spotlight with Machelle Henneberry @ 4PM</p>	<p>30</p>	<p>31 Appointments Available between 10 AM—1 PM Curbside 1:30—5 PM Happy Halloween!</p> 

We're open by appointment!

Monday & Wednesday from 3—6 PM and

Saturdays from 10 AM—1 PM are for any household, while

Monday through Friday from 10 AM—12 PM are reserved for high-risk households.

Your household can visit the library for 20 minutes to browse for materials (no limits on quantity!) or use a computer. Book your visit on our website:

www.solon.lib.ia.us and clicking the green "Book A Library Visit" button, or call 319-624-2678. *Don't forget to mask up!*



Image: FlatIcon.com

Tuesdays @ 10:30 AM: Preschool Digital Storytime

Join us each week for new Digital Storytime videos. For children ages 2-5 years and their caregivers. Past videos are also available to watch anytime on our Facebook page (@Solon.Public.Library), website (solon.lib.ia.us) and YouTube channel. **The theme for October is Where We Live!**



Thursdays @ Curbside: BAM POW Grab & Go!

K-4th grades are invited to pick up weekly fun, at-home activity kits. Kits are available at curbside pick-up, as long as supplies last, with new kits each Thursday. Limit one kit per participant.



Thursdays @ Curbside: CATS To Go! —5th-12th Grades are invited to pick up a cool, at-home activity kits with an optional Zoom hang out @

4PM on select Thursdays. Activities planned by TAB, the Teen Advisory Board. Kits are available at curbside pick-up, as long as supplies last, with new kits each Thursday. Limit one kit per participant.



13 Days of Halloween! In lieu of our Family Halloween Party

this year, family activity kits will be available at Curbside starting 10/15! Count down to Halloween with these fun activities and suggestions. Celebrate together while apart!



Curbside Pick-Up is your no-contact way to take home Library materials!

Tuesdays & Thursdays from 1:30-6 PM and

Saturdays from 1:30-5 PM.

Place materials (now expanded to a max of 8 items per card, per pick-up) on hold using our online catalog or by calling 319-624-2678, by 5 PM the day before pick-up. Not sure what to request? Fill out our short form and let us pick for you! Staff will call you to confirm your materials are ready and the next pick-up.

Visit our website for details: www.solon.lib.ia.us



October 6 @ 6:30 PM: DIY Night via Zoom

This month we'll repurpose book pages to create a decorative lantern garland to hang in your home or workspace.

October 14 @ 7 PM: Video Editing Class via Zoom

Garrett Elton, a professional video editor with World Leverage, will be teaching a one-time class on basic video editing skills and techniques, including splicing two videos together, cutting unnecessary footage, inserting photos and gifs into a video, and adding text on top of the video. Please register in advance to get information on how to download the editing software to your computer before the class begins.

October 22 @ 7:30 PM: Virtual Trivia Night—Play from the comfort

of your home, live on Zoom! You can test your knowledge as you play (individuals or teams). You must register to receive the Zoom Meeting ID and the digital answer sheet. Teams must organize a team chat through other method (SMS, Facebook, Google Hangout, etc.) No answers in Zoom chat! **Prizes will be awarded!**

October 27 @ 6:30 PM: Cookbook Club via Zoom

Each month we will provide members with an uncommon herb, spice, or ingredient along with ideas of how to use it. Participants can post photos of their culinary creations on our Cookbook Club Facebook group or join our Zoom meeting to share their experiences. Visit our Pinterest page for ideas! (pinterest.com/SolonPublic) **October's ingredient is fennel!**

To register for these adult programs: call 319-624-2678 or email Alexis at akurth@solon.lib.ia.us