

Solon Public Library Board
October 26, 2020 – 7:00 PM
Solon Library Meeting Room
Zoom: <https://us02web.zoom.us/j/89133384749>
Meeting ID: 891 3338 4749
One tap mobile
+13126266799,,89133384749# US (Chicago)

Agenda

Call to order
Approval of the agenda
Approval of minutes
Citizen's Speak - Correspondence

Committee Reports:

City/Board Liaison – Jackie, March
Facilities – Bob
Financial – Frank
Director Hiring Committee– Sandy, Jackie, Bob
Rural representative – Sandy

Librarian's Report

Bills
Review Foundation treasurer's report

Old Business

Review and motion regarding keeping the latest CD at Greenstate Credit Union at .85% for 17 months.

Review and possible action regarding Library Director Job description.

Discussion and possible action on air quality research.

New Business

Discussion regarding new email addresses for Board members.

Review and possible action regarding Circulation policy and Computer Usage/Internet policy with laptop updates.

Review and possible action regarding Director salary range.

Review and possible action regarding director job posting, advertising, hiring timeline and interview committee.

The Solon Public Library Board

Meeting Minutes September 28, 2020

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:01 p.m.

Present

Frank Cooney, Sandy Lawrence, Seth Smith, March Sutton, Kris Brown (Library Director)

Absent

Bob Lancaster, 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:** City has contract from Rabe Hardware. Waiting for a roof contract to be finalized before signing off on solar panels. Waiting on 2nd or 3rd bid for shingles.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** None
- **Succession Planning:** None

Library Director's Report

The Library Director shared a copy of the Library Director's report, reviewing the following: Library as early voting site, additional curbside pickup times, procedures for checking out laptops to patrons, Zoom meetings, succession planning, and replacement of a printer.

Approval of Bills

The September 2020 bills were unanimously approved for payment as presented.

Review of Foundation Report

None

Old Business

- **Discussion and possible action with update on solar panel project**
Waiting for roof contract to be finalized (see Building committee report). Alliant contract good for 1 year, ready to be signed and sent in.

- **Discussion and possible action regarding air quality**
Kris discussed options with staff and decided to use upgraded air filters. Kris will work with Bob to have air quality tested after using upgraded air filters.

New Business

- **Discussion and possible action with a CD coming due**
Shared current interest rates from multiple institutions. Suggest rollover into 13-month special at 0.85%

Motion: *Move that CD at Green State Union Coming Due Oct 2nd, remain at Green State under 13-month special at 0.85%*

Motion introduced by *Cooney*. Motion seconded. Motion passed unanimously.

- **Discussion and possible action as we review a policy for leaving and returning to work**
The City's policy was shared with the board. Cami recommended against forming a separate policy. Kris is working with staff to draft best practice guidelines that the Library will use that aligns with City policy.
- **Review and possible action regarding the Library Director's job description**
Will review and approve at the next meeting with additional board members present. The Library Board is looking to establish a timeframe for the hiring process.

Next Month's Agenda

- **Review and possible action regarding the Library Director's job description**
- **Secure Emails for the Library Board**
- **Board review of Library Procedures for COVID-19**

Adjournment

The meeting was adjourned at 7:39 p.m.

Next Meeting

Regular Meeting: Monday, October 26, 2020

Submitted by

Seth Smith

Librarian's Report, prepared by Cassi Elton, Youth Services Librarian – October 26, 2020

In response to Kris's absence, we have divided and delegated her daily, weekly, and annual tasks as applicable to ensure that everything is covered. This includes but is not limited to:

- ordering operating supplies and books for adult collections
- tracking expenditures and ensuring bills are paid
- writing the weekly and monthly newspaper columns
- turning in timesheets and picking up pay checks
- attending auxiliary meetings as library representatives
- putting together the annual report for the State

All of these tasks have been in addition to our regular library duties. We are appreciative of the Board's support in this work as it does involve staff working additional hours, including limited overtime. We miss having Kris at the helm but appreciate that she has been able to prioritize her health at this time.

Early voting at the Library on Wednesday, October 14th went really well! Voters were lined up around the building up to an hour before voting started and 267 early voters were received from 2-6 pm, plus countless other voters turning in their mail in ballots by hand. Having the separate entrance and exit worked wonderfully for this high-traffic event. Many thanks to the Board for helping facilitate the clearing of the eastside sidewalk so this was possible. We did notice that the sidewalk has shifted over the years making it a bit uneven, and believe it would be beneficial for the Building Committee to take a look.

We all attended the online Iowa Library Association conference this year and unanimously agreed it was beneficial. We came away with several ideas for ways to improve our library space and service that we're excited to explore. This was possible due to our increased budget this year for staff development which other years would have made this type of participation out of reach.

Laptops are awaiting Board approval for device-specific additions to the circulation policy as provided in the Board packet. Alexis put together those suggestions and is here to answer any questions about them that the Board may have.

We have reviewed public Zoom meeting procedure and are ready to move forward to make that available to the public. We are hopeful that some of our regular meeting room groups will be interested in this new service.

We have a proposal to improve the air quality of the library building which we have included here for your reference. Deena researched our options and spoke to experts in the field. She's here to answer any questions you have as well.

Library List of Bills - October

Alliant Energy	Utilities	\$ 735.24
Amazon	Books	\$ 206.20
Baker & Taylor	Books/DVDs	\$ 931.20
Broad Reach	Books	\$ 806.39
DEMCO	Supplies	\$ 148.54
Iowa City Press-Citizen	Newspaper Sub.	\$ 221.02
Iowa Communication Network	Internet/Phone (3 Mo.)	\$ 565.88
Market Street	IT Support	\$ 90.00
MicroMarketing		\$ 327.45
Mid America Books	Books	\$ 265.30
Midamerican Energy Company	Utilities	\$ 13.29
Office Express	Supplies	\$ 172.13
Oriental Trading	Education Supplies	\$ 71.84
Smart Apple Media	Books	\$ 575.91
South Slope	Internet	\$ 231.57
State Library of Iowa	Database	\$ 147.22
Talas	Operating Supplies	\$ 48.24
Tallgrass	Supplies	\$ 284.66
USA Buttons Inc.	Education Supplies	\$ 251.00
Woodward Community Media	Solon Economist	\$ 177.88
JOANN	Education Supplies	\$ 63.75
Sam's Mainstreet	Supplies	\$ 41.63
Walmart	Education/ Supplies	\$ 122.61
		<u>\$ 6,498.95</u>

EXPENDITURE REPORT

Page: 1
10/22/2020
9:25 am

City of Solon

For the Period: 7/1/2020 to 10/31/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - GENERAL FUND							
Expenditures							
Dept: 4410 LIBRARY SERVICES							
60100 SALARIES	187,968.00	187,968.00	64,645.10	8,026.77	0.00	123,322.90	34.4
61100 FICA SOCIAL SECURITY	14,058.00	14,058.00	4,945.33	614.06	0.00	9,112.67	35.2
61300 IPERS	17,347.69	17,347.69	6,016.59	757.72	0.00	11,331.10	34.7
61500 EMPLOYEE GROUP INSURANCE/ANNUI	20,165.00	20,165.00	0.00	0.00	0.00	20,165.00	0.0
62100 DUES, MEMBERSHIPS & MAGAZINE S	700.00	700.00	163.26	147.22	0.00	536.74	23.3
62400 TRAVEL AND CONFERENCE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	322.00	160.00	0.00	9,678.00	3.2
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	1,867.50	0.00	0.00	2,672.50	41.1
63710 UTILITIES	13,000.00	13,000.00	2,863.36	745.90	0.00	10,136.64	22.0
63730 TELEPHONE/INTERNET	3,700.00	3,700.00	693.77	231.57	0.00	3,006.23	18.8
63731 DATA BASES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
64080 INSURANCE	13,425.00	13,425.00	0.00	0.00	0.00	13,425.00	0.0
64140 PUBLISHING	600.00	600.00	520.19	0.00	0.00	79.81	86.7
64340 EDUCATIONAL PROGRAM	8,500.00	8,500.00	1,560.40	278.11	0.00	6,939.60	18.4
65020 LIBRARY BOOKS	22,500.00	22,500.00	4,074.11	1,149.26	0.00	18,425.89	18.1
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	632.42	321.54	0.00	4,217.58	13.0
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	1,626.48	230.87	0.00	4,023.52	28.8
65050 PUZZELS, PUPPET KITS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
65070 OPERATING SUPPLIES	7,000.00	7,000.00	1,255.66	580.47	0.00	5,744.34	17.9
65080 POSTAGE AND SHIPPING	900.00	900.00	691.70	7.40	0.00	208.30	76.9
65990 SUPPLIES	100.00	100.00	243.82	0.00	0.00	-143.82	243.8
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	1,596.88	251.00	0.00	2,403.12	39.9
LIBRARY SERVICES	342,503.69	342,503.69	93,718.57	13,501.89	0.00	248,785.12	27.4
Expenditures	342,503.69	342,503.69	93,718.57	13,501.89	0.00	248,785.12	27.4
Grand Total Net Effect:	-342,503.69	-342,503.69	-93,718.57	-13,501.89	0.00	-248,785.12	

REVENUE/EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2020 to 10/31/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 031 - TRUST & AGENCY LIBRARY							
Revenues							
Dept: 4410 LIBRARY SERVICES							
43000 INTEREST INCOME	1,000.00	1,000.00	986.69	7.82	0.00	13.31	98.7
44410 STATE CONTRIBUTION-LIBRARY	5,000.00	5,000.00	3,029.74	0.00	0.00	1,970.26	60.6
47040 MEETING ROOM/CLEANING DONATION	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
47050 PRIVATE DONATIONS	2,000.00	2,000.00	20.00	0.00	0.00	1,980.00	1.0
47060 MEMORIAL DONATIONS	500.00	500.00	710.00	0.00	0.00	-210.00	142.0
47990 ALL OTHER NON-REVENUE RECEIPTS	500.00	500.00	24.00	0.00	0.00	476.00	4.8
LIBRARY SERVICES	10,000.00	10,000.00	4,770.43	7.82	0.00	5,229.57	47.7
Revenues	10,000.00	10,000.00	4,770.43	7.82	0.00	5,229.57	47.7
Net Effect for TRUST & AGENCY LIBRARY	10,000.00	10,000.00	4,770.43	7.82	0.00	5,229.57	47.7
Change in Fund Balance:			0.00				
Grand Total Net Effect:	10,000.00	10,000.00	4,770.43	7.82	0.00	5,229.57	

Solon Public Library – Circulation Policy

Registration

- Library cards are issued, at no charge, to a new patron with photo identification and proof of current residential address. (A post office box is not a sufficient example of current address.) Mail must have a current postmark.
- A parental signature is required for new patrons under the age of 14. A photo ID or proof of address is required for students between the ages of 14 – 18.
- Responsibility for all materials and any fines or charges accrued on the child's card, is held by the parent or guardian until the child is 18.
- All patrons are encouraged to use their library cards. If left at home, check out is still possible, but staff does verify, asking for address, that this person is who they say they are.

Fee Cards

- Individuals who reside in communities that do not have libraries or library service will be charged a fee for a library card in order to use the Solon Library. The charge for this fee card is \$25.00 per person. An example of communities that would fall into this category would include Hills and Riverside. The \$25.00 is slightly higher than Johnson County residents or Solon City residents pay per capita but we also have to match fees charged by other area libraries.
- This card cannot be used at other libraries.

Loan periods

- The standard loan period for circulating books, audio books, music CD's, puppets, puzzles and magazines is three weeks.
- All DVDS are now circulated with a one week loan period, with one renewal allowed if there is not a waiting list.
- **Circulating devices may be checked out for one week at a time, with renewal allowed if there is no waiting list.**
- Seniors and local school staff have a three month check out period.
- If a patron notifies the staff that they will be on vacation and they would like an extension of time, we do honor this request.

Renewals and reserves

- Reserves are held for four days and if not picked up, once the patron has been contacted, are bumped to the next patron on the waiting list.
- Limited reserves, as a courtesy to our patrons, are placed on books not yet in our system.
- Reserves are not allowed on upcoming movies, before they are placed in our circulation system.
- Three renewals are permitted on all materials, if no other reserves have been placed on these items.
- Renewals may be made by phone or on-line.

Interlibrary Loans

- The Solon Library participates in the state wide interlibrary loan program. This is a reciprocal system: to be able to borrow materials from other libraries, we have to be willing to loan our materials when requested.
- The loan period for ILL's is one month and can be extended, when requested, by the borrowing library.
- We currently do not charge a mailing fee for this service.

Fines and damages

- Items are to be returned by closing time of the due date.
- Once an item is overdue and has not been returned after 21 days, the patron is reminded of their item(s) due date(s) via phone or mail and, if there are no reserves on the item(s), the materials are renewed. Overdue fines are no longer charged for late materials.
- Once a circulating device is overdue, and has not been returned after 7 days, the patron will be reminded of their item(s) due date(s) via phone or mail and, if there are no reserves on the item(s), the materials may be renewed.
- If item(s) are still overdue after 63 days, 21 days for circulating devices, materials are marked lost and the patron account is charged the cost of replacing the item(s). The patron is notified of this charge with a written notice or email. If the item is returned, the replacement cost is forgiven.

- If the total cost of the lost materials exceeds \$100, a certified letter is sent to the patron which includes the list of replacement costs and a notification that the next step is a visit by the Johnson County Sheriff's Department.
- Fees charged for damaged materials are determined by the Library director. If the replacement fee is paid for an item and then the item is returned undamaged, the money is not refunded.
- Patrons with unpaid fees of more than \$10 will not be permitted to check out additional items or use the public computers. There is no restriction on in-library use of materials.

Confidentiality of Patrons

The Library Board of Trustees and library staff uphold the confidentiality of patron records, including but not limited to card application information, circulation, interlibrary loans placed and Internet records.

The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa.

Library records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.

The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.

Reviewed and updated 2015, 2017, and 2018. The Fines and Fees section of this policy was reviewed and changed in May 2019. Updated Feb 2020.

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.

**Motion to add the following to the 3/2012
Job description for Library Director**

Change the Salary Range from \$35,000 to \$40,000 as the minimum – ok with Cami

Change the Education and experience to “A Masters of Library Science and four years library experience” from “A Masters of Library Science and four years public library experience or an equivalent of experience indication an ability to assume responsibilities involved.”

Add the following: “The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified in this position.”

JOB DESCRIPTION (draft)
OLON PUBLIC LIBRARY - LIBRARY DIRECTOR

SUPERVISION: Direction and evaluation from the Library Board.

SUMMARY OF WORK: This is a salaried, full-time position. It requires a customer service oriented librarian to direct all programs, activities, and personnel at 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 will be an advocate for the Library through regular interactions with the Solon City Council, Johnson County Board of Supervisors, the Johnson County Librarians, and other local community groups. The Library Director may have a varying work schedule including some evenings and weekends. This position requires some travel for meetings and workshops.

JOB REQUIREMENTS:

Knowledge: Must have considerable knowledge of general library practices and procedures; cataloging, reference, research, and bibliographic tools and techniques. Must be comfortable with technology services. Must strive to know the people of the Solon community and Johnson County; their occupations, culture, lifestyles and interests.

Managerial skills: Must be able to develop clear and appropriate objectives, plans and procedures in response to program directives. Must be able to evaluate staff performance and library services for optimal effectiveness. Must maintain records and submit required reports.

Financial skills: Must have the ability to present budgetary and financial information in an organized and understandable manner. Must have the capacity to monitor financial accounts, identify expenditure patterns and take or recommend corrective action, as needed.

Interpersonal skills: Must have the capacity to understand and be sensitive to the needs of individuals. Must interact with others in ways which strengthen and build good feelings.

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

Education and experience: A Masters of Library Science Degree is preferred and/or four years public library experience including management of staff.

Page 2 - Job description for Library Director

Physical demands and working conditions: 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.

Summary of duties:

- 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.
- Submits annual reports to the State Library.
- Maintains up to date technology for staff and public use.
- Helps to create and implement library policies.
- 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 along with city facilities director.
- Recommends to the Library Board the purchase of capital outlay items and projects for future growth.

Reviewed and approved 3/2012

Draft - revision 2018

Solon Public Library Director Position

Posting date: Oct. 30, 2020

Library Director: Solon, IA

Solon Public Library is seeking a passionate, organized and creative individual as Director for our library which serves the community of Solon, IA and rural residents in the surrounding county. The Library Director reports to the Library Board of Trustees and collaborates with City of Solon Administration.

Job Requirements:

Education and Experience: A Masters of Library Science and 4 years library experience. Experience supervising and evaluating staff preferred. Must maintain appropriate certification.

Skills required:

- Knowledge--general library practices and procedures; cataloging, reference, research and bibliographic tools and techniques. Knowledge and experience in technology services and social media.
- Managerial skills--ability to develop clear and appropriate objectives, plans and procedures to monitor programs and projects. Ability to find and use information, to evaluate alternatives and select appropriate approaches to a variety of challenges. Ability to set and meet goals and deadlines, maintain records and gather/present data for decision-making.
- 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—ability to understand and be sensitive to the needs of individual colleagues, patrons and community members. Ability to supervise professional, technical, and clerical staff and volunteers. Ability to collaborate and communicate with a variety of community groups and city administration. Keeps Board apprised of library and community news and is responsive to requests from the Board of Trustees.
- Communication skills—ability to write effectively in a clear, readable manner with appropriate style, format, organization and grammar. Ability to speak and listen effectively in one-to-one and group situations.

Applications and complete job description are available at City Hall, www.solon-iowa.com. and at <https://www.solon.lib.ia.us/> This is a salaried position with full benefits including: health/dental/vision insurance, IPERS, paid holidays, sick leave and vacation benefits. Salary range is \$40,000-65,000. Interested applicants may send application, cover letter and resume to: SPLhiring@solon.lib.ia.us.

**Library Director Search Oct-Dec. 2020: Phase I Action plan
Succession Committee: Bob Lancaster, Sandy Lawrence, Jackie Nemecek**

Objective and action steps	Dates	Who is Responsible	Resources	Outcomes
Review Job description Recommend any changes for Board approval at Oct. mtg	10/13	Comm Sandy/Bob	Job description	Finalized Job description Ready for Board review
create dedicated confidential email for submission of applications and resumes	10/14 to	Bob, Megan	Computer resources at the library	Email address for posting responses Completed
Draft posting	10/14 to	Comm Jackie	Samples from St. Lib site and job description Any clarifications from Cami re: benefits	Posting ready to go to advertisers Ready for Board review
decide where to advertise	10/13	Committee	Advert. budget	St. Library job site; CRG, DMR, QCT, Econ. List
Make sure we have secure storage for applications, resumes, interview notes, etc.	10/14	Jackie Cami		Cami identified confidential storage of personnel records is at the City office Completed
overview of process for interviews Recomm. To the Board-Interview comm. Of 3 Board members for all interviews with finalist to meet and greet entire Board at Dec. meeting before final Board vote?	10/14 to 11/29	Comm Cami Board		Short written outline and short presentation to the Board Pending Board discussion
create rubrics for each phase of the search process—candidate reviews, interviews, reference/background check	10/14 to 11/29	Comm	Input from full Board, City admin, John Farlinger Director eval form, job description, posting, Board ideas	Pending

Oct 22, 2020

To follow up on the Library Board's request for more information on air purification systems for the library we reached out to Solon Heating & Air. They got back to us within a few days with their suggestions.

First on their list was Carrier's Infinity Air Purifier which is 99% effective within 24 hours against:

- Airborne dust
- Pollen
- Mold
- Coronavirus (SARS)
- Other viruses: influenza, common cold, measles, smallpox surrogate, etc.
- Bacteria: streptococcus, tuberculosis surrogate
- Fungi

The Infinity Air Purifier is a great solution for our library, especially since the windows remain shut at all times. It would make the whole building (staff room, director's room, main library area, study rooms, meeting room, bathrooms and basement) safe for our patrons and staff. We would need seven units, one for each of our current furnaces, but that would eliminate the need for even more air purifiers that would address a single area only and would be less effective.

Other options from Solon Heating & Air are listed on the handout, but come with only partial air purification and are for much smaller spaces. The last option is just a humidifier.

There is additional information in the handouts from Solon Heating & Air.



Turn to the experts



INFINITY[®] AIR PURIFIER

Enhanced comfort for your home

CAPTURES  KILLS



Model DGAPA

Infinity® Air Purifier

Our Best Defense

Indoor air circulates through a home's return air ducts, into the heating/cooling system, then back into the home's living areas. It is full of tiny particles from both natural and manmade sources such as pollen, dander, mold, tobacco smoke, exhaust and select viruses and bacteria. The largest of these particles settle on interior surfaces and appear as dust. Smaller particles also settle, but become airborne again with the slightest disturbance. The Infinity air purifier is installed on or near the furnace/air handler of your home comfort system to remove airborne particles that circulate throughout your home. Removing these particles keeps the equipment components clean, and more importantly, removes particles from the air you breathe. Because your indoor air is under constant attack, you need an effective defense – the kind you get with the Infinity air purifier.



Model DGAPA

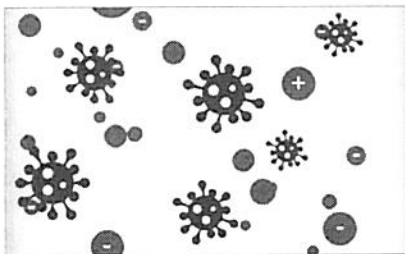
Why the Carrier Infinity Air Purifier Matters

As part of a strategy for slowing the spread of infectious disease in your home, the Infinity air purifier should be considered essential. Featuring our patented Captures & Kills™ technology, the Infinity air purifier offers proven, third-party tested effectiveness with a 99% inactivation of captured viruses and germs when used as instructed,¹ including:

- Coronavirus
- Common cold surrogate
- Bacteria that causes strep throat
- Human influenza

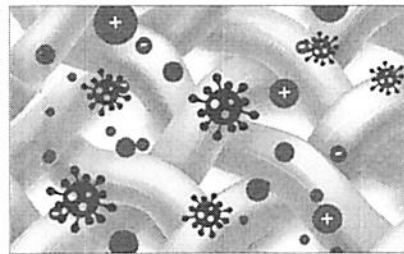
Here's How it Works

Our Infinity air purifier treats the air flowing through your HVAC system's air handler using a three-step, charge/capture/kill process that inactivates 99% of select germs and viruses:¹



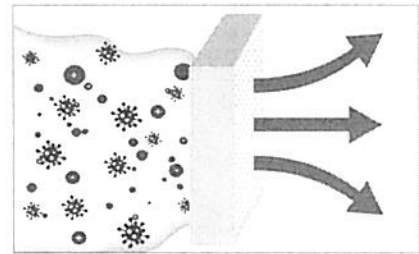
Charge

The purifier creates a "cloud" of electrically charged ions that attach themselves to airborne dust, pollen, viruses, germs and other particles as they pass through.



Capture

The ionized particles are pulled toward an oppositely charged, pleated filter and captured at an extremely high rate, similar to how a magnet attracts metal shavings.



Kill

Captured airborne microbes remain on the pleated filter instead of recirculating back into the home and are subjected to an intense electric field.

¹ The Infinity air purifier has demonstrated effectiveness against the murine coronavirus, based on third-party testing (2020) showing a >99% inactivation, which is a virus similar to the human novel coronavirus (SARS-CoV-2) that causes COVID-19. Therefore, the Infinity air purifier can be expected to be effective against SARS-CoV-2 when used in accordance with its directions for use. Third-party testing (2012, 2007) also shows ≥99% inactivation for the type of virus that causes common colds, Streptococcus pyogenes and human influenza. Airborne particles must flow through your HVAC system and be trapped by the Infinity filter to be inactivated at 99%.

Limited Warranty

To the original owner, the Carrier Infinity air purifier is covered by a 10-year parts limited warranty upon timely registration. The limited warranty period is five years if not registered within 90 days of installation except in jurisdictions where warranty benefits cannot be conditioned upon registration. See warranty certificate at carrier.com for complete details and restrictions.



Turn to the experts

HEALTHYHOMES

Infinity® Air Purifiers

Healthier Air for Your Home

The patented Infinity® air purifier is ideal for homeowners with allergy concerns, those susceptible to airborne germs (such as infants and the elderly), and those sensitive to the effects of molds, pollen, pets and more. It's our premier air cleaning and purification solution, providing the highest tested germicidal effectiveness with a 99% inactivation rate against selected viruses, bacteria and fungi. And considering most of us spend about 90% of our adult lives indoors, it's an important consideration for enhancing the environment inside your home.

Independent lab testing on the Infinity air purifier technology has shown a 99% germicidal effectiveness (inactivation) within 24 hours for the following:

- Viruses – Human influenza, common cold, avian influenza, wild type A influenza, measles, smallpox surrogate, and coronavirus (SARS)
- Bacteria – Bacillus subtilis, Mycobacterium parafortuitum (tuberculosis surrogate), Staphylococcus aureus, Serratia marcescens, Pseudomonas aeruginosa, and Streptococcus (causes sore throat)
- Fungi – Aspergillus versicolor



Furnace Model



Fan Coil Model



Innovation

Electronic air cleaners can do a great job filtering pollutants out of your home. Our Infinity® air purifier with Captures & Kills™ technology takes it to the next level by “killing”, or deactivating airborne irritants. It's the same technology trusted to protect secure government facilities and hospital room patients.



Indoor Environment

The air inside your home can be up to five times more polluted than outdoor air, spreading disease, or triggering allergic or asthmatic reactions. The Infinity® air purifier treats 100% of the air flowing through your home comfort system using a unique, three-step process. Step 1: Precision point ionization charges particles as they enter the purifier. Step 2: A specially designed, continuously charged media captures airborne particles. Step 3: Patented, state-of-the-art technology kills captured viruses, bacteria, and mold and can prevent further growth of bacteria and fungi on the filter.



Efficiency

Air filtration systems are measured with the Minimum Efficiency Reporting Value (MERV) using a scale from 1 – 16, the higher the number the better. At MERV 15, the Infinity® air purifier offers our highest filtration efficiency for enhanced indoor comfort and cleaner, more energy-efficient operation of your heating and cooling system.



*Limited Warranty

To the original owner, the Carrier® Infinity® air purifier is covered by a 10-year parts limited warranty upon timely registration. The limited warranty period is five years if not registered within 90 days of installation. Jurisdictions where warranty benefits cannot be conditioned on registration will receive the registered limited warranty. See warranty certificate at carrier.com for complete details and restrictions.

Models GAPAA, GAPAB

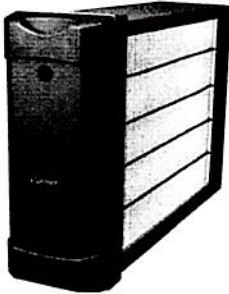


turn to the experts™

SOLON HEATING & AIR

(319) 624-2679

INDOOR AIR QUALITY



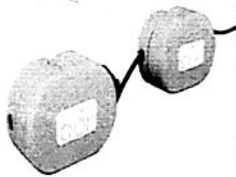
INFINITY AIR PURIFIER

\$ 1650.00

The Infinity air purifier offers extremely high air filtration efficiency and patented germicidal technology so effective it even Captures & Kills® airborne pathogens such as bacteria and viruses

Benefits

- Better air quality for better health
- Improved humidity control for greater comfort
- MERV 15 filter
- 99% efficient
-



CARRIER OR COR ULTRA VIOLET LIGHT

\$ 802 – 2 Bulb

\$ 459 – 1 Bulb

Features

Cleaner coil
Single & Dual Lamp Models
115V & 208/230V Models
Trouble free installation

Benefits

- Improves air quality in the home
- Nearly maintenance free
- Healthier Home
- Zero ozone operation



iWave-R

\$ 718

Features

Needlepoint ionization generator
designed for treating air in duct
systems

Benefits

- Reduces allergens, odors, smoke, static electricity and other airborne particles
- Kills mold, bacteria and viruses
- Self cleaning, low maintenance



TOTALINE BYPASS HUMIDIFIER

\$ 437

Features

The ideal humidifier should treat your whole house, improve comfort, reduce energy costs, operate quietly and be easy to maintain. Only Totaline humidifiers do it all.

Benefits

- Improves air quality in the home
- Prevents dry skin and dry sore throats
- Protects the home such as wood floors and furniture