

Agenda for Solon Library Board Meeting
Monday, November 30th, 2020 @ 7:00 PM 18,425.89
Join Zoom Meeting

Topic: SPL Board of Trustees Meeting
Time: Nov 30, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/89967992381>

Meeting ID: 899 6799 2381
One tap mobile
+13126266799,

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

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

Director's report
Approval of Bills
Review of Foundation report

Old Business

- Discussion and possible action regarding air quality

New Business

- Discussion and possible action on the FY2022 budget
- Staff - instruction on Board Email set up

The Solon Public Library Board

Meeting Minutes

October 26, 2020

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:00 p.m.

Present

Bob Lancaster, Sandy Lawrence, Jackie Nemecek, Seth Smith, March Sutton, Kris Brown (Library Director)

Absent

Frank Cooney

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:** Alliant contract was signed last week. Rabe contract also signed. Rabe wants to put in line before ground freezes. Waiting for second bid on shingles.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** City will be accepting applications for two new board members.
- **Succession Planning:** On agenda

Library Director's Report

The Library Director's report, prepared by Cassi, reviewed the following: Delegation of Library Director responsibilities to the staff, early voting at the library, uneven sidewalk on East side of building, attending the online Iowa Library Association conference, laptop circulation policy, public Zoom meeting procedure, and air quality of the library building.

Approval of Bills

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

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Review and motion regarding keeping the latest CD at Green State Credit Union at .85% for 17 months**

Motion: *Keep the CD at Green State Credit Union at .85% for 17 months*

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

- **Review and possible action regarding Library Director job description**

The board previously updated a draft job description in 2018, however the revised/finalized version was never distributed and approved, so the current description on file is from 3/2012. Tonight the board reviewed the 2018 draft and suggestions supplied by the succession committee.

Motion: *Change the 2018 draft of the Library Director job description with the following amendments:*

- *Include salary range as \$40,000 - \$65,000*
- *Change the Education and experience to "A Masters of Library Science Degree and four years library experience, including management of staff."*
- *Add the following to the end of the job description: 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."*

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

- **Discussion and possible action on air quality research**

A test has been ordered through Solon Heating and Air to test the air of the library building. Bob presented statements he collected regarding air analysis testing. Discussion regarding virus vs. air quality, vs. airflow testing.

Motion: *Postpone air quality test pending further review by Bob.*

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

New Business

- **Discussion regarding new email addresses for Board members**

Board members' personal emails are on the library website and may be causing spam to be sent. A web-based mail solution through the library is available that would be more secure. Bob will work with Megan to determine email formatting and set up accounts for all board members.

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

Reviewed proposed updates to the Circulation policy regarding circulating devices.

Motion: *Adopt the circulation policy with changes as presented.*
Motion introduced by *Nemecek*. Motion seconded. Motion passed unanimously.

- **Review and possible action regarding Library Director job posting, advertising, hiring timeline, and interview committee**
Plan to post job posting ASAP.

Motion: *Adopt posting of Library Director as written.*
Motion introduced by *Nemecek*. Motion seconded. Motion amended by *Nemecek*.

Discussion: Discussed changes to job posting

Amended Motion: *Adopt the posting of the Library Director with the changes discussed: add physical requirements and remove "preferred" under job requirements*
Motion introduced by *Nemecek*. Motion seconded. Motion passed unanimously.

Motion: ~~Board appoint a 3-person interview committee comprised of voting members of the board to complete the interview process for hiring a new library director. All members must commit to being present at each interview.~~
Motion introduced by *Nemecek*. Motion withdrawn.

Discussion: Discussed the process of creating an interview committee vs. using the full board to conduct interviews, and how those actions relate to open meeting laws. The Succession Committee will post the job and begin collecting applications.

Motion: *Conduct a special meeting on November 16 at 7:00 p.m. to further clarify the rest of the Library Director hiring process.*
Motion introduced by *Lancaster*. Motion seconded. Motion passed unanimously.

Next Month's Agenda

- **Special meeting 11/16/2020** – review and discussion of interview and hiring process
- **Regular meeting 11/30/2020** – review preliminary budget for 2021, air quality research review, update on hiring process

Adjournment

The meeting was adjourned at 9:25 p.m.

Next Meeting

Special Meeting: Monday, November 16, 2020

Regular Meeting: Monday, November 30, 2020

Submitted by

Seth Smith

The Solon Public Library Board

Special Meeting Minutes

November 16, 2020

Call to Order

The special meeting of the Solon Public Library Board was called to order by *Sutton* at 7:00 p.m.

Present

Frank Cooney, Bob Lancaster, Sandy Lawrence, Jackie Nemecek, Seth Smith, March Sutton, Kris Brown (Library Director)

Absent

None

Approval of Agenda

The agenda was unanimously approved as distributed.

New Business

- **Discussion and possible action regarding the hiring process for the new library director**
Interview committees are only subject to open meeting laws when a majority (quorum) of board members are present. Ad-hoc committee members (non-board members invited by the interview committee to attend interviews) have no effect on the quorum or open meetings requirements. The interview committee has no power other than to make recommendations to the full board.

Motion: *Move that the Library Board appoint a 3-person interview committee comprised of voting members of the board, with the authorization to complete the process of conducting interviews and preparing a final candidate to present to the full board.*
Motion introduced by *Nemecek*. Motion seconded. Motion passed unanimously.

- **Discussion and possible action regarding modification of library services due to the increase in community COVID-19 cases**
The board discussed the latest mandates from the Governor regarding masks and other COVID-19 mitigation efforts. The board recommends maintaining all current library services, mandating masks for all patrons, and limiting appointments to two patrons per visit, which Kris will discuss at the next staff meeting. March will speak with Cami to review library plans and ensure alignment with City recommendations.
- **Motion:** *Move that we schedule a special meeting on December 14, 2020 for the express purpose of an update on the hiring process.*
Motion introduced by *Nemecek*. Motion seconded. Motion passed unanimously.

Adjournment

The meeting was adjourned at 8:00 p.m.

Next Meeting

Regular Meeting: Monday, November 30, 2020

Special Meeting: Monday, December 14, 2020

Submitted by

Seth Smith

Solon Public Library Foundation
 Treasurer's Report
 November 17, 2020

Beginning Balance			\$31,375.13
Income:			
Expenses:			
Ending Balance			\$31,375.13
	CD's		
	Greenstate	1/1/2022	\$16,963
	Greenstate	9/19/2021	\$25,539
	Solon State Bank	2/6/2022	\$22,880
	Bridge Bank	6/18/2021	\$10,811

Librarian's Report November 2020

- Due to the expense of editing our on-line programs our education budget for this year may not take us all of the way to the end of June. We have to set aside a little over \$2,000 for summer reading which starts in June. Storytime and other children's programs cost about \$300 a month to produce. Cassi is planning on asking our library support groups to sponsor a month of story time programs for \$300 a month. The Foundation has already covered December. We will discuss an increase to this line item for next year. Even if we are open to the public, Cassi would like to continue with the on-line versions of the children's programs. We've had great numbers with those that have already been posted. Not as many of the adult programs will continue on-line. Those are easier to facilitate and better for the participants to attend in person.
- If you stop in to check out materials you may notice a visual difference in the work room (directly behind the circulation desk). The staff has reworked the space to add another desk to provide a work space for Deena. (She has currently been using my desk in the office as it has a phone.) Once the new Director is on board, she will move to the work room.
- I would like to retain the extra hours for Megan and Alexis through the end of the year. Megan has been handling more of the tech troubleshooting issues instead of relying on Scott Cannon. For example, she set up a new printer and she has been working with the laptops that are shutting down for some mysterious reason. She has three out of the four fixed. Alexis has had to spend more time with the interlibrary loans. All libraries have seen an increase in how many requests have been made. Both Alexis and Megan have been handling the orders for the smaller collections like audio books, DVDs, romance and Christian fiction. The new director will help with the interlibrary loans so they know how the process works but may not spend the bulk of the time needed to complete the orders and packaging that will be required. The new director may take back some of the ordering of the small collections but I think it's wise to let Megan and Alexis retain at least one collection to keep the concept of cross-training as a best practice.

Solon Library Bills for November, 2020

From Library Books (65020) _____	\$18,425.89
• Knowbuddy Resources inv#0311812.....	416.94
• Baker & Taylor inv#2035611859	215.08
• Baker & Taylor inv#2035615630	88.20
• Visa/Cassi 10/14one book	11.97
• Visa/Cassi 10/14.....3 books.....	<u>41.56</u>
Remaining balance	\$17,652.14 (773.75)

From Education Programs (64340) _____	\$6,939.60
• Visa/Cassicooking club supplies.....	35.59
• Visa/Cassi..... DIY night supplies	28.88
• Visa/Cassi.....DIY night supplies.....	78.28
• Visa/Kris.....craft supplies.....	5.03
• Garret Elton 11/19vide editing service....	179.75
• Walmart 10/20program supplies.....	35.53
• JoAnne Storesprogram supplies	14.80
• Sam's market 10/21/.....program supplies....	20.68
• Sam's market 10/30program supplies.....	<u>1.99</u>
Remaining balance	\$6,539.07 (400.53)

From Operating Supplies (65070) _____	\$5,744.34
• Tallgrass inv#5525255	43.42
• Tallgrass inv#5526198 ...split w/office equip...	114.90
• Tallgrass inv#5526202.....	22.18
• Tallgrass inv#5527324	109.56
• Tallgrass inv#5527338	19.02
• Visa/Cassi 10/224 totes/14 gal.	115.32
• Visa/Cassi 10/15extension cord.....	<u>37.40</u>
Remaining balance	\$5,282.54 (461.80)

November 2020 Library Bills - page 2

From Telephone/Internet (63730) _____	\$3,006.23
• ICN inv#606052	<u>189.88</u>
Remaining balance	2,986.35 (189.88)
From Library Audio (65040) _____	\$4,023.52
• Micromarketing inv#828586	45.00
• Micromarketing inv#829942	33.60
• Micromarketing inv#811535	43.19
• Micromarketing inv#825985	38.40
• Micromarketing inv#827047	76.78
• Micromarketing inv#82742	56.77
• Micromarketing inv#828881	38.39
• Zoom inv# 48860983	<u>16.04</u>
Remaining balance	\$3,675.35 (348.17)
From Office Equipment (67250) _____	\$2,403.12
• Visa/Cassi 10/30barcode scanner.....	86.31
• Visa/Cassi 10/30mesh desk organizer.....	21.38
• Visa/Cassi 11/5.....HDMI cable (2).....	17.12
• From Tallgrass inv#5526198....2 desk chairs....	<u>413.98</u>
Remaining balance	\$1,864.33 (538.79)
From Building Maintenance (63100) _____	\$9,678.00
• Solon heating & Air Conditioning....air quality....	195.40
• Displays2Go 19/20	<u>477.32</u>
Remaining balance	\$9,005.28 (672.72)

EXPENDITURE REPORT

City of Solon

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

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							
61100 FICA SOCIAL SECURITY	187,968.00	187,968.00	64,645.10	8,026.77	0.00	123,322.90	34.4
61300 IPERS	14,058.00	14,058.00	4,945.33	614.06	0.00	9,112.67	35.2
61500 EMPLOYEE GROUP INSURANCE/ANNUI	17,347.69	17,347.69	6,016.59	757.72	0.00	11,331.10	34.7
62100 DUES, MEMBERSHIPS & MAGAZINE S	20,165.00	20,165.00	0.00	0.00	0.00	20,165.00	0.0
62400 TRAVEL AND CONFERENCE	700.00	700.00	163.26	147.22	0.00	536.74	23.3
63100 BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
63320 ORG VEHICLE/EQUIPMENT MAINT AC	10,000.00	10,000.00	322.00	160.00	0.00	9,678.00	3.2
63710 UTILITIES	4,540.00	4,540.00	1,867.50	0.00	0.00	2,672.50	41.1
63730 TELEPHONE/INTERNET	13,000.00	13,000.00	2,863.36	745.90	0.00	10,136.64	22.0
63731 DATA BASES	3,700.00	3,700.00	693.77	231.57	0.00	3,006.23	18.8
64080 INSURANCE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
64140 PUBLISHING	13,425.00	13,425.00	0.00	0.00	0.00	13,425.00	0.0
64340 EDUCATIONAL PROGRAM	600.00	600.00	520.19	0.00	0.00	79.81	86.7
65020 LIBRARY BOOKS	8,500.00	8,500.00	1,560.40	278.11	0.00	6,939.60	18.4
65030 LIBRARY VIDEO MATERIALS	22,500.00	22,500.00	4,074.11	1,149.26	0.00	18,425.89	18.1
65040 LIBRARY AUDIO MATERIALS	4,850.00	4,850.00	632.42	321.54	0.00	4,217.58	13.0
65050 PUZZELS, PUPPET KITS	5,650.00	5,650.00	1,626.48	230.87	0.00	4,023.52	28.8
65070 OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
65080 POSTAGE AND SHIPPING	7,000.00	7,000.00	1,255.66	580.47	0.00	5,744.34	17.9
65990 SUPPLIES	900.00	900.00	691.70	7.40	0.00	208.30	76.9
67250 OFFICE EQUIPMENT	100.00	100.00	243.82	0.00	0.00	-143.82	243.8
	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

Page: 1
11/13/2020
10:32 am

For the Period: 7/1/2020 to 11/30/2020

	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	1,006.07	0.00	0.00	-6.07	100.6
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	220.00	200.00	0.00	1,780.00	11.0
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	4,989.81	200.00	0.00	5,010.19	49.9
Revenues	10,000.00	10,000.00	4,989.81	200.00	0.00	5,010.19	49.9
Net Effect for TRUST & AGENCY LIBRARY	10,000.00	10,000.00	4,989.81	200.00	0.00	5,010.19	49.9
Change in Fund Balance:			0.00				
Grand Total Net Effect:	10,000.00	10,000.00	4,989.81	200.00	0.00	5,010.19	

BUDGET WORKSHEET

City of Solon

Page: 1
10/15/2020
9:44 am

Month: 10/31/2020	Prior Year Actual	Current Year				(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru October	Estimated Total			
Fund: 001 - GENERAL FUND								
Expenditures								
Dept: 4410 LIBRARY SERVICES								
60100 SALARIES	184,930	187,968	187,968	64,645	187,968			
61100 FICA SOCIAL SECURITY	14,101	14,058	14,058	4,945	14,058			
61200 FICA MEDICARE	0	0	0	0	0			
61300 IPERS	16,947	17,348	17,348	6,017	17,348			
61500 EMPLOYEE GROUP INSURANCE/ANNUI	0	20,165	20,165	0	20,165			
62100 DUES, MEMBERSHIPS & MAGAZINE S	0	700	700	163	700			
62400 TRAVEL AND CONFERENCE	85	1,000	1,000	0	1,000			
63100 BUILDING MAINTENANCE	25,321	10,000	10,000	322	10,000			
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,622	4,540	4,540	1,868	4,540			
63710 UTILITIES	11,045	13,000	13,000	2,863	13,000			
63730 TELEPHONE/INTERNET	4,365	3,700	3,700	694	3,700			
63731 DATA BASES	1,281	1,500	1,500	0	1,500			
64080 INSURANCE	11,965	13,425	13,425	0	13,425			
64140 PUBLISHING	363	600	600	520	600			
64340 EDUCATIONAL PROGRAM	6,438	8,500	8,500	1,560	8,500			
65020 LIBRARY BOOKS	20,005	22,500	22,500	4,074	22,500			
65030 LIBRARY VIDEO MATERIALS	3,717	4,850	4,850	632	4,850			
65040 LIBRARY AUDIO MATERIALS	5,623	5,650	5,650	1,626	5,650			
65050 PUZZELS, PUPPET KITS	0	1,000	1,000	0	1,000			
65070 OPERATING SUPPLIES	7,711	7,000	7,000	1,256	7,000			
65080 POSTAGE AND SHIPPING	1,122	900	900	692	900			
65990 SUPPLIES	502	100	100	244	100			
67250 OFFICE EQUIPMENT	12,558	4,000	4,000	1,597	4,000			
LIBRARY SERVICES	332,701	342,504	342,504	93,718	342,504	0	0	0
Total Expenditures	332,701	342,504	342,504	93,718	342,504	0	0	0
Fund: 031 - TRUST & AGENCY LIBRARY								
Expenditures								
Dept: 4411 TRUST & AGENCY LIBRARY BLDG T								
64340 EDUCATIONAL PROGRAM	2,591	500	500	141	500			
64380 BANK SERVICE CHARGE	0	0	0	0	0			
64990 MISC. CONTRACT WORK	733	0	0	0	0			
65020 LIBRARY BOOKS	2,153	5,000	5,000	0	5,000			
65030 LIBRARY VIDEO MATERIALS	1,216	500	500	0	500			
65040 LIBRARY AUDIO MATERIALS	0	500	500	0	500			
65080 POSTAGE AND SHIPPING	0	0	0	0	0			
67270 OTHER CAPITAL EQUIPMENT	0	4,000	4,000	0	4,000			

BUDGET WORKSHEET

City of Solon

Page: 2
10/15/2020
9:44 am

Month: 10/31/2020	Prior Year Actual	Current Year				(6)	(7)	(8)
		Original Budget	Amended Budget	Actual Thru October	Estimated Total			
Fund: 031 - TRUST & AGENCY LIBRARY								
Expenditures								
Dept: 4411 TRUST & AGENCY LIBRARY BLDG T								
67271 CAPITAL EQUIP/MEMORIAL DONATIO	0	0	0	0	0			
67300 LAND	0	0	0	0	0			
67500 BUILDING	2,629	0	0	0	0			
TRUST & AGENCY LIBRARY BLDG TR	9,322	10,500	10,500	141	10,500	0	0	0
Total Expenditures	9,322	10,500	10,500	141	10,500	0	0	0
Grand Total:	-342,023	-353,004	-353,004	-93,859	-353,004	0	0	0