

The Solon Public Library Board

Meeting Minutes June 24, 2024

Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sandy Lawrence at 6:29 p.m.

Present

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

Absent

Jen Fetzer

Approval of Agenda

The agenda was unanimously approved. (Steve/Janet)

Approval of Minutes

The minutes of May 20, 2024 meeting was unanimously approved. (Matthew/Steve)

Citizen's Speak and Correspondence

Citizen speak: None

Correspondence: None

Committee Reports

- **Building:** Thermostat was replaced in the meeting room. The Thermostat was still under warranty so there was no expense needed.
- **Finance:** No report
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** No report
- **Board of Trustees Continuing Education:** Char reported on watching the Small City Workshop, Where Cities and Libraries Meet. Janet reported on the Board Series: Bite Size Community Book Discussion. She reported it was like a book club for nonfiction.

Library Director's Report

A written report is included in the Board packet. Liz highlighted the information that she had submitted the final report for the ALA Libraries Transforming Communities. This grant allowed us to update our parking lot and purchase OWL, a device that enhances the visual and audio experience with Zoom.

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Approval of Bills

The bills for June 2024 were unanimously approved. (Char/Steve)

Review of Foundation Report

The May 2024 report was reviewed.

Old Business

- **Staffing Update:** Two seasonal library clerks have been hired and it has worked out well. A Teen Services Librarian Position is temporarily being handled by Lily but it is a position that will need to be filled.
- **Printer Leasing Update:** The new patron printer was installed and the process went very smoothly thanks to Megan's skills and the trainer from Gordon Flesch Co. The basics of copy, scan, and print were easily mastered.

New Business:

- **Policy Review: Purchasing Policy:** The Library Purchasing Policy was reviewed and approved with no changes to be made at this time. (Bill/Janet). Liz submitted this policy to Cami in February 2024 for review by the City Attorney. The city is working on creating a purchasing policy so we may need to revisit this policy at a later date.
- **FY25 Director Goals:** The Director Goals were reviewed and discussed. The need for space will be the next big endeavor.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

Adjournment

The meeting was adjourned at 6:53 p.m. (Bill/Matthew)

Next Meeting

Regular Meeting: Monday, July 29, 2024 at 6:30 p.m.

Submitted by

Char Cosgrove