

Agenda for Solon Library Board Meeting
Monday, January 25, 2021 @7:00 pm

Join Zoom Meeting:

Solon Public Library Staff is inviting you to a scheduled Zoom meeting.

Topic: SPL Board of Trustees Meeting

Time: Jan 25, 2021 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83088558042>

Meeting ID: 830 8855 8042

Call to order

Welcome new Board Member, Chris Christophersen

Approval of the agenda

Approval of the minutes

- November 30, 2020
- December 14, 2020

Citizen's Speak

Election of Officers

Committee reports

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

Directors Report

Approval of Bills

- December 2020
- January 2020

Review of Foundation report

Old Business

- Discussion and possible action on FY21 Budget

New Business

- Discussion and possible action on CD renewal
- Discussion and possible action on defining Library Director orientation time period

- Discussion and possible action regarding Board expectations of goals and/or outcomes for Library Director orientation time period.
- Discussion of exit interview

Adjourn

The Solon Public Library Board

Meeting Minutes
November 30, 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

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.

Approval of Minutes

The minutes of the previous two meetings (November special meeting and October regular 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 Energy has the paperwork for solar panels. Rabe Hardware has the paperwork plus a 10% payment. As of November, the City of Solon will replace the air filters in the library once per month. A 2nd bid for shingle replacement was received.

Motion: Amend the agenda to include discussion and possible action regarding shingle replacement.

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

- **Finance:** A CD is coming due in February, time to act in January
- **Johnson County Liaison:** None
- **City of Solon Liaison:** None
- **Hiring Committee:** None

Library Director's Report

The Library Director's Report reviewed the following: Online programs and education budget; changes to the work room behind the circulation desk; retaining extra hours for Megan & Alexis through the end of the fiscal year for cross-training, putting each at 28 hours per week. The annual Iowa Legislator's Reception will be hosted via Zoom meeting on December 8 at 5 p.m.

Approval of Bills

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

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Discussion and possible action regarding air quality**

The board reviewed the results of the air quality report. Everything in the report falls within the green/acceptable zone. Some recommendations: 1) Get a bid on cleaning ductwork to reduce air particles. 2) Occasionally open the two side doors to refresh air and lower carbon dioxide level. 3) Contact Scott at City of Solon to review the library thermostats and potentially make adjustments to program/automate library temperature and humidity. As noted in Committee Reports, the City of Solon will replace the air filters monthly.

New Business

- **Discussion and possible action on the FY2022 budget**

The library budget is due to the City of Solon on December 1st. The council will set the budget in January. Kris is requesting a 5% increase in the overall budget. The board reviewed proposed adjustments to wages, insurance, education programming, and phone/internet. The board also reviewed the remaining line items of the budget worksheet with Kris.

Motion: Approve the budget request as proposed and discussed.

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

- **Staff instruction on Board email setup**

Megan from the library staff provided instructions and answered board member questions for setting up and using the new Library Board email addresses via SILO webmail.

- **Discussion and possible action regarding replacing shingles in the spring.**

Bob shared the estimate from Robinson Construction for shingle replacement with the board.

- **Motion:** Approve the Robinson Construction bid for removing/replacing the shingles on the roof for \$47,950.

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

Next Month's Agenda

- **CD coming due in February**

Adjournment

The meeting was adjourned at 8:38 p.m.

Next Meeting

Special Meeting: Monday, December 14, 2020

Regular Meeting: Monday, December 28, 2020

Submitted by

Seth Smith

The Solon Public Library Board

Special Meeting Minutes

December 14, 2020

Call to Order

The special meeting of the Solon Public Library Board was called to order by *Sutton* at 7:30 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.

Old Business

- **Update and possible action regarding the interview process and hiring of a new Library Director**

The 5-member hiring committee interviewed four candidates for the position of Library Director. At the conclusion of the interviews, the committee discussed the candidates and came to a consensus.

Motion

Move that the Library Board offer Elizabeth A. King the position of Director of the Solon Public Library.

Motion introduced by *Lawrence*, seconded by *Lancaster*. Motion amended below following discussion.

Discussion

Elizabeth is a Youth Services librarian at the Kansas City, KS Public Library and has also held the position of Head Librarian at Friendswood High School in Friendswood, TX.

References were contacted and all references enthusiastically recommended Elizabeth.

Members of the hiring committee gave comments on the interview process, and the high quality of all candidates interviewed.

The Library Board watched a video of Elizabeth presenting a story-time reading at the Kansas Public Library.

An offer letter outlining a benefits package would be drafted with the assistance of the City of Solon. The Solon City Council would need to approve the recommended salary by resolution. The City would conduct a background check upon offering the position.

Amended Motion

Move that the Library Board offer Elizabeth A. King the position of Director of the Solon Public Library at a starting salary of \$55,000.

Motion introduced by *Lawrence*, seconded by *Nemecek*. Motion passed unanimously.

Discussion

Sandy will contact Elizabeth to offer the position of Director of the Solon Public Library.

New Business

- **Discussion and possible action regarding meeting on December 28th and, if not meeting, motion to approve all normal library expenditures for the month of December with presentation of bills in January for formal approval.**

The Library Board typically skips a regular December meeting. Due to the hiring process it was uncertain if the Board would need to have a regular December meeting, however the board agrees that no regular December meeting will be necessary.

- **Motion:** *Move that the Library Board approve payment of all normal library operating expenses for the Month of December, with a presentation of bills to occur in January for formal approval.*

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

Adjournment

The meeting was adjourned at 8:20 p.m.

Next Meeting

Regular Meeting: Monday, January 25, 2021

Possible Agenda Items

- Election of officers
- Welcome and orientation of new board members, if applicable
- Discuss process of first Director's evaluation for the new Library Director

Submitted by

Seth Smith

Director's Report January 2021

Thank you to Kris Brown for dedicating so much time, effort, and love to the Solon Public Library. It is with great joy that I begin my position as Director of Solon Public Library. Three weeks ago I had the pleasure of meeting with Kris for a tour of this beautiful library space and to learn as much as I could from her years of experience as Director. She provided me with a Director's Manual which has proved invaluable in my first two weeks. I have been warmly welcomed by everyone I have met.

I have attended meetings with the Friends of the Library, City Council, and the Library Foundation Board. I have worked with President March Sutton to prepare for the FY22 Budget presentation to the City Council and assemble the Board Packet. I have attended the new employee safety training with Sandy Jordan (Iowa Association of Municipal Utilities). I have also been interviewed by Doug Linder for a welcome article in the Economist. I have scheduled a new director orientation zoom meeting with our State representative, Becky Heil for early February. We continue to have weekly zoom staff meetings to get me up to speed and to share updates, successes and plans.

I am honored to work alongside this cohesive staff of professional, creative, and dedicated individuals. I want to bring to your attention our "Staff Spotlight" feature in the Economist and on our social media posts. I am still perfecting the format of this report, and would appreciate Board input on what type of information you would like me to share in the future. Here are some highlights from December 2020 and January 2021 compiled with information from Alexis, Cassi, Deena, Megan, and Sherri.

Circulation numbers

December 2020

Total Items: 1634 Total Patrons served: 333 Total Patron visits: 175

January 2021 (through 1/21/21)

Total Items: 1360 Total Patrons served: 279 Total Patron visits: 151

Outreach Book Deliveries:

December: 4 classes (2 at Lakeview, 2 at Solon Learning Academy)

January: 5 classes (2 at Lakeview, 2 at Solon Learning Academy, 1 at Spartan Early Childhood Center)

Independent Living Center 2 deliveries in January

Public Relations/Online Services

Facebook followers/likes: 971

Facebook videos (Storytime & Other Shorts posted) reached over 1400 viewers.

Average 60-70 posts each month.

Instagram followers: 323

YouTube followers: 17

YouTube videos (Storytime, Adult Programs & Tech Help) viewed 91 times.

Website: We receive monthly stats on the 1st.

December 2020: 1620 visits

Newsletter: goes out once per month with updates and link to download activity calendar

Subscribers-1459

Youth Programming

BAM POW to Go (k-4th graders):

Make It: Greeting Cards (30)

Build It: Pipe Cleaner Snowflakes (30)

Build It: Magic Snowman (36)

Make It: MLK Day Cards with the Solon Women's Club (38)

Play It: ZOOM Winter BINGO (22)

Teens (5th-12th graders):

Career Spotlight with Mr. Foreman (6 live)

Teen Advisory Board Meeting (5)

Manga Me Art Challenge (11)

Storytimes:

December Theme: Winter Holidays

January Theme: Yes, I Can Do That!

Family Programming:

December Gingerbread House Decorating Kits (distributed 50, est 200 people participated)

Winter Youth Library Challenge (still ongoing):

38 youth slips returned so far

Adult Programming

Book Club

December - 11

January - 8

DIY Take & Make:

December - 25

January - 20

DIY Live Zoom

December - 6

January - 4

Cookbook Club Spice Packets:

December - 27

January - 26

Cookbook FB group engagement:

December -9

January - No statistics collected yet

Zoom Practice Meetings:

December - 2

January - 0

Resume Writing Workshop:

January - 16

Winter Library Challenge - (Still ongoing)

December - 7

As I continue to learn the circulation desk activities and become a useful member of the team, we will evaluate current library scheduling and devise a plan to increase the number of safe patron visits to the library that we can conduct each week. I am so impressed with the way the staff has maintained patron contact within the constraints of social distancing and consistent safety measures to ensure the well-being of our patrons and each other.

We are already looking forward to our Summer Reading program theme: "Reading Colors Your World" through iRead. We are so excited to begin planning safe activities and programs that our families and community will enjoy. More on all of this next month!

Sincerely,

Liz King

Director, Solon Public Library

Solon Library Bills for January, 2021

Starting balance from Expenditure Report dated 1/21/2021

From Building Maintenance (63100)	\$ (5,620.10)
Joe's Quality Window Cleaning inv#19579	\$ 80.00
Remaining Balance	\$ (5,700.10)

From Telephone/Internet (63730)	\$ 1,214.11
ICN inv#610355	\$ 189.88
Remaining Balance	\$ 1,024.23

From Education Programs (64340)	\$ 4,694.67
Adult Program-Amazon (Visa)	\$ 46.17
Summer Reading iREAD (Visa)	\$ 25.00
Youth Program-Sam's Mainstreet Market (Visa)	\$ 3.75
Youth Program-HyVee (Visa)	\$ 9.90
Youth Program-Walmart (Visa)	\$ 12.02
Adult Program Resume Writing Class	\$ 50.00
Adult Program-Sam's Mainstreet Market (Alexis)	\$ 9.26
Adult Program-Dollar Tree (Alexis)	\$ 9.54
Garrett Elton Video Editing Story time	\$ 312.80
Total Spent	\$ 478.44
Remaining Balance	\$ 4,216.23

From Library Books (65020)	\$ 12,116.26
Arlington Public Library	\$ 30.00
Baker & Taylor inv#2035677717	\$ 235.46
Baker & Taylor inv#2035695298	\$ 56.38
Baker & Taylor inv#2035695939	\$ 193.74
Baker & Taylor inv#2035715179	\$ 99.77
Amazon 1 Book (Visa)	\$ 10.46
Amazon 1 Book (Visa)	\$ 19.19
Amazon 1 Book (Visa)	\$ 20.32
Amazon 1 Book (Visa)	\$ 5.13
Amazon 1 Book (Visa)	\$ 12.77
Amazon 2 Books (Visa)	\$ 35.94
Thriftbooks.com 1 book (Visa)	\$ 8.04
Amazon 1 Book (Visa)	\$ 13.14
Amazon 1 Book (Visa)	\$ 13.47
Amazon 2 Books (Visa)	\$ 33.15
Amazon 1 Book (Visa)	\$ 10.26
Amazon 1 Book (Visa)	\$ 18.14
Amazon set of 9 books (Visa)	\$ 134.81
Amazon 1 Book (Visa)	\$ 15.22
Total Spent	\$ 965.39
Remaining Balance	\$ 11,150.87

From Library Video Materials (65030)	\$ 3,801.44
MicroMarketing inv#834267	\$ 14.98
Amazon 2 DVDs (Visa)	\$ 53.48
Amazon 1 DVD (Visa)	\$ 6.41
Total Spent	\$ 74.87
Remaining Balance	\$ 3,726.57
From Library Audio Materials (65040)	\$ 3,566.83
MicroMarketing inv#834814	\$ 46.80
MicroMarketing inv#835414	\$ 25.99
MicroMarketing inv#835631	\$ 53.80
MicroMarketing inv#836233	\$ 38.39
Zoom inv#59647790 (Visa)	\$ 16.04
Total Spent	\$ 181.02
Remaining Balance	\$ 3,385.81
From Operating Supplies (65070)	\$ 4,079.66
Amazon 1000 bags for holds (Visa)	\$ 35.31
Remaining Balance	\$ 4,044.35
From Postage and Shipping (65080)	\$ 177.19
Package (Visa)	\$ 3.33
Package, roll of stamps (Visa)	\$ 57.80
Package (Visa)	\$ 3.33
Total Spent	\$ 64.46
Remaining Balance	\$ 112.73
From Office Equipment (67250)	\$ 1,856.85
Dell Monitor for Director's Desk	\$ 159.99
Amazon Desk Tray Organizer	\$ 16.97
Amazon (2) 64GB flash drives (Visa)	\$ 21.38
Bindery Tools, LLC sharpen papercutter blades (Visa)	\$ 60.23
Market Street (Scott Cannon) tech report	\$ 135.00
Sync shared storage annual contract	\$ 120.00
Total Spent	\$ 513.57
Remaining Balance	\$ 1,343.28

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2020 to 1/31/2021

	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	127,681.89	21,723.15	0.00	60,286.11	67.9
61100 FICA SOCIAL SECURITY	14,058.00	14,058.00	9,767.61	1,661.82	0.00	4,290.39	69.5
61300 IPERS	17,347.69	17,347.69	11,952.32	2,050.65	0.00	5,395.37	68.9
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	565.55	0.00	0.00	134.45	80.8
62400 TRAVEL AND CONFERENCE	1,000.00	1,000.00	365.00	0.00	0.00	635.00	36.5
63100 BUILDING MAINTENANCE	10,000.00	10,000.00	15,620.10	180.00	0.00	-5,620.10	156.2
63320 ORG VEHICLE/EQUIPMENT MAINT AC	4,540.00	4,540.00	1,957.50	0.00	0.00	2,582.50	43.1
63710 UTILITIES	13,000.00	13,000.00	4,422.99	553.21	0.00	8,577.01	34.0
63730 TELEPHONE/INTERNET	3,700.00	3,700.00	2,485.89	536.58	0.00	1,214.11	67.2
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	48.00	0.00	0.00	13,377.00	0.4
64140 PUBLISHING	600.00	600.00	698.07	0.00	0.00	-98.07	116.3
64340 EDUCATIONAL PROGRAM	8,500.00	8,500.00	3,805.33	607.64	0.00	4,694.67	44.8
65020 LIBRARY BOOKS	22,500.00	22,500.00	10,383.74	3,438.68	0.00	12,116.26	46.1
65030 LIBRARY VIDEO MATERIALS	4,850.00	4,850.00	1,048.56	50.31	0.00	3,801.44	21.6
65040 LIBRARY AUDIO MATERIALS	5,650.00	5,650.00	2,083.17	54.83	0.00	3,566.83	36.9
65050 PUZZELS, PUPPET KITS	1,000.00	1,000.00	57.49	0.00	0.00	942.51	5.7
65070 OPERATING SUPPLIES	7,000.00	7,000.00	2,920.34	192.22	0.00	4,079.66	41.7
65080 POSTAGE AND SHIPPING	900.00	900.00	722.81	7.76	0.00	177.19	80.3
65990 SUPPLIES	100.00	100.00	482.89	133.41	0.00	-382.89	482.9
67250 OFFICE EQUIPMENT	4,000.00	4,000.00	2,143.15	7.48	0.00	1,856.85	53.6
LIBRARY SERVICES	342,503.69	342,503.69	199,212.40	31,197.74	0.00	143,291.29	58.2
Expenditures	342,503.69	342,503.69	199,212.40	31,197.74	0.00	143,291.29	58.2
Grand Total Net Effect:	-342,503.69	-342,503.69	-199,212.40	-31,197.74	0.00	-143,291.29	

EXPENDITURE REPORT

City of Solon

For the Period: 7/1/2020 to 1/31/2021

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 031 - TRUST & AGENCY LIBRARY							
Expenditures							
Dept: 4411 TRUST & AGENCY LIBRARY BLDG TR							
64340 EDUCATIONAL PROGRAM	500.00	500.00	141.25	0.00	0.00	358.75	28.3
65020 LIBRARY BOOKS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
65030 LIBRARY VIDEO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
65040 LIBRARY AUDIO MATERIALS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
67270 OTHER CAPITAL EQUIPMENT	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
TRUST & AGENCY LIBRARY BLDG TR	10,500.00	10,500.00	141.25	0.00	0.00	10,358.75	1.3
Expenditures	10,500.00	10,500.00	141.25	0.00	0.00	10,358.75	1.3
Grand Total Net Effect:	-10,500.00	-10,500.00	-141.25	0.00	0.00	-10,358.75	

**Solon Public Library Foundation
Treasurer's Report
January 12, 2021**

Beginning Balance		\$ 31,075.13
Income:		
	Kris Brown Retirement Fundraiser-Outdoor activities	\$ 1,135.00
	Kris Brown Retirement Fundraiser-Adult programming	\$ 50.00
Expenses:		
Ending Balance		\$ 32,260.13
	CD's	
Greenstate - 3.26%		1/1/2022 \$ 17,103
Greenstate - .95%		9/19/2021 \$ 25,600
Solon State Bank 2.65%		2/6/2022 \$ 22,880
Bridge Bank - 2.5%		6/18/2021 \$ 10,946

Solon Public Library Foundation Scholarship Account
Treasurer's Report
January 12, 2021

Beginning Balance \$ 3,000.00

Income:

Expenses:

Ending Balance \$ 3,000.00

FY21 Budget

Salaries Budget (60100) \$ 187,968.00

Divided by 26 pay periods \$ 7,229.54 Maximum amount to be paid each period to stay in budget

Remaining Salaries as of 1/18/21 \$ 74,284.26

pay period 1/19/21 \$ 13,998.15 Partial pay period new director, final pay and accrued vacation

\$ 60,286.11

pay period 2/2/21 \$ 7,102.04 Projected amount for current staffing

\$ 53,184.07

pay period 2/16/21 \$ 7,102.04

\$ 46,082.03

pay period 3/2/21 \$ 7,102.04

\$ 38,979.99

pay period 3/16/21 \$ 7,102.04

\$ 31,877.95

pay period 3/30/21 \$ 7,102.04

\$ 24,775.91

pay period 4/13/21 \$ 7,102.04

\$ 17,673.87

pay period 4/27/21 \$ 7,102.04

\$ 10,571.83

pay period 5/11/21 \$ 7,102.04

\$ 3,469.79

pay period 5/25/21 \$ 7,102.04

\$ (3,632.25)

pay period 6/8/21 \$ 7,102.04

\$ (10,734.29)

pay period 6/22/21 \$ 7,102.04

\$ (17,836.33) Projected budget shortfall

FY22 Budget

Salaries Budget (60100) \$ 198,241.00

Divided by 26 pay periods \$ 7,624.65 Maximum amount to be paid each period to stay in budget

Projected amount \$ 7,244.08 Based on current hours, 2% increase (COLA + Merit raise)

Projected difference \$ 380.57 Projected cushion in Salaries budget each pay period

Total for the year \$ 9,894.90 This projected cushion would allow for additional merit raise or increased hours

Projected amount \$ 7,279.59 Based on current hours, 2.5% increase (COLA + Merit raise)

Projected difference \$ 345.06 Projected cushion in Salaries budget each pay period

Total for the year \$ 8,971.63 This projected cushion would allow for additional merit raise or increased hours