

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