

The Solon Public Library Board

Meeting Minutes

Monday April 26, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:03 p.m.

Present

Frank Cooney, Bob Lancaster, Sandy Lawrence, Jackie Nemecek, March Sutton, Liz King (Library Director)

Absent

Chris Christopherson

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

Liz read a letter from Kris Brown, retired Library Director, thanking the Board for its past support and for the cards and gift she received in retirement.

Committee Reports

- **Building:** None
- **Finance:** Bob reported that funds are available for the new roof and the solar panels that will be completed this summer.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** March reported that Cami has received no applications for the open Board position. March asked her to re-advertise which is the responsibility of the City. The position is for a male applicant who resides within the city limits.

Library Director's Report

The Library Director's Report reviewed the following: Liz has attended the regular meetings of the Library Foundation, Friends of the Library and the City Council. The Foundation has received 11 applications for the two \$500 scholarships. They will be awarded on Senior Awards Night. Liz was interviewed by Solon Speaks, a student podcast, and they will also help promote the Summer Reading Programs and especially the Teen Movie Nights and activities. Several staff members, including Liz, have attended First Aid/CPRA/AED training. Liz will work with Scott Kleppe and the regional safety coordinator to develop an Emergency Action Plan for the Library. Statistics were shared about the library programs and planning is well underway for the Summer Reading Program for all ages. Also, several family programs are being scheduled with a storyteller, Raptor presentation and Blank Park Zoo. Walk-in Browsing has been successful and it will be extended in the afternoons starting May 1. Board members asked Liz

to work on a plan to extend open browsing to morning hours also, since school will soon be out and this will offer more opportunities for families.

Approval of Bills

The April 2021 bills were unanimously approved for payment as presented.

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Finalize expectations/goals for Library Director**

Jackie distributed to Board members an edited copy of expectations Board members generated in an activity at the February Board meeting. For the rest of this year ending in June, the Board will expect Liz to report with brief statements or data on the general expectations that the Board listed. The general categories correspond to the current evaluation form used by the city. The city evaluation form will be used next year while the Board develops a new form that fits better with the Library Director's job description. The Board will also expect Liz to come up with her goals for the year. The Board established an Evaluation Committee to work on a new evaluation form during the coming year. Committee members are March, Jackie and Chris, with input from Liz.

- **Sunshade project update**

The sunshades the City had suggested were too expensive at this time. There may be options to borrow an outdoor tent/awning and Liz will check into those options.

Feedback from April professional development: Library Programming

Board members reported on various online library programs that they had watched or participated in during April, including Cassi's storytimes, checking in on the Blog and several adult programs.

New Business

- **May opportunity for Board professional development: The boardroom 2021 series: "Inspire Your Community With Inspiring Stories."** Webinar scheduled May 25, 6:00-

7:30 pm. Board members can attend live or watch the archived webinar after the live date.

- **HOOPLA digital eBooks, audiobooks, movies and music**

Board members were asked to preview this program to determine if it is something the library should offer to patrons. The library sets the number of borrows per month per patron account. The Library then puts a deposit in a HOOPLA account, for example \$1000 for the year. When that amount is used that is it for the year. No decision was made and more investigation will be done.

Next Month's Agenda:

Overdrive Bridges state contract

Adjournment

The meeting was adjourned at 8:30 p.m.

Next Meeting

Regular Meeting: Monday, May 24, 2021

Submitted by

Sandy Lawrence