

The Solon Public Library Board

Meeting Minutes

May 24, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Lancaster* at 6:59 p.m.

Present

Bob Lancaster, Sandy Lawrence, Jackie Nemecek, Chris Christophersen, Liz King (Library Director)

Absent

Frank Cooney, March Sutton

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:** Shingles have been delayed one week. Roofing will start next week unless it rains. Project will take a day and a half.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** March was not in attendance, however Liz reported that there still are no applicants for the vacant Board position. The library has been given permission to display a poster advertising the open position.
- **Evaluation committee:** Jackie will chair this committee. She reported that they have not met yet, however she will provide committee members with reference sources and set up a meeting.

Library Director's Report

The Library Director's Report reviewed the following: The library's new hours were discussed. Beginning June 1 Walk-in Browsing and Holds Pick-up will be 10:00a.m. to 7:00pm Monday through Thursday, 10:00a.m. to 5:00p.m. Friday and 9:00a.m. to 5:00 p.m. Saturday. Single Household Appointments will continue from 9:00 to 10:00 weekdays. Year round library hours will now be 9:00a.m. to 7:00p.m. Monday through Thursday and 9:00a.m. to 5:00p.m. Friday and Saturday. Materials have been distributed for Summer Reading and plans are set for Family Nights and other summer activities.

Approval of Bills

The May 2021 bills were unanimously approved for payment as presented. Motion by Jackie, second by Chris.

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Feedback from May professional development IA Learns webinar, The Boardroom 2021 series: “Inspire Your Community With Inspiring Stories.”** Program will be held May 25 so no report.
- **Library hours of operation and patron access plan based on CDC recommendations dated May 16, 2021.** New hours will be consistent year round. From 9:00a.m. to 10:00 a.m. M-F will be reserved for single household appointments. Walk-in Browsing and Holds Pick-up will be available M-Th from 10:00a.m. to 7:00p.m. and from 10:00a.m. to 5:00p.m. F-Sat. 24-hour WIFI access: There are no extra fees for 24 hour use. It is not monitored in terms of users. Liz will check the library’s Internet Policy to make sure our policy is up-to-date and we are protected against illegal downloading of movies.

New Business

- **Open/Close signage:** The plastic open/closed sign will be removed. The LED sign in the window will show open/closed information.
- **June purchase of office chairs through Tallgrass Business Resources:** Liz has ordered 6 office chairs for staff at a total of \$1225.66 and this invoice will come out of this fiscal year.
- **June professional development opportunity: IA Learns Kernels: Online Trivia for Adults with Alexis Kurth (30 minute video)**
- **To set up an Iowa Learns account:**
<https://isglm700.learnsoft.com/LSGLM/Login/ialearns.aspx?ecart=1>

Next Month’s Agenda

- **Review and possible update of the Internet Use Policy re: 24 hour access**

Adjournment

The meeting was adjourned at 7:45 p.m.

Next Meeting

Regular Meeting: Monday, June 28, 2021

Submitted by

Sandy Lawrence