

The Solon Public Library Board

Meeting Minutes

Monday, August 30, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:02 p.m. Two new board members, Jennifer Fetzer and Laurie Neuerburg, were welcomed;

Present

Bob Lancaster, Sandy Lawrence, Jackie Nemecek, March Sutton, Chris Christophersen, Jennifer Fetzer, Laurie Neuerburg, Liz King (Library Director)

Absent

None

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

Two citizens' correspondence was received by the board: a thank you to Bob Lancaster and the Library Board for accomplishing the solar panel project at the library, and a thank you from a patron to staff at the Library for their help when she became stressed during a printing project.

Committee Reports

- **Building:** The City has received the insurance money (for the roof damage due to the derecho) and the amount should show in the September account. Also, the City arranged for an outside company to repair the sidewalk on the east side of the building.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Liz will work with the City to develop an employee handbook for Library staff that supports Library needs and does not conflict with the City handbook.
- **Evaluation committee:** None

Library Director's Report

The Library Director's Report reviewed the following: September is Library Sign-up Month. Patrons will have an opportunity to receive new cards which will also include a fob for a keychain. Data showing all levels of program participation and circulation of materials was shared. Staff will continue with outdoor programming for as long as possible. They continue to look for program options for youth during colder months. The annual library survey that is filed with the state is due October 31.

Approval of Bills

The August 2021 bills were unanimously approved for payment as presented. (Motion by Jackie, second by Bob) The Bridges Overdrive Advantage Program was discussed.

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Solar Monitoring System**

Bob presented the computer program that allows monitoring the production of the solar panels. He also shared more detailed screens that show details about individual panels and other data. At this time, the system is performing a bit above the guarantee.

- **Feedback from August professional development**

Members shared information.

New Business

- **Update Trustee Binders**

Liz distributed new information for Board members binders, including an updated list of Board members.

- **CD renewal dates**

The next CD is up for renewal in November. Jennifer volunteered to report preliminary rates at the October meeting and updated rates at the November meeting for a decision on renewal at that time.

- **Library purchasing process**

The Library is purchasing four new computers now and will schedule four replacement computers each year to manage expenses. Liz will present a Library Purchasing Policy at the next meeting.

- **Library Pandemic Response documentation**

A document is being created from a historical perspective of steps and actions taken by the Library staff during the pandemic. This will aid in developing a future plan.

- **Library Emergency Preparedness Plan**

Sandra Jordan, Regional SGEI Safety Coordinator with the Iowa Association of Municipal Utilities, who works with the City in making their Emergency Preparedness Plan, will meet with Liz and provide a template for the Library's Emergency plan.

- **Solar Energy Education opportunity**
Suggestions were shared about opportunities to explain to the community the Library's solar energy system. Suggestions included working with high school students and/or planning for an activity on Earth Day in the spring.
- **Group meeting between Board of Trustees, Friends of the Library, SPL Foundation**
Liz will explore possible dates for an October meeting.
- **Solon History preservation with Sandy Hanson**
The Library will continue to keep the archives and will explore ways to manage and maintain the materials.
- **Professional Development Options for September; IA Learns Webinars: Boardroom Series 2021: Debuting the New Iowa Library Trustees' Handbook, 2021 edition (Webinar Archive)**

Library Budgets and the Law (Webinar Archive)

Next Month's Agenda

- Library Purchasing Policy
- Library Pandemic Response documentation
- Library Energy Education opportunity
- Joint meeting of Board of Trustees, Friends of the Library, SPL Foundation
- Initial budget planning for FY2023

Adjournment

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

Next Meeting

Regular Meeting: Monday, September 25, 2021

Submitted by

Sandra Lawrence