

The Solon Public Library Board

Meeting Minutes September 27, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:01 p.m.

Present Sandy Lawrence, Jackie Nemecek, March Sutton, Chris Christophersen, Jennifer Fetzer, Liz King (Library Director)

Absent Laurie Neuerburg

A resignation from the Board, effective immediately, has been received from Bob Lancaster.

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were corrected to include the correct date of the next meeting on September 27, 2021. Minutes were unanimously approved as corrected.

Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the board.

Committee Reports

- **Building:** Liz will check with Scott about routine winter maintenance for heating equipment. There may be a future need to update some telephone equipment.
- **Finance:** None
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Liz will work with the city attorney in order to update the Library's Handbook. This is necessary in order to be compatible with City employee requirements. Liz is still waiting for an updated balance in the Trust and Agency account and the exact insurance payment for roof damage from the Duracho.
- **Evaluation committee:** None

Library Director's Report

The Library Director's Report reviewed the following: Patrons have been positive about the standard year-round hours. The library now opens at 9:00 for all patrons. Summer reading programs were very successful. WiFi usage was reviewed after changing to 24 hour availability. Megan has been setting up the new computers. The staff is still cleaning the library since the position has not yet been filled. The City is looking into hiring a cleaning service.

Approval of Bills

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

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Library Purchasing Policy**

The Library Purchasing Policy was discussed and revised. The revised policy will be presented at the next Board meeting for discussion and vote.

- **Library Pandemic Response documentation**

Staff is still gathering information for the document.

- **Library Emergency Preparedness Plan**

Liz now has a template from the City consultant. A walk through the building is scheduled for Monday, Oct. 11 at 9a.m. with the consultant, Scott and Liz. Jackie volunteered to represent the Board at this meeting.

- **Joint meeting of Board of Trustees, Friends of the Library, SPL Foundation**

The meeting is scheduled for Monday, October 11, 2021 at 7p.m. It will be an informal meeting with each group explaining their roles and exchanging ideas.

- **Feedback from September professional development**

Jennifer had watched a State Library presentation on Advocacy for the Library including ways to promote the library.

New Business

- **Initial budget planning for FY2023**

Liz has not yet received the budget worksheet from the city.

- **Basement Use Policy**

A draft of the Basement Use Policy was shared. Item will be placed on next month's agenda.

Next Month's Agenda

- **Library Purchasing Policy**
- **Basement Use Policy**
- **Emergency Preparedness Plan**
- **Initial budget planning for FY2023**
- **Library Pandemic Response documentation**

Adjournment

The meeting was adjourned at 8:32p.m.

Next Meeting

Regular Meeting: Monday, October 25, 2021

Submitted by

Sandy Lawrence