

The Solon Public Library Board

Meeting Minutes

November 29, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sutton at 7:02 p.m.

Present

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

Absent

None

Approval of Agenda

It was moved by Jackie to amend the agenda by adding the renewal of the CD to Old Business, second by Jen. Motion approved unanimously.

The agenda was unanimously approved as amended.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Citizen's Speak and Correspondence

Citizen's speak. Email correspondence from Susan Coffin was received by the Board.

Committee Reports

- **Building:** Replacement smoke detectors have been ordered and will be installed by the City when they come.
- **Finance:** CD renewal will be discussed under Old Business
- **Johnson County Liaison:** Posting of the Library Board position was discussed.
- **City of Solon Liaison:** Liz and Marsh met with Cami about the budget process.
- **Evaluation committee:** The committee (Jackie and Chris) will meet in January.

Library Director's Report

The Library Director's Report reviewed the following: Graphs show that the usage continues to grow in all areas after the pandemic shutdown. Social media presence is increasing. The Library has given out over 500 Covid test kits supplied by Johnson Co. Health. Cassi's Music Buddies program was very successful, however it was offered outside, so will end now. The adult book club participation has been high. Various youth and adult reading programs and Zoom programs continue to have good participation as data indicates.

Approval of Bills

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

Since there is no meeting scheduled for December, it was moved to approve all projected expenses to be paid in December and approved at the January meeting. Motion by Jackie, second by Chris, passed unanimously.

Review of Foundation Report

The Foundation Report was distributed and reviewed.

Old Business

- **Renewal of CD currently due**

The CD with Bridge Bank for \$152,110.77 is up for renewal this month. CD rates were reviewed. Motion was made to move this CD from Bridge Bank to Green State at .9 percent. Motion by Jackie, second by Laurie. Motion passed unanimously.

- **Library Cleaning Position**

The City filled the position three weeks ago and the person has started. The Board directed Liz to tell the staff how much we appreciated their cleaning while maintaining all their other work responsibilities for such an extended period of time.

- **Feedback from October Professional Development.**

Liz informed the Board that the recorded webinar is already archived and available to view on demand through IA Learns.

- **Budget for FY2023**

March and Liz met with Cami to clarify budget process and to discuss possible increase in time for the Technology/Communications position. Liz presented the preliminary budget worksheet for FY2023. After discussion, it was moved to approve the preliminary budget to be presented to the City for FY2023 and that it not exceed a 9 percent increase unless required to cover increase in benefits. Motion by Sandy, second by Jackie. Motion passed unanimously.

New Business

- **Johnson County Legislative Reception on Tuesday, December 7, 2021, 5:30p.m.**

The meeting will be on Zoom and Board members are invited to attend.

Topic: Libraries: Moving Forward, Increasing Access

- **Continuing Education Opportunity**

1. Review Chapter 15 from the Trustee's Manual
2. Review the American Library Association's Bill of Rights and Freedom to Read Statement
3. Become familiar with our Library Circulation Policy
4. Review Request for Reconsideration of Library Resources form

Staff Inservice Date: Thursday, January 20, 2022; Iowa Libraries Online Conference: Make Room for YES: *Overcome Challenges and Take Up New Opportunities*

Next Month's Agenda

- **Budget Recap**
- **Policy Review**
- **Report from Evaluation committee**
- **Covid Summary Report**

Adjournment

The meeting was adjourned at 8:45 p.m.

Next Meeting

Regular Meeting: Monday, January 31, 2022

Submitted by

Sandra Lawrence, Secretary