

# The Solon Public Library Board

## Meeting Minutes April 29, 2024

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sandy Lawrence at 6:30 p.m.

### Present

Sandy Lawrence, Bill Christensen, Janet Salathiel, Char Cosgrove, Steve Fisher, Cole Gabriel (City Liaison), Liz King (Library Director)

### Absent

Jen Fetzer, Matthew Hanes

### Approval of Agenda

The agenda was unanimously approved. ( Bill/Janet)

### Approval of Minutes

The minutes of the March 25, 2024 Meeting were unanimously approved. (Steve/Bill)

The minutes of the April 15, 2024 Special Meeting were unanimously approved as corrected to include unanimous approval of the CD renewal plan. ( Janet/Steve)

### Citizen's Speak and Correspondence

Correspondence: Liz shared with us some of the cards the Library received from patrons during National Library Appreciation week. There was also a thank you from St Luke's Foundation for the Library's donation of 100 large print books.

Consultant Shana Stuart shared the completed Space Assessment/Utilization Report she conducted. She briefly ran through some of her findings and encouraged the board to read the complete report.

### Committee Reports

- **Building:** No report
- **Finance:** No report
- **Johnson County Liaison:** County Supervisor V. Fixmer-Oraiz, unable to attend our meeting, will try again in May.
- **City of Solon Liaison:** No report

**Board of Trustees Continuing Education:** Sandy reported on the Boardroom Series, Basically Incredible Boards. Bill attended the April 18th Lunch with the State Librarian about the program Bridges.

### Library Director's Report

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A written report is included in the Board packet. Liz brought to the board's attention the highlighted portions of the SPL Strategic Plan Timeline Tracker. These portions were descriptions of actions taken in 2024 to reach monthly objectives on the Strategic Plan Timeline.

## Approval of Bills

The bills for April 2024 were unanimously approved. (Char/Steve)

## Review of Foundation Report

The Foundation Reports for March and April were reviewed.

## Old Business

- **Directors Evaluation Process/Timeline.** An overview of the process was discussed. Completed evaluations forms should be turned in to the Library or emailed to Sandy by May 13th.

## New Business:

- **Policy Review: Display Policy (New policy).** The policy was reviewed, discussed, and unanimously approved. (Char /Steve)
- **Seasonal Library Clerk Position:** A new seasonal library clerk position was reviewed, discussed and unanimously approved. (Bill /Janet)
- **FY24 Budget Amendment:** Liz reported that she requested a FY24 Budget Amendment in the amount of \$4000 for building maintenance to help cover the unexpected expense of the radon remediation project.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration

## Next Month's Agenda

- **Library Director Review**

## Adjournment

The meeting was adjourned at 8:02 p.m. (Steve/Char)

## Next Meeting

Regular Meeting: Monday, May 20, 2024 at 6:30 p.m.

## Submitted by

Char Cosgrove