

The Solon Public Library Board

Meeting Minutes October 28, 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, Jen Fetzer, Janet Salathiel, Char Cosgrove, Steve Fisher, Matthew Hanes, Cole Gabriel (City Liaison), Liz King (Library Director)

Absent

None

Approval of Agenda

The agenda was unanimously approved. (Janet/Bill)

Approval of Minutes

The minutes of the September 30, 2024 meeting were unanimously approved. (Matthew/Steve)

Citizen's Speak and Correspondence

Citizen speak: None

Correspondence: None

Committee Reports

- **Building:** E&J Electric swapped out light bulbs in the interior of the building are are waiting for parts to fix a can light at the circulation desk and a light in the parking lot.
- **Finance:** Jen reported on a CD at GreenState Credit Union that is maturing January 4, 2025. Because we will not be meeting in December we will need to put in place a directive of how we want to handle the upcoming CD. This is something that will need to be decided upon at the next board meeting.
- **Johnson County Liaison:** No report other than that the county wanted to remind all to vote at the November 5th election.
- **City of Solon Liaison:** No report
- **Board of Trustees Continuing Education:** Janet reported on Workday Learning which is transitioning from IA learns. This Continuing Ed suggestion is in the October Agenda with links to use. Char and Bill watched Banned Books 101: What Library Board Trustees Need to Know. Steve reported on Incredible Boards. In which, Steve suggested that it would be helpful if we had a 12 month calendar with an at-a-glance overview of monthly procedures due.

Library Director's Report:

A written report is included in the Board packet. Liz wished to highlight that the annual survey was completed. Liz went over some of the data collected that compares with 5 years of previous data. She specifically wanted us to see the significant growth in use of ebooks and digital items. Liz also told us about the Space Planning Workshop she attended. Mainly they covered marketing strategies to increase collection circulation. Another

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thing Liz brought to our attention was that Windows 10 Browsers will be obsolete in the fall of 2025. This affects the patron computers. Megan was successful in finding a set of 10 refurbished HP Windows 11 computers through TechSoup and has swapped them out at considerable savings.

Approval of Bills

The bills for October 2024 were unanimously approved. (Steve/Janet)

Review of Foundation Report

The September report was reviewed.

Old Business

- **Joint Library Board Meeting:** The Library Board hosted this year's event. The meeting was well attended by all three boards. The meeting was a good time to touch base with each other and hear everyone's year in review.
- **Integrated Library Systems (ILS) Vender Search:** The top two vendors being considered are Apollo and Atrium. The staff are trying out both systems to get a feel for them. Sherry is looking at how the cataloging works. Liz has had good feedback on Apollo from Libraries that are currently using it. Both systems are comparable in cost and not too far off what is currently being expended. It would be best to make a decision by the end of November.

New Business:

- **Policy Review: Interlibrary Loan Policy:** The only change made on the policy was wording. The word *book* was changed to *item*. The policy was approved as corrected. (Bill/Char)
- **Draft of FY26:** Liz presented a preliminary 2026 budget draft. Several categories were increased due to some expected costs of a new catalog system, a Swank Movie License, a VOX/Playaway collection and an increase in the Large Print subscription. There could be some more considerations after Travis and Cami return from a Budget Training meeting in November.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration.

Next Month Agenda:

- **Integrated Library System Search Update**
- **CD Maturing**

Adjournment

The meeting was adjourned at 7:15 p.m. (Jen/Janet)

Next Meeting

Regular Meeting: Monday, November 26, 2024 at 6:30 p.m.

Submitted by

Char Cosgrove