

# The Solon Public Library Board

## Meeting Minutes May 20, 2024

### Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sandy Lawrence at 6:35 p.m.

### Present

Sandy Lawrence, Janet Salathiel, Char Cosgrove, Jen Fetzer, Matthew Hanes, Steve Fisher, Cole Gabriel (City Liaison), Liz King (Library Director)

### Absent

Bill Christensen

### Approval of Agenda

The agenda was unanimously approved. (Janet/Jen)

### Approval of Minutes

The minutes of the April 15, 2024 special meeting and April 29, 2024 regular meeting were unanimously approved. (Steve/Matthew)

### Citizen's Speak and Correspondence

Citizen speak: None

Johnson County Supervisor V. Fixmer-Oraiz was welcomed by the board. They were here to visit and answer any questions the board may have.

### Committee Reports

- **Building:** Parking lot handicap spaces are completed. Three handicap accessible spots were added to the parking lot. The original spots will be used for limited mobility parking.
- **Finance:** No current updates.
- **Johnson County Liaison:** The Johnson County Supervisor let us know that the county can help us with finding grants available from Iowa. Also the county can help facilitate finding Federal Grants.
- **City of Solon Liaison:** Cole reported that things were going well and nothing big coming up.
- **Board of Trustees Continuing Education:** Char reported on watching a Lunch With the State Library from March, called Specialized Consulting. Jen reported watching from the Library Board Series, 10 Habits of an Effective Library Board.

### Library Director's Report

A written report is included in the Board packet. Liz highlighted the information that was included in the packet concerning the recent Foundation's Don Ochs Scholarships awarded to Seniors Jamison Grimm and Kate Richards. She also brought up several upcoming events that included the Friends of the Library garage sale and the Summer Reading program.

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## Approval of Bills

The bills for May 2024 were unanimously approved. (Char/Jen)

## Review of Foundation Report

No report. The Foundation meeting will be held on 5/22/24

## Old Business

- Directors Evaluation Process/Timeline - the process will conclude with a closed session at the end of the regular meeting.

## New Business:

- **Policy Review: Internet Use Policy** - The policy agreement was changed from a separate form to a login agreement found on all patron computers. (Char/Janet)
- **Policy Review: Public Computer Use Policy** - The information from the patron login screen is included in the Internet Use Policy. (Jen/Matthew)
- **Leasing Quotes for Patron Printer** - Three quotes were presented for replacing the existing printer and changing to a leased printer. After discussion it was unanimously decided to go with a five year lease with Gordon Flesch. (Steve/Char)
- **Staffing Update: Teen Services Librarian Position and Seasonal Library Clerk Position.** Madison, our Teen Services Librarian has graduated and will be leaving to take a job in Daytona, Florida. Her position will need to be filled. There are three applications for the Seasonal Library position. It would be helpful if the library could hire two seasonal clerks to help with the busy summer months which would allow Lilly to fill in for the vacant Teen Service Position.
- **Board of Trustees Continuing Education:** Items were listed for Board Consideration

**Closed Session for Director Evaluation:** For the purpose of discussion of evaluation results a closed session was enacted at 7:20 p.m. (Char/Steve)

## Closed Session Ended

Discussion was moved from a closed session at 7:40 p.m. (Jen/Janet)

**Director Evaluation:** By unanimous decision the board was in favor of giving the Director a 3% merit increase.

## Adjournment

The meeting was adjourned at 7:45 p.m.

## Next Meeting

Regular Meeting: Monday, June 24, 2024 at 6:30 p.m.

## Submitted by

Char Cosgrove