Solon Public Library Board of Trustees Minutes

Regular Board Meeting, April 20, 2009

In Attendance: T L Green, Pat Ikan, Deanna Kleinsmith, Chuck Panzer, Margaret Pardini, Kari Pyle and Susan Whetstine. Library Director: Kris Brown. City of Solon Building Inspector: Steve Lee.

Board Members Absent: None.

Call to Order: President Panzer called the meeting to order at 7:00 PM.

Approval of the Agenda: Ikan made motion, seconded by Green to approve the agenda but with the change of moving up Steve Lee's presentation to be next in the order of the meeting. Motion carried.

STEVE LEE presentation:

Present SPL building history: Steve noted the original plans for the present library was a slab only foundation (no basement). The basement or lower level was added without a designated use and no sprinkler system.

The building code and the zoning regulations at the time of the first construction have also been changed so any future building/expansion plans would need to meet the current requirements.

Building/Expansion Considerations: Steve noted there are six areas to consider:

- 1) Occupancy load: this is the amount of square footage required per person in designated areas; e.g. meeting room size requires 15 sq.ft. per person. Restrooms, mechanical areas, and elevator spaces are not used for occupancy load requirements.
- 2) Egress points/Exits to grade: this is the amount of open space required for leaving the building and the ground level of the exits.
- 3) **Fire walls:** presently there is a concrete fire wall separating both levels with a one-hour stair tower protection time.
- 4) Water service: presently a two-inch pipe serves the building. New construction would need a four to six inch pipe. This could be accessed from Elm Street to the north or Main Street to the south.
- 5) Excavation: during the first construction there was 30-foot deep limestone to the north and east that needed to be cut. Presently four feet below the basement slab is an excavation sump for an elevator. Any future construction needs to take the limestone base into account.
- 6) **Zoning:** parking spaces and setback requirements need to be checked out.

Steve will look into the code requirements and report back to the SPL Board.

Approval of Minutes: Green made motion, seconded by Whetstine to approve the corrected minutes of the March 16, 2009 meeting. Motion carried. (Correction: Green and Director Brown will present a space utilization report at the May 18, 2009 meeting.)

Page 2 April 20, 2009 SPL Board Minutes continued

Citizen's Speak: None.

Correspondence: None.

Committee Reports:

Ikan will attend the Tuesday, April 21, 2009 ICN presentation on Evaluating the Library Director.

Pardini reported the Marketing Committee has met twice and determined the SPL catch phrase to be "a place to branch out"—which goes along with the City of Solon motto: "a place to put down roots".

Librarian's Report: Library Director Brown presented a written report:

- ---Children's Librarian: Jennifer Leveck will start April 28th and present her first story time program May 5th.
- ---The Friends of the Library have provided cards and gifts for SPL volunteers in honor of National Volunteer Week.
- --- The Friends also purchased new tables in the meeting room.
- ---Director Brown ordered two desktop computers, a laptop for staff use, a second, secure wireless connection for staff use, and an LCD projector using Foundation and budgeted funds.
- ---Director Brown noted three adult programs--basic computer skills; building birdhouses and planting in decorative pots co-sponsored with the Solon Garden Club.
- ---Webmaster Jacque is posting the SPL Board agenda and minutes on the website.

Approval of Bills: The bills were presented and reviewed. Green made motion, seconded by Pyle that the bills be approved. Motion carried.

Old Business:

- 1) **Building Expansion Timetable:** Green made motion, seconded by Kleinsmith, to table setting a building expansion timetable to the May 18, 2009 meeting. Motion carried.
- 2) Solicitation in the Library: Green made motion, seconded by Kleinsmith, to table solicitation in the library to the May 18, 2009 meeting. Motion carried.

| Page 3 | April 20, 2009 SPL Board Minutes continued. |
|--|---|
| | |
| New Busin | ness: |
| 1) | Board Training: President Panzer led the SPL Board members through sections of the "Iowa Library Trustee's Handbook-2009". Clarification on paying of the bills (p. 30 "Financial Reports") will be addressed at the May 18, 2009 meeting. |
| 2) | Board Evaluation: Pardini made motion, seconded by Green that the evaluation of SPL Board be conducted at the same time as the Library Director evaluation in August. Motion carried. |
| | |
| - | tent: Green made motion, seconded by Kleinsmith, to adjourn. Motion carried. The meeting at 9:04 PM. |
| The next SPL Board meeting will be on Monday, May 18, 2009 at 7PM. | |
| A ganda fa | n the Monday May 18, 2000 meetings |
| | r the Monday, May 18, 2009 meeting: Space Utilization Report |
| 2) | Building Expansion Timetable |
| 3) | Solicitation in the Library |
| 4) | Clarification on paying of the bills |
| | |
| Respectful | ly Submitted, |

Patricia A. Ikan, Secretary