Solon Public Library Board of Trustees Minutes
Regular Board Meeting, July 13, 2009

In Attendance: T L Green, Pat Ikan, Deanna Kleinsmith, Margaret Pardini, Kari Pyle and Susan Whetstine. Library Director: Kris Brown.

Board Members Absent: Chuck Panzer.

Call to Order: Vice President Whetstine called the meeting to order at 7:10 PM.

Approval of the Agenda: Pardini made motion, seconded by Green to approve the agenda. Motion carried.

Approval of Minutes: Pyle made motion, seconded by Pardini to approve the minutes of the June 15, 2009 meeting. Motion carried.

Citizen's Speak: None.

Correspondence: None.

Committee Reports:

1) Ikan noted information on the SPL website and City of Solon website re: change of regular meeting date to the second Monday of the month and roles of Library Boards.
2) Ikan also reported that the new Library Director evaluation format was based upon job description, library competencies and major duties as presented in the 2009 Library Trustees Handbook. She plans to present a draft at the August 10, 2009 meeting.
3) Pyle presented a summary spreadsheet re: the three certificates of deposit—start date, amount, interest rate, term and maturity date.
4) Whetstine reported Shirley Anderson and Sandy Hanson are new members of the SPL Foundation Board. Joyce Barta's term has expired.

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

---Brown presented the Budget Projection Report-Expenditures sheet. The Library Director and the Children's Librarian are both covered by the City of Solon for insurance but no annuity so the numbers may need to be adjusted for 2009-2010.

---Children's Librarian Jennifer Leveck 90 day Review: Brown noted that due to the positive feedback on Jen's programming, she would like the option to offer Jen an increase in pay at her sixth month of employment. The rest of the Library staff has already received an increase but Jen would need to wait fifteen months under the current schedule.

Green made motion, seconded by Pardini, that at the six month review date the Library Director may use her discretion to give the Children's Librarian a raise of up to 6% increase. Motion carried.

Librarian's Report continued:

---The ten-hour per week library page position is open. Director Brown will go through previous library page applicants to determine if she can fill the position.

---The Johnson County Fair Librarian's booth theme is "Making Memories". Solon's staffing shifts will be July 29 and 30 and director Brown still needs to fill some shifts.

---The parking lot re-surfacing is scheduled for every four years. $4,000 from last fiscal year was set aside for use for the recent resurfacing. In future budget planning, the resurfacing will need to be factored in for large maintenance projects.

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

Old Business:

1) **Building Expansion Timetable:**
   a) A two-inch water pipe connection to the Library is sufficient if no sprinkler system is needed.
   b) Green presented the five basement level plans and recommended the northwest corner be designated as a storage /used bookstore area due to the low ceilings/ductwork there. Meeting room(s) and bathrooms could be configured outside of that area. The white board was used to make a rough drawing.
   c) The Board then proceeded to the basement level to better visualize the space---especially noting the two rows of pillars, the ICN mechanical area, ceiling height, and the entry area.
   d) Need to know---occupancy load;
      ---space needed for bookstore and storage/work area;
      ---elevator needed for basement expansion only.
   e) Need to decide priorities (children's area, room to expand collection, meeting rooms) and determine Phases (I-meeting rooms downstairs, II-Upstairs re-configuration etc.)
   f) Each Board member is to bring own drawing/ideas to August meeting.

2) **Solicitation in the Library:** The Solicitation policy will be presented at the August meeting.

3) **Food in the Library Policy:** Kleinsmith presented the Food in the Library policy. Pardini made motion, seconded by Ikan, to approve the Food in the Library policy. Motion carried. The policy will be posted. Clean up materials will be placed in the Study Room. The policy will be re-evaluated after implementation time period to determine effectiveness.

Adjournment: Pardini made motion, seconded by Green, to adjourn. Motion carried. The meeting adjourned at 8:55 PM.

The next SPL Board meeting will be on Monday, August 10, 2009 at 7PM.

Agenda for the Monday, August 10, 2009 meeting:

1) **Building Expansion Timetable continued**
   ****Board members each to bring drawing.**
2) **Solicitation in the Library**

Respectfully Submitted,

Patricia A. Ikan, Secretary