Solon Public Library Board of Trustees Minutes Regular Board Meeting, March 16, 2009

In Attendance: T L Green, Pat Ikan, Chuck Panzer, Margaret Pardini, and Susan Whetstine. Library Director: Kris Brown.

Board Members Absent: Deanna Kleinsmith and Kari Pyle.

Call to Order: President Panzer called the meeting to order at 6:05 PM.

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

Approval of Minutes: Green made motion, seconded by Pardini to approve the minutes of the February 16, 2009 meeting. Motion carried.

Citizen's Speak: None.

Correspondence: Director Brown noted that twenty-seven applications had been received for the Children's Librarian position.

Committee Reports: None.

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

- ---Children's Librarian: Applications will be reviewed and interviews with top candidates set for end of March. Karen Gordon is filling in for story time presenter in March.
- ---Marketing Workshop: Director Brown asked for feedback from the Board re: the February 27, 2009 workshop. The Board will need to determine the "SPL message" to be used and include a Marketing Plan for funding in next year's budget.
- ---Director Brown distributed the 2009 Iowa Library Trustee's Handbook to the Board.
- ---ICN training session "Evaluating the Library Director" will be Tuesday, April 21, 2009 from 5:30 to 7PM and you can register online.

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

Old Business:

- 1) Food in the Library Policy: The Food Policy draft was presented. Green made motion, seconded by Ikan to approve. Motion carried.
- 2) Art Display/Exhibition Policy: The revised draft has not been completed yet. Green made motion, seconded by Ikan that the Policy be tabled. Motion carried.

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Old Business continued:

3) **Library Expansion:** Director Brown and the Board discussed reasons to expand, what information we have and need, input from people involved in previous expansion, community marketing, and timeline.

Discussion summary:

- 1) Children's area: noise and set-up/tear down for activities.
- 2) Lower level (basement) use possibilities/considerations
 - ---meeting rooms
 - ---ICN designated space
 - ---Exit/Entrance: elevator accessibility and/or outdoors stairway
 - ---storage space
 - ---restrooms (water pressure/pipe size)
 - ---sprinkler system
 - ---ceiling
 - ---amount of usable space
- 3) Ask Steve Lee to come to April 20, 2009 meeting to discuss building code/construction requirements.
- 4) Ad Hoc "SPL message" committee: Ikan, Pardini and Whetstine volunteered to represent the Board. Director Brown will ask interested Library staff and volunteers to be on the SPL message committee.
- 5) Director Brown and Green will present timeline at May 18, 2009 meeting.

New Business:

1) Solicitation in the library: Director Brown noted that groups have asked to place container jars for charitable groups and/or special fundraisers for community projects. SPL Board member Kleinsmith is asked to investigate other library policies on this subject.

Adjournment: Green made motion to adjourn. Motion carried. The meeting adjourned at 8:30PM.

The next SPL Board meeting will be on Monday, April 20, 2009 at 7PM.

Agenda for the Monday, April 20, 2009 meeting:

- 1) Steve Lee, building/construction requirements
- 2) Board Training:

**Remember to bring: 2009 Iowa Library Trustee's Handbook

Respectfully Submitted,

Patricia A. Ikan, Secretary