# Solon Public Library Board of Trustees Minutes Regular Board Meeting, May 18, 2009

**In Attendance:** T L Green, Pat Ikan, Deanna Kleinsmith, Chuck Panzer and Kari Pyle. Library Director: Kris Brown.

**Board Members Absent:** Margaret Pardini and Susan Whetstine.

**Call to Order:** President Panzer called the meeting to order at 7:02 PM.

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

**Approval of Minutes:** Pyle made motion, seconded by Green to approve the minutes of the April 20, 2009 meeting. Motion carried.

Citizen's Speak: None.

**Correspondence:** The Solon Senior Advocates thanked the SPL for hosting the computer class.

### **Committee Reports:**

Ikan reported on the Tuesday, April 21, 2009 ICN presentation on Evaluating the Library Director. She is in the process of re-writing the evaluation form.

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

- ---Director Brown presented an overview of the bill-paying process:
- 1) The annual budget approved by the SPL Board provides guidelines for regularly occurring expenditures.
- 2) Any large non-regular expenditure is brought to the SPL Board for discussion before proceeding. Purchases over \$25,000 must be approved by the City Council before proceeding.
- ---Director Brown noted the Foundation is purchasing the LCD and any left over monies will be placed into the Trust and Agency account.

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

### **Old Business:**

### 1) Building Expansion Timetable:

Green reported there is 6,000 sq. ft. of usable space in the lower level. A combination of Options A and F are feasible which could include two large meeting rooms and a bookstore.

There are presently five parking spaces on the west and ten spaces on the east lower level entrance.

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#### Old Business continued:

# 1) Building Expansion Timetable continued:

To Do:

Contact Steve Lee to provide clarification on four areas for June, 2009 meeting:

- 1) Water (building and water mains)
- 2) Architect and/or/vs. General Contractor
- 3) Occupancy load requirements
- 4) Parking requirements

Have a tentative timetable/plan to present to the City Council in October, 2009.

**2) Solicitation in the Library:** Kleinsmith reported she reviewed other library policies and that Director discretion re: solicitation is usual for libraries of our size. Solicitation is limited to recognized groups and the library is not responsible for any monies collected.

#### **New Business:**

# 1) Time and Procedure for bill paying:

Ikan made motion, seconded by Green to table the time and procedure for bill paying to the June 15, 2009 meeting. Motion carried.

## 2) Renewal of Certificate of Deposit:

Pyle made motion, seconded by Kleinsmith, to renew the \$125,363.81 CD at Solon State Bank for twelve months. Motion carried.

**Adjournment:** Green made motion, seconded by Kleinsmith, to adjourn. Motion carried. The meeting adjourned at 8:09 PM.

The next SPL Board meeting will be on Monday, June 15, 2009 at 7PM.

Agenda for the Monday, June 15, 2009 meeting:

- 1) Building Expansion Timetable-Steve Lee information
- 2) Solicitation in the Library
- 3) Bill paying procedures
- 4) Consideration of SPL regular monthly meeting date.

Respectfully Submitted,

Patricia A. Ikan, Secretary