Solon Public Library Board of Trustees Minutes Regular Board Meeting, November 9, 2009

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

Board Members Absent: T L Green.

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

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

Approval of Minutes: Kleinsmith made motion, seconded by Whetstine to approve the minutes of the October 12, 2009 meeting. Motion carried.

Citizen's Speak: None.

Correspondence: Ikan and Whetstine asked how to proceed as they will both end their SPL Board of Trustees service when their terms end December 31, 2009. They were directed to write letters of resignation to the Board President and the Mayor.

Committee Reports:

- 1) Pyle reported that one of the CD's matures 11/18/09 and presented a rate sheet from Solon State Bank. Kleinsmith and Pardini made motion giving Pyle authority to check Bridge Bank's rates and renew the CD for twelve months with whichever bank has the best rate. Motion carried.
- 2) Whetstine reported the Friends will have the annual holiday sale Friday, December 4, 2009 and Saturday, December 5, 2009.
- 3) Panzer will give budget information in Old Business section of the meeting.

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

Brown presented the annual report and noted three areas:

- 1) Interlibrary loans activity numbers are down--possibly due to increased postal charge fee of \$1.25 per loan request.
- 2) The door count numbers increased probably due a more accurate count with new counter and inaccurate two month estimation prior to new counter purchase.
- 3) Computer use has increased 27% due to more adult use, time limits of 30 minutes, and increased wireless usage.

Brown will advertise for the Youth Services Coordinator position who will program the after school activities in the meeting room.

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) 2010-2011 Budget:

- a) Panzer reported he met with the Mayor and City Administrator for clarification of the library's insurance and liability coverage.
- b) The Board reviewed the Tentative Budget Proposal: 2010-2011. Pyle made motion, seconded by Pardini, to change the Large project/building maintenance line item amount from \$1,000 to \$ 2,000. Motion carried. The proposed budget will be submitted to Johnson County and the City of Solon.

2) Food Policy:

Director Brown reported Library patrons are complying with the Food Policy procedures overall—especially with the computers.

- **3)** Long and Short Range Goals and Objectives: Page Three (Personnel) and Page Four (Collection Development) were distributed and reviewed. Pages five and six will be reviewed at the December meeting.
 - **4) Expansion of the Library:** No action at this time.

New Business:

1) Sex Offender Policy: Ikan made motion, seconded by Kleinsmith, to table discussion and possible action on the State of Iowa mandated use of the library by sex offenders to the December 14, 2009 meeting. Motion carried.

Adjournment: Kleinsmith made motion, seconded by Ikan, to adjourn. Motion carried. The meeting adjourned at 8:27 PM.

The next SPL Board meeting will be on Monday, December 14, 2009 at 7PM.

Agenda for the Monday, December 14, 2009 meeting:

- 1) Long and Short Range Goals and Objectives-pp. 5&6
- 2) Sex Offender Policy
- 3) Review of Staff wages
- 4) Fee card Policy

Respectfully Submitted,

Patricia A. Ikan, Secretary