

**Solon Public Library Board of Trustees Minutes
Regular Board Meeting, October 12, 2009**

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

Board Members Absent: Kari Pyle and Susan Whetstine.

Call to Order: President Panzer called the meeting to order at 7:05 PM.

Approval of the Agenda: Green made motion, seconded by Kleinsmith to approve the amended agenda of 1) additional item of Long Range Goals and 2) discussion of Budget as first item of business. Motion carried.

Approval of Minutes: Green made motion, seconded by Pardini to approve the minutes of the September 14, 2009 meeting. Motion carried.

Citizen's Speak: None.

Correspondence: None.

Committee Reports: Panzer attended City Council meeting and reported the special work session will be in November.

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

---Brown reported that Youth Services Librarian Jen Leveck has planned Early Out Thursday programs for various age groups on the 11:30 AM dismissal school days. The sixteen 3rd and 4th graders who participated in the October Activity Day made a decoupage "treasure box" after they ate their lunch.

---All eight public computers are up and running. The patron card computer tracking is working; fines have been collected so patrons may use the computers.

---Director Brown noted the State Library is holding interlibrary loan and infrastructure funding reimbursement checks until they determine how State of Iowa budget cuts will affect their budget.

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

New Business: (Change in agenda order)

1) 2010-2011 Budget: The Board used the Budget Projection Report worksheet to determine the Library Services recommendations for the 2010-2011 budget.

Director Brown explained each line item category to educate new Board members and to also help the Board determine monetary amounts.

Old Business:

- 1) **Use of Photos Policy:** The proposed Use of Photos policy was presented. Kleinsmith made motion, seconded by Ikan to approve the Use of Photos policy. Motion carried.
- 2) **Joint Meeting:** The SPL Board re-affirmed attendance for the joint meeting with the Friends of the SPL and the SPL Foundation on Thursday, October 22, 2009 at 7PM.
- 3) **Library Director Evaluation:** Ikan presented the Library Director Evaluation (including collation of markings and Library Director's 2009-2010 Objectives) to the Board.
The Board reviewed the current SPL staff salary budget. No action was taken at this time re: an increase of Director Brown's salary due to pending budgetary information.

New Business:

2) **Policy Review Timetable:** The Policy Review Calendar (September 2009—August 2010) was presented. The Board will use this calendar for continuous monitoring of policies.

3) **Long and Short Range Goals and Objectives:** Page One (Administrative) and Page Two (Fiscal) were distributed and reviewed. Pages three and four will be reviewed at the November meeting.

Board Reflections how to be better Board members:

- 1) To understand the "Day in the Life of a Library".
- 2) To advocate for the library at all times.
- 3) To do assigned committee work.
- 4) To become more technologically savvy (media/computer).

Adjournment: Green made motion, seconded by Kleinsmith, to adjourn. Motion carried. The meeting adjourned at 8:56 PM.

The next SPL Board meeting will be on Monday, November 9, 2009 at 7PM.

Agenda for the Monday, November 9, 2009 meeting:

- 1) **Budget**
- 2) **Long and Short Range Goals and Objectives-pp3&4**
- 3) **Food Policy**
- 4) **Sex Offender Policy**
- 5) **Building Expansion**

Respectfully Submitted,

Patricia A. Ikan, Secretary