Solon Public Library Board of Trustees Minutes Regular Board Meeting, September 14, 2009

In Attendance: T L Green, Pat Ikan, Deanna Kleinsmith, Chuck Panzer, and Susan Whetstine. Library Director: Kris Brown. Steve Lee.

Board Members Absent: Margaret Pardini and Kari Pyle.

Call to Order: President Panzer called the meeting to order at 7:01 PM.

Approval of the Agenda: Green made motion, seconded by Kleinsmith to approve the amended agenda of additional items: 1) photo policy, 2) part-time position, and 3) Steve Lee. Motion carried.

Approval of Minutes: Kleinsmith made motion, seconded by Whetstine to approve the minutes of the August 10, 2009 meeting. Motion carried.

Citizen's Speak: Steve Lee presented a copy of the Building Code. The library is classified as a Group A-3 Occupancy code. Lee discussed with the Board the various code requirements (usage and size of rooms, stairs, exits) which would determine need for a sprinkler system. Lee noted that if a sprinkler system was installed, the Board will need to consider the extra contractor's cost for getting water to the sprinkler system.

Correspondence: None.

Committee Reports: None.

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

- ---Brown noted the page position was now filled and the custodian position has been offered to an applicant.
- ---Modern Piping has been repairing the batteries that control the automatic water functions of the sinks/toilets in the restrooms.
- ---Two recent donations (Martin Andreas @\$2,000 and the Senior Advocates @\$800) were used to purchase two new public computers.
- --- The SPL now has a "blog" on the website or at this address: http://solonpubliclibrary.blogspot.com/ and Jennifer Leveck and Jacque Deaton have been contributing to blog updates.
- ---Director Brown presented information on the need for after school activities, especially on Thursday early-out dismissal days. Ikan made motion, seconded by Kleinsmith, that a youth advisor program (ages 8-15 years-old / $5^{\rm th}$ - $8^{\rm th}$ graders) be implemented. Motion carried.

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

Page 2 September 14, 2009 SPL Board Minutes continued

Old Business:

- **1) Building Expansion:** Whetstine made motion, seconded by Green to table building expansion/remodeling options to the November, 2009 meeting. Motion carried.
- **2) Solicitation in the Library Policy:** The final draft of the Solicitation policy was presented. Kleinsmith made motion, seconded by Green, to approve the Solicitation in the Library policy. Motion carried.
- **3) Joint Meeting:** Kleinsmith made motion, seconded by Ikan, to attend the joint meeting with the Friends of the SPL and the SPL Foundation on Thursday, October 22, 2009 at 7PM. Motion carried.

New Business:

- 1) Library Director Evaluation: Ikan reported the seven Board member evaluations had been compiled and the committee (Ikan, Pardini and Pyle) had met with Director Brown to go over the results. Ikan will bring completed evaluation for the Board to review at the October meeting.
- **2) Library Board Assessment:** The Board ranked themselves on the 32 statements on pages 19 & 20 of the *Iowa Library Trustee's Handbook* (2009). The Board will consider changes in Committee assignments in January, 2010.
- **3) Policies Review Timetable:** Ikan and Brown met and set the calendar for policies review. However, the calendar was not available for the September meeting due to Ikan's computer problems so the timetable will be presented at the October meeting.
- **4) Policies (additional paragraphs to Overdue Fines and Computer Use):** Green made motion, seconded by Whetstine, to approve additional paragraphs to be added to the previously adopted policies for Fines and for Computer Use. Motion carried.
- **5) Policies (draft for Use of Photos):** A proposed policy for use of photos was distributed to the Board for perusal. Board members should bring any revisions/editing etc. to the October meeting.

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, October 12, 2009 at 7PM.

Agenda for the Monday, October 12, 2009 meeting:

- 1) Library Director Evaluation
- 2) Policies Review Timetable
- 3) Use of Photos policy
- 4) Budget

Respectfully Submitted, Patricia A. Ikan, Secretary