# **Solon Public Library Board of Trustees Minutes**

Regular Board Meeting July 12, 2010

**Members In Attendance:** T.L. Green, Deanna Kleinsmith, Chuck Panzer, Margaret Pardini, Paula Sears, Director Kris Brown.

Members Absent: Ron Herdliska, Kari Pyle

Call to Order: 7 pm

**Approval of Agenda:** Motion by Green, second by Pardini to approve. Passed unanimously.

**Approval of Minutes**: Minutes not available due to water damage. May or may not become available. (Kleinsmith substitute secretary for June meeting had flooded basement).

Citizens Speak: None

**Correspondence: None** 

## **Committee Reports:**

- City Council Liaison. Panzer attended Solon city council meeting last week with Director Brown. Request to rollover approx \$1,300 into "building maintenance-large project fund" approved by city council. These funds are what remained in library budget at end of fiscal year, June 2010.

# **Librarian's report and approval of bills:** Written and verbal report by Director Brown. Highlights include:

- -Summer reading programs with strong participation. Final #'s to be reported Aug. meeting.
- -Eulenspiegel Puppet theater holding afternoon youth workshop and family/adult evening performance this week.
- -Family Night/movie night on Tuesdays continue to be well attended, from 40-140 participants.
- -Monthly statistics: # visits to Website, Tumblebooks, NEIBORS, Blog, Facebook being tracked
- Annual circulation #s continue to increase. 09-10 at 68,221, up nearly 20% from 08-09.
- -Basement: Cleaning should be completed mid-August, including sealing of floor. Thanks to all the adult volunteers that continue to help with this project and to the Foundation for funding this much needed project.
- -New LED floodlight to exterior library sign, with timer for evening/night illumination. Check it out. Again, thanks to the Foundation for funding this great project.

Motion by Pardini, second by Green to approve bills as submitted. Passed unanimously.

#### **Old Business:**

- -Discussion possible action: patron confidentiality policy. MOTION by Green, second by Pardini to purge all personal, confidential patron identification records every three years, with re-evaluation at end of three years (2013). Discussion: Review of "ALA Resolution on the Retention of Library Usage Records". Confidential records kept in order to manage resources, contact patrons regarding overdue fines, reserved materials, etc. Library would still keep statistical records (circulation #s, room use #'s etc). Motion passed unanimously. MOTION by Green, second by Sears: To post disclaimer to patrons "All patron records are confidential." Passed unanimously.
- -Discussion, possible action establishing movie policy tabled until August meeting. Motion by Kleinsmith, second by Sears, passed by acclimation to table discussion.

### **New Business:**

- -Board training: Reviewed guidelines for Open Meetings Law, and Iowa Code 21.5 regarding closed meetings, including reason, procedures and minutes. No action.
- -Meeting room use/fees/reservation process. Tabled until August meeting.

# Next SPL Board meeting: August 9th, 2010, 7pm. SPL.

Next meeting agenda items included but not limited to:

- -Movie policy, including guidelines for collection and circulation. Discussion, possible action.
- -Meeting room policy update. Please review. No changes recommended. Discussion, possible action. (Policy and fees separated?)
- -Updated meeting room fees, deposits, reservation process (August or September)
- -Collection development policy review. Discussion, possible action.
- -Creating confidentiality policy
- -Update on State Library Association/ Board of Trustees governance.
- -Director evaluation: distribution/explanation of annual evaluation forms.