## Solon Public Library Board of Trustees Minutes

Regular Board Meeting

March 8, 2010

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

Members Absent: None

**Call to Order:** 7 pm by president Chuck Panzer. Welcome to new board members in attendance, Ron Herdliska and Paula Sears.

**Approval of Agenda:** Motion by TL Green, second by Pyle to approve revised agenda. Motion passed.

**Approval of Minutes**: Motion by Green, second by Kleinsmith to approve corrected minutes. Motion passed.

Citizens Speak: None

**Correspondence:** Director Brown reports that she was notified that 2010-2011 budget requests approved by City of Solon and Johnson County Board of supervisors.

### **Committee Reports:**

- -Budget/ CD's: Pyle reports CD #3, now valued at \$148,484.67 up for renewal 2/20/2010. **Motion** by Sears, second by Kleinsmith to renew CD at 1.7% for 13 months at Hills bank. Discussion: This would adjust laddering to 13 month vs original 18 month interval, but would give better rate. Motion passed.
- -Johnson County Board of Supervisors: Funds have been approved by county for 2010-2011 budget as requested.
- -Building/expansion-none
- -Policies -none
- -Marketing-none
- -Foundation Liaison-none
- -City Council Liaison -none

**Librarian's report:** written and verbal report given with following highlights

- Budget: \$11,214.00 shortfall to be covered by \$10,050.00 in line item adjustments. \$1,164.00 difference still need to be covered. Shortfall is largely due to health insurance option taken by 2 full time staff vs annuity taken in precious years. Budget amendment submitted in May to cover \$1,164.00 will be submitted if we

need to use donations beyond original request. Use of CD interest suggested, but some members thought we might ask Friends to cover difference this year. Noted that 2010-2011 budget addresses increase in health insurance cost for employees to eliminate shortfall.

- -Building repair/refresh: Library10 years old, anniversary celebration spring 2011. Exterior and interior maintenance includes painting, drywall repair, pillar damage, final seal of basement floor. Estimated painting costs \$5-10,000, basement seal up to \$2,000. Funding ideas for these projects include an Eagle Scout who has considered cleaning and sealing floor to earn his badge. Board members questioned if Eagle Scout should arrange funding as part of his project. Volunteer manpower with some type of foreman or overseer suggested for interior painting. Are there funds available from Main Street grants for facade? No action taken.
- -New computers: 2 new public use computers up and running, purchased by HACAP funds. Workshop on resume prep and job searches is being condidered.
- -Currently public use computers are PCs. Should library provide Mac (Apple) computers also? **Motion** by Greene, second by Herdliska to buy a Macintosh computer with remaining HACAP funds. Discussion addressed compatibility with Solon school's computers (Mac) tech support. Motion passed.
- -New phone system: Friends of the Library saw a need and have purchased/updated phone system. Library now has 5 phones including a cordless, and owns phones instead of renting them. Thank you Friends!

#### Old Business:

-Short/long range plans: Final draft submitted to board. Approval/discussion tabled until April by Green, second by Sears. Board to review document for final approval April meeting.

#### **New Business:**

- -Discussion and poss action regarding wage comparisons of library staff of Solon vs neighboring communities. Discussion concerning need to report, compare and explain staff salaries, duties (including but not limited to inventory management, building maintinence, program development, budgeting etc.), to funding sources (city, county) to further promote and inform them of services SPL provides. Pardini will work with Director Brown on more formal presentation to be approved by board before presenting to city, for April board meeting.
- -Board training: Completion of video training included 1) Formal orientation development for new members. 2) Importance of being prepared for meetings and contributing to discussion. 3) Chain of command, board director relationship.

# Next SPL Board meeting: April 12, 7pm

Next meeting agenda items included but not limited to: Final draft short/long range plan Final draft Work at Home policy, including waiver on lost or damaged equipment. Wage comparison documentation for discussion/poss action

Adjourn at 8:45