## **Solon Public Library Board of Trustees Minutes** (approved)

Regular Board Meeting November 22<sup>nd</sup>, 2010

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

Members Absent: T.L. Green,

Call to Order: 7pm

**Approval of Agenda:** Motion to approve by Herdliska, 2<sup>nd</sup> by Pyle. Passed

**Approval of Minutes:** Motion to approve, by Pyle, 2<sup>nd</sup> by Herdliska. Passed

Citizens Speak: Sue Ballentyne gave tour of basement after summer clean up, organization and sealing of concrete floor. American Legion group also toured basement earlier this month. Highlights included organization of storage and work space for Director, Children's Librarian, maintenance, office supplies, cataloguing, and numerous library functions. Noted the extensive use by community groups, including, Boy Scouts, Dollars for Scholars, Solon Parks and Rec., Voting and Elections, City of Solon, Women's Club, Gardening Club, Friends of the Library, Jack's dinosaurs, Beef Days and more. Air quality has improved for those using space, and in general all users are extremely pleased and excited to have this new basement environment. The board praised Sue for her dedicated work and long hours over the past 6 months making this space more user friendly.

Correspondence: None

## **Committee Reports:**

- -Marketing Report by Sears- Committee continues to work on 10 year Anniversary Gala planning (August 14-22?). Committee also working on defining advertizing vs marketing focus.
- -Budget/ CD's: Report by Pyle- "CD#2" at \$123,702.75 due. **Motion** by Pardini, second by Pyle to renew CD at Bridge Bank for 1.20 % (or higher) for 12 months at Bridge Bank. Motion passed unanimously. Noted "CD #3" due in April.

**Librarian's report and approval of bills:** Written and verbal presentation given. Highlights:

-Library Annual Report filed for 2010, (2010 Iowa Public Library General Information Survey). Copy will be available at city office. Of note: circulation has increased by 18% (increase of 10,055); door count has increased by 14.5% (increase of 8,266 in foot traffic); children's program attendance up 125% (increase of 2,699). Gap between county and city patrons is narrowing, which is basis of budget requests/funding from county and city.

- -Usage numbers continue to increase, eg Halloween party (250 attending), Gingerbread workshop had 110 attending, though # families limited to 30. Santa visit expected to be well attended. Children's programs continue to reach capacity.
- -Clarification desired about storing Beef Days bells and PA system. **Motion** by Herdliska, second by Sears to allow Beef Days to store this equipment for check out to Beef Days and Music on Main. Passed by assention.
- -SPL has been approached to place Pepsi machine on exterior/west end of bldg. **Motion** by Pyle, second by Sears to place vending machine on west end of bldg. Discussion: Numerous questions about maintenance, profit, etc Motion by Sears to table until more information from vendor, second by Herdliska. Motion tabled.

#### -Recent donations:

Thanks to Rotary Club (\$1,500 for children's material and Manga collection), Thanks to Pilot Club (est \$400 for large print/audio collection. Pilot Club focus is to support people with challenges from disabilities)
Thanks to Marie Croshek memorial (\$1500, divided between Library, Friends and Foundation)

-Updates on teen program, computers for seniors, movie collection and language program will be given next month

**Motion** by Sears, second by Pardini to pay bills as presented. Passed unanimously

**Old Business: D**iscussion and possible action in establishing an amendment to meeting room policy in regards to for-profit reservation refunds. Tabled

### **New Business:**

-Discussion and possible action on budget for FY2010-2011. Line by line budget discussed. Increased proposed on line items for salaries, up to 6% (COLA and merit combined, with percentage of each to be determined). Noted that there is a desire and need to keep salaries competitive and library has benefited from retention of staff , which is of great benefit to community. Benefits for 2 full time staff, anticipating 11% increase (employee group health insurance). Building maintenance increased to include funding for painting from wear and tear on 10 year old bldg. Numerous line items were held to no increase to keep budget lean as possible. Formula for determining budget (Johnson county + city of Solon) director Kris will provide final numbers. Also anticipate using funds from Trust and Agency account will likely be \$23,000 to include replacing dividing wall in meeting room and large LED sign for library. Draft budget approved .

Discussion/possible action regarding board self-evaluation. Tabled until January meeting.

Discussion possible action regarding future expansion/ land acquisition. Discussion, no action.

# Next SPL Board meeting: December 27th,2010 7pm

Next meeting agenda items included but not limited to:

- -Amendment to meeting room policy regarding refunds for cancelled reservations of for-profit groups.
- -Internet policy
- -Directors repoprt on Wii, Senior computer basics, movie collection update, language program update.

**Adjorn** Motion by Herdliska, second by Pardini. Passed Adjourn at 9:25pm.