

**Solon Public Library Board of Trustees Minutes** (approved)  
Regular Board Meeting  
October 11, 2010

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

Members Absent: Kari Pyle, Paula Sears,

**Call to Order:** 7 pm

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

**Approval of Minutes:** Motion to approve corrected minutes by Greene, second by Kleinsmith Passed

**Citizens Speak:** None

**Correspondence:** None

**Committee Reports:**

- Legion Liaison Herdliska is continuing to set up meeting date of principals of Foundation, Board and American Legion, City, Friends
- City Council Liaison Panzer attended city council meeting
- Policies Meeting room policy and confidentiality policy ready for discussion/approval (see old business to follow)

**Librarian's report:** Both verbal reports submitted with following highlights:

-Kleinsmith and Pardini terms expiring end of 2010. Kleinsmith agrees to another term. Pardini agrees to another term with the understanding that she may be unable to complete 4 years due to other obligations. Both are rural representatives.

-Purchase of Wii gaming system, by Friends for teen, senior, and other group programming discussed and given support by library board. Additional support/funding for Wii games, programs and controllers may be available from other community group funds. The after school teen programming has been well received by teens and library staff and this would add another dimension, especially for middle school age patrons.

-Building maintenance/sharing responsibilities with city: Director Brown met with Scott Kleppe (public works) and Cassandra Lippincott (city administrator) to clarify building maintenance. It was agreed and recommended that Kleppe be contacted for building needs (lighting, painting, heating/cooling, etc) and city employees would be used more regularly for maintenance The line item for maintenance will be used for funding these services, and reviewed regularly by the city and the

library staff. Kleppe is getting pricing information on painting projects, furnace replacement, etc so that these items can be budgeted for in advance. The library board would like to see some sort of written agreement (administrative memo?) with city to clarify responsibilities, but agree this is a good relationship to have.

-Renewal of membership to Solon Economic Development Group. \$50 will go to membership and as a deposit for state resource library to make materials available for local businesses.

-Other October projects: Halloween Party with volunteers from local 4-H club planned; Early out programming has started, a popular program that has to be limited to two grade levels and approx 25 students by invitation, once a month; Senior Computer Tech tutoring Monday & Saturday am, partnered with Livable Communities of Johnson County and ICPL will offer 1:1 tutoring, on basic computer use; "byki" (Before You Know It) language programming being implemented. December will be programming. kick off.

-Ely library visited to look at movie check out procedures. Of note was that movies provide 25% of Ely Public library circulation. SPL continues to add to DVD collection, with purchases and donations. SPL planning a "movie splash" promotion in Jan/Feb.

-Bills presented: Motion to pay bills by Kleinsmith, second by Herdliska. Motion passed.

### **Old Business:**

-Discussion/possible action renewal of meeting room policy. Motion to accept current meeting use room fees and rules by Kleinsmith, second by Herdliska.. Discussion points addressed profit v non-profit groups, use of public space, fees and an examination of City code to determine appropriateness of policy and fees. Motion passed.

-Discussion/possible action and final approval of confidentiality policy. Motion by Pardini, second by Herdliska to approve confidentiality policy as presented. Motion passed.

-Annual director's evaluation: Sears and Pardini met with Director Brown and reviewed her annual evaluation, submitted by all board members. She was given a very positive endorsement in all areas reviewed: Administrative Services, Collection Development, Service and Service Promotion, Facilities Management, Essential Functions and Knowledge. Recertification due in 2011. This evaluation should be considered when budgeting for next fiscal year salary, in order to retain and keep salary competitive. One recommendation is to have the director give quarterly updates, using review areas as a guide, in order for board to follow any performance challenges and successes. Annual performance review to be help with board secretary and in personnel files.

**New Business:**

-Upcoming budget for fiscal year 2011-2012: Budget will be presented and line-by-line items discussed at November meeting. Need to prepare presentation to City council, probably at a December meeting, with annual library report as a start for data presentation.

-Change of meeting day: Motion by Kleinsmith, second by Herdliska to change meeting day to 4<sup>th</sup> Monday of each month. Discussion addressed difficulty in scheduling larger meeting room second Monday of the month as we are competing with several other community groups for that night and study room too crowded for SPL board meeting. All present agreed Mondays were best day of the week. Motion passed.

-Board self -valuation: Pardini presented copies of 2 self evaluation forms taken from pg18-19 of Iowa Library Trustees Handbook (2009). Please be prepared to discuss at January meeting.

-Reminder: Joint meeting between SPL/Friends/Foundation scheduled for October 21<sup>st</sup>. Please attend and refer to invitation sent in mail.

**Next SPL meeting November 22<sup>nd</sup> 7pm. NOTE DATE CHANGE TO 4<sup>th</sup> MONDAY.**

Next month's agenda items included but not limited to:

- Budget
- Discussion of presentation to city

**Adjourn: 8:29**