Solon Public Library Board of Trustees Minutes (approved)

Regular Board meeting Date: February 28, 2011

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

Members Absent: Ron Herdliska, Deanna Kleinsmith

Call to Order: 7pm by Pres. Green

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

Approval of minutes: Motion to approve as corrected by Pyle, second by Pardini. Passed.

Correspondence: none

Committee Reports:

-Marketing: March $31^{\rm st}$, 6:30-7:30 is joint meeting for 10 year anniversary celebration. Please try to attend to review plan and funding. The week of August $14^{\rm th}$ is scheduled for the event.

-Budget/ CD's: C.D.s coming due in April and May.

-Johnson County Board of Supervisors: e-mail response from Andy Johnson (executive assistant to supervisors). County has budgeted full amt. of our request. Expressed concern that city cut funding while county obligated to fund our full request. County library funding may be revisited in next budget cycle.

Librarian's report: written and verbal presented with following highlights: -Importance of marketing to community to promote services and reduce misconceptions about expansion needs. Marketing committee aggressively promoting hours and services including highlights in April NoJoCo. Please direct any ideas or feedback to marketing committee.

-Adult Computer classes: Solon Library Foundation plans to pay instructor fees for "trainer" on a contractual basis for several six-week, 1-hour sessions, Monday and Thursdays from 1-2:00pm. Each session will focus on a different theme to address different need and skill levels. This is in response computer classes last fall, which used volunteer instructors and could not meet demand. Patrons had to be turned away. Patrons continue to express interest with a variety of needs and skill levels. The round of classes starting this spring, using SPL computers, keeping 4 public computers open for others during scheduled classes.

-Plan for "planning": Need to establish community planning sessions to prioritize and validate services to community, keeping in mind that funding support may be changing, city, county, and state. Propose that this group would invite community members outside of usual library support group, to review , expand and/or prioritize roles of library . Also Iowa Workforce Development may be closing state offices and transfer these services to libraries . See DesMoines Register article from Feb. 18,2011.

-Meeting room divider door: Broken and needs replacement. One bid came in at 10K. Further bids pending.

Old Business:

-Discussion and possible action regarding city council/board communications; Discussion of enhancing dialogue, exchange of information to city. Also discussed more timely updates to county board of supervisors. No action.

New Business:

- -Discussion, possible action regarding quidelines for staff wages: Starting wage, cap for each level. Discussion: Need to finalize "new" wage ranges and caps, expand or add to job descriptions, compare fair wages, by July. Once established, review and adjust as necessary.
- -Discussion, possible action using city's merit rating system: Tabled.
- -Discussion, possible action SPL internet policy: New policies separate "behavior" vs internet use. Internet Access Policy addresses internet, wireless and website use. Computer Use Guidelines Policy addresses patron sign in, time limits, printing, food and drink etc. Motion to adopt revised draft of both policies by Pyle, second by Sears. Motion passed unanimously.

Next SPL Board meeting: Monday March 28. 7 pm. Joint SPL, Friends, Foundation for Anniversary Celebration March 31, 6:30-7:30

Next meeting agenda items included but not limited to:

Dividing Wall

Continued discussion of aligning job descriptions with starting wage levels and caps.

Use of city's merit rating for SPL employees.

Anniversary Celebration Funding

City and county dialogue.

Personnel policy?

Motion to adjourn by Pardini, second by Pyle. Passed