

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

Regular Board meeting

Date: July 25, 2011

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

Members Absent: Paula Sears

**Call to Order:** 7pm by President Green

**Approval of Agenda:** Motion by Panzer, second by Herdliska to approve agenda. Motion carries.

**Approval of Minutes:** Motion by Panzer to approve minutes, second by Herdliska. Motion carries.

**Correspondence:**

**Citizens speak:**

### **Committee Reports:**

-Marketing

-Foundation Liaison: Appraisal company for land purchase needs to be paid once billed. Deed for land purchase will be kept by city offices, as the city is purchasing with SPL funds.

-City Council Liaison

-Johnson County Board of Supervisors:

-Budget/ CD's

-Building/expansion

-Policies

-Anniversary celebration: 3<sup>rd</sup> week in August. Please sign up to contribute shift work, food, etc.

**Librarian's report:** Written and verbal submitted with following highlights:

-Iowa Work Force Development offices closing, likely to have impact on library responsibilities. Individual libraries will decide participation, training will be from state, but will certainly impact staffing needs at SPL.

- Motion by Panzer to make presentation to city council regarding Ia. Workforce Development impact/staffing etc. No second. Discussion: more information needed.

- Motion by Panzer to pay bills as presented, second by Pardini. Motion carries unanimously.

### **Old Business:**

-Discussion and possible action regarding city council/county communications: SPL use continues to show growth. Director Brown presented growth information that was also presented to city council. 33% increase in circulation (June 2010 vs June 2011). June 2011 circulation over 11,562 items or approx. 445/day. Summer Reading Family Night attendance over capacity. Teens at 2:00 on Tuesday, over 100% increase vs 2010. Increased summer circulation, library use by patrons is

“maxing out” staffing resources. Over past ten years, circulation has increased by 186%, staffing by 120%. Volunteer hours about 35hrs/week is about maximum use d/t training and supervision needed. Staffing hours are 145hrs/week. **There is an anticipated need for increasing staffing hours by about 70 hours /week over the next 10 years to cover programming, technical support,, staffing the circulation desk, and also a need for 10hrs/week custodial hours,** which needs to be addressed with or without expansion. Recommendations by the board are sought.

- Discussion and possible action regarding Youth Activities Coordinator position, additional hours:
- Expanding children/teen programs for 2011-2012: “Teen Board” for grades 8<sup>th</sup> and older, will need staffing/supervision for about 5 hours/week, 10 months of the year. **(50+ staffing hours** needed for school year)
- “Early out” days increasing to 18 days (vs 4 last year). Various plans for limiting registration, expanding # activities proposed. **(80+ staffing hours needed** for school year).
- Motion by Pardini to increase Youth Activities Coordinator from 6 to 12 hours/week, second by Panzer. Motion carries unanimously. Duties will include circulation desk responsibilities.

#### **New Business:**

-Discussion/possible action regarding library credit card policy: Motion by Herdliska to adopt SPL credit card policy as presented, second by Kleinsmith. Motion passes unanimously. This will simplify some purchases and was recommended by city administrator.

-Current terms and library board recommendations:

Each term is 4 years, the following board members and term endings as follows:

- Green (2011)
- Panzer (2012)
- Herdliska (2013)
- Sears (2013)
- Kleinsmith (2014)
- Pardini (2014)
- Pyle (2015)

Next SPL Board meeting: August 22, 2011.

Next meeting agenda items included but not limited to:

- Calendar of Policies
- Anniversary report

**Adjourn**