Solon Public Library Board of Trustees Minutes (approved)

Regular Board meeting Date: June 27, 2011

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

Members Absent: Ron Herdliska, Kari Pyle **Call to Order:** 7pm by President Green

Approval of Agenda: Motion to approve by Panzer, second by Pardini. Passed unanimously

Approval of minutes: Motion to approve by Sears, second by Panzer. Passed unanimously.

Correspondence: none Committee Reports:

- -Marketing: 10 year anniversary/celebration begins Aug 14th. "Stars of the Night" theme.
- -Foundation Liaison: Closing on land purchase from American Legion to be July 1st.
- -City Council Liaison: Possible Brosch Bldg purchase still being considered by City Council for use as city offices/community uses vs. city offices as part of SPL expansion. Discussions continue.
- -Johnson County Board of Supervisors:
- -Budget/CD's
- -Building/expansion
- -Policies

Librarian's report: Written and verbal report given with following highlights:

- -Circulation numbers approx 11,028 for June! Very busy month.
- -Family night attendance is pushing capacity, if not exceeding capacity limits of 80 persons. Many new families participating as a way to engage in community. Seating problems, crowd noise, room for presentation all challenges to this popular program. Solutions include turning folks away, pre-registering, adding to schedule, adding staff . Plan to present to city council as related to growth and expansion. Similar challenges with participation teen programs. The library is a popular place!

-Staff programming recommendations/changes.

"Babygarten" may be changed to weekly, year round instead of two six week sessions. Six week sessions do not accommodate needs and demands.

"Teen Advisory Board" needed and is a part of long-range planning goal. The goals are for this board to develop own programming, use their volunteer help to facilitate other programming, including assisting with Family night.

"Family Night" adding additional night or repeating program in the afternoon to help with "crowd control".

-Early out programming offered for school age kids on early out day. Past year have had 4-6 early outs. This year 18 are scheduled. Popular programs fill up quickly, with pre-registration limited to one age group at a time. Jennifer will probably offer a mix of movie sessions vs craft sessions.

- Jennifer, the Youth Librarian is at her limit with current programming, plus other duties (ordering/updating children's books, DVDs, Babygarten, school and daycare visits, summer reading program planning and presentations, to name only a few, all demanding of her time. As demands require overtime, she should and will be tracking overtime as comp time, to be paid as overtime at time and a half, as required by law if she works beyond 40 hours.
- Staffing needs are stretched to the limits, with increased circulation, programming needs, etc, esp. in the summer. There is a need to increase Deena Foss's to additional 6 hrs/week. These hours can be covered by budgeted funds at this time.

Old Business:

Discussion, possible action regarding updated technology plan. Final plan submitted, including planning for addition of technology staff position/job description/staff training. Motion by Sears to accept updated technology plan, second by Pardini. Motion passed unanimously.

Discussion, possible action regarding wages for library staff. Motion by Sears to accept 2011-2012 FY wages 1.5%COLA/up to 3% merit increases, effective July1. Second by Panzer. Motion passed unanimously. It was noted by director that staff are a great team to work with, accommodating ever changing and increased demands.

New Business:

Discussion, possible action on library credit card. The library does not had a credit card, which makes some purchases a challenge. City of Solon credit card policy presented as framework for library developing policy, should it be approved. No action at this time.

Next SPL Board meeting: July 25,2011. 7pm

Next meeting agenda items included but not limited to: Adding 6 hrs/week to Deena Foss's schedule. Credit card policy.

Adjourn 7:45