Solon Public Library Board of Trustees Minutes (approved)
Regular Board meeting
Date: October 24, 2011

Members In Attendance: T.L. Green, Deanna Kleinsmith, Margaret Pardini, Kari Pyle, Director Kris Brown.

Members Absent: Ron Herdliska, Chuck Panzer, Paula Sears,

Call to Order: 7pm by President Green

Approval of Agenda: Motion to approve agenda by Pyle, second by Pardini.Passed unanimously.
Approval of minutes: Motion to approve minutes as corrected by Pyle, second by Kleinsmith. Passed unanimously.
Correspondence:
Committee Reports:
-Marketing
-Foundation Liaison
-City Council Liaison
-Johnson County Board of Supervisors: See old business
-Budget/ CD's
-Building/expansion
-Policies

Librarian's report: Written and verbal report given with the following highlights:
-Annual report of "Iowa Public Library General Information Survey" submitted. Also presented to City Council this month., with highlights also reported to city council.
Note: higher circulation to city patrons compared to county patrons for the first time. Has been trending this way. Circulation #s affect budget request to city and county. Requests and funding are based on averages of last three years, each year.
Programs for young adults has almost doubled. Attendance has doubled also for these programs. Staff feels young adult programs success as demonstrated by fewer after school behavioral problems, computer use freed up for other patrons, and young adults are volunteering for other events, eg upcoming Halloween program.
Meeting room use continues to increase from 577 events to 616 events this year.

-Motion to approve and pay bills by Pardini, seconded by Kleinsmith. Passed.

Old Business:
-Discussion/action regarding director's eval and salary ranges. Results of board evaluation of director presented. Kris, our director, scored 10 or greater in all categories, on the new 1-12 scale, using city's performance evaluation grid. A score of 10 or above is categorized as "outstanding" under the 7 categories of customer service, job commitment, professionalism, safety, relationships, leadership, and

problem solving. It was recommended that salary increase for Kris up to 1.5% COLA and 3% merit. Congrats to Kris on her continued outstanding work as director. Discussion of salary ranges under new city guidelines was tabled.

-Discussion/action regarding annual budget for FY 2012-2013. Most categories unchanged ,with the following line item proposals:

Increase salaries at a rate of up to 1.5% COLA, up to 3% merit from $116,062 to #121,284.

Educational programs. Increase by $500 from $3,500 to $4,000, d/t increased attendence/need.

Library video materials. Increase $1000 from $3,500 to $4,500 d/t expansion of video library and use.

Library audio materials. Increase $500 from $5000.

Trust and Agency: decrease to $10,000.

Budget proposal should cover any increases in employee group insurance

All other line items with no proposed change at this time.

MOTION to approve proposed budget by Kleinsmith, second by Pyle. Motion passed unanimously.

Kris will submit proposed budget to city by December 15th deadline.

-Discussion/possible action regarding library contract with Jo Co Board of Supervisors. There is a new library contract proposal from the Jo Co Board of Supervisors regarding funding as previous contract was terminated by county. Funding for SPL will continue to be based on previous formula of use by rural residents averaged over three previous years. Changes of note are 1). Deadline for submission of budget to county moved up to January 8th . 2) Mid-year (Feb1) and annual (Aug 1) to be provided to county spelled out. 3). The cap on the amount of annual levy increase to libraries reduced to 3 cents. **MOTION** to approve new library service contract from county by Kleinsmith, seconded by Pyle. Passed unanimously. These are minimal changes in light of historical budgeting needs and requests. The county seems happy to keep libraries funded at previous levels and hopes to keep abreast of any funding needs in the future.

New Business:

Discussion/possible action reviewing fines and fees policy. Discussion of the issue of how to deal with lost/unreturned materials. No action.

Next SPL Board meeting: November 28th, 2011.

Next meeting agenda items included but not limited to:: Salary ranges, Fine policy, Policy calendar, Review of By Laws. City election update.

Adjorn @ 8:15