Solon Public Library Board of Trustees Minutes (approved)

Regular Board meeting Date: September 26, 2011

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

Members Absent:

Call to Order: 7pm by President Green

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

Passed unanimously.

Approval of minutes: Motion to approve minutes by Pyle, second by Panzer.

Passed unanimously. **Correspondence:** None **Committee Reports:**

-Marketing

-Foundation Liaison

-City Council Liaison. Panzer attended City Counsel meeting. Panzer reports there is a bond issue on the November ballot. Approval could affect City of Solon General fund. Board should proceed with determining library budget, regardless. City Council/Mayoral election also on ballot: Cami Rasmussen is running unopposed for Mayor. There are two 4-year term seats with Ron Herdliska and Brad Kunkel on ballot. Seat for 2 year term is be being sought by Chuck Panzer and Mark Krall.

-Johnson County Board of Supervisors: Pardini reports Johnson County Supervisors met on Aug 3 to discuss Johnson Co. library contracts. 1). They are proposing, establishing a cap on annual budget increases of 3-5 cents from the rural basic fund levy to avoid budget swings from library requests.. Contract language will still "guarantee" last years budget, as before, but with the limit on the increase.

2) County may propose moving *proposed* budget deadline forward, as early as Jan 1st, and enforce deadline. (Solon has always met deadline) County seems to understand city budget approvals do not get finalized until much later. 3) County would like libraries to develop a standardized reporting activities/budget etc on a quarterly basis. 4) Proposed joint meeting of libraries and Board of supervisors to develop agreement/revise contracts.

- -Budget/CD's: CD coming due in November.
- -Building/expansion
- -Policies

Librarian's report: Written and verbal report given with following highlights: **-Teen Board:** Applicants from 7-12th grade will plan and /or prepare programs of interest to this age group.

- **-Early out activities:** Attendance has been at room capacity. Snacks have been discontinued d/t clean-up demands. Volunteers were needed to help kids across highway from Lakeview. Library may need to re-evaluate and go back to limited registration if high attendance continues.
- **-Display news** Toni's upcoming display has a camping/fishing/local parks theme. Holiday display planned, and will incorporate giant Candy Land game display made by Deena and kids. There will also be a poster sale of past displays by Toni at upcoming Friends Holiday sale.
- -Motion to Pyle to pay bills as presented, second by Kleinsmith. Motion passes unanimously.

Old Business:

- -Discussion/possible action on city/county communications. No action. Covered in committee reports.
- -Discussion/possible actions regarding salary caps/brackets/director evaluation: Pyle and Sears met with city administrator and presented compensation policies/wage bands and ranges/employment appraisals used by City of Solon that could be fine tuned to library employee needs. Software used by city is available for tallying info from annual evaluation of director, which is due. Board agreed to use this evaluation form for director's eval, and were instructed to fill out and turn in within next few days for annual director's evaluation
- -Possible Board openings: Panzer's term ends this year and wishes to retire from board service. Herliska has 2 years of his term left, and if elected to city council, his seat will be open. Pardini (rural rep) has expressed desire to step down for the remainder of her 3 year term, if a replacement can be found.

New Business:

-Initial discussion of FY budget: Currently, no major changes are seen. Detailed budget discussion on agenda for October meeting. Anticipate minimal wage increases ?

Next SPL Board meeting: October 24th,2011

Next meeting agenda items included but not limited to: Finalize budget
Director evaluation summary and report
Director salary cap/ compensation ranges.

Adjorn 8:10pm