## **Minutes of Solon Public Library Board**

Date: July 23, 2012

Present: Kari Pyle, Jeff Schadler, TL Green, Deanna Kleinsmith, Jeff Kreinbring, Jackie Nemecek, Kris

Brown

**Absent:** Paula Sears

Call to order: 7:06 pm

**Approval of Agenda**: Addition to new business—possibility of new secretary; move by TL, second by Kari to approve agenda with addition; approved by unanimous voice vote

**Approval of Minutes**: April Minutes reviewed--move by TL, second by Jeff to approve April Minutes; approved by unanimous voice vote; May Minutes reviewed—move by TL, second by Jackie to approve May Minutes; approved by unanimous voice vote; June Minutes reviewed—move by Jeff, second by TL to approve June Minutes; approved by unanimous voice vote

Citizen's Speak: none

## **Committee Reports:**

- Building/Facilities—no report
- City Council—last reading for the library sign is upcoming
- County—Jackie met with Andy Johnson, administrator for Johnson County Board of Supervisors; agreed that Jackie would send minutes of SPLB meetings and any important/relevant documents (electronic versions) to Andy for distribution to Board of Supervisor members for their information. Janelle Rettig is the Supervisor for the Solon area and Andy sent an "introductory" email to Janelle with Jackie's name and contact information. Return of posters of SPLB window posters, with exception of one poster that will be displayed in the Supervisors Office area.
- Policies—no report
- CD/Finances—no report

## Librarian's Report:

- Approval of Bills—move by TL, second by Deanna to approve bills; approved by unanimous voice vote
- Programs—Summer Reading Program is concluding another successful year; reading to dogs will have it's initial event; Kris will initiate a monthly presentation (5-10 min. in length) at the city council meeting re: some aspect of the SPL activities, programs or offerings
- Budget—budget figures for end of the year were presented and we are within budget estimates. Kris requests a reimbursement of \$10 for each volunteer who worked at the Johnson Cty Fair to pay for their gas. Approved by unanimous voice vote
- Kris' work schedule—informational item; discussed, no action was needed

**Old Business:** 

Long Range Goals: Fiscal Planning—discussion, Kris records changes to the long term plan and to the

goals.

Personnel Policies—discussion, SPL will follow city policies re: reporting of sexual harassment; we will

add a comment re: political displays by staff and at the library. Personnel Policies handbook will be

provided to staff when completed and to all new staff at the time of employment.

**New Business:** 

Calendar/schedule for Board Meetings—continue to hold meetings on the 4<sup>th</sup> Monday of the month.

Agenda items through end of 2012—

August—Director Evaluation; long range goals/collection development; collection development

policy (includes review of evaluation of collection, gifts and donations, disposal of unwanted

donations, selection criteria and procedures)

September—small committee completes director evaluation and meets with director; advertise to

replace board members whose terms are up; budget discussions; final approval of long range goals; review elements of circulation policy that haven't been completed (includes lost and damaged books,

open access procedures, registration, loan periods, renewals and reserves, equipment loans, etc.);

approval of collection development policy.

October—finalize budget, if possible; small committee gives director evaluation report to Board; final

approval of circulation policy; Board Members intentions for next years term.

• November—finish remaining policies required for accreditation

• December-- finish remaining policies required for accreditation (no meeting if possible this month)

New Secretary: Kari appointed Jackie until the end of 2012.

Adjournment: TL moved to adjourn, second by Jeff; approved by unanimous voice vote; 8:35

Next Meeting: August 27, 2012 (Jackie will be absent on that date)

Submitted by: Jackie Nemecek