Minutes of Solon Public Library Board

Date: November 26, 2012

Present: TL Green, Paula Sears, Deanna Kleinsmith, Jeff Kreinbring, Jackie Nemecek, Kris Brown (Librarian)

Absent: Kari Pyle, Jeff Schadler

Call to order: The meeting was called to order by Paula Sears @ 7:05.

Approval of Agenda: It was moved by TL, seconded by Jeff K to approve the agenda. Approved by unanimous voice vote.

Approval of Minutes of previous meeting: It was moved by TL, seconded by Jeff to approve the minutes as corrected. (correction: TL was absent last month)

Citizen's Speak: none

Committee Reports:

- Building/Facilities--none
- City Council--none
- County--none
- Policies—see new business
- CD/Finances—see new business
- Foundation/Friends—Sign is operational; has been helpful in soliciting jars for fundraiser.

Librarian's Report: (see Kris' notes)

- Approval of Bills—circulated; it was moved by TL; seconded by Deanna to approve payment of the bills as presented. Approved by unanimous voice vote.
- Programs—no report
- Circulation—software update (sent patron list and materials list) and they will do a "mock up;" training in January and final roll over after that. Patron history will not transfer.
- Other—Legislator's Reception, Dec. 4, 5:30-6:30, funding is the issue; Sign—Friends had a great response to the call for more jars on the sign.

Old Business:

- Budget—Expenses to date are routine and on trajectory for this time of year. Clarification of the amount budgeted for benefits from the city. Also some of the budget item changes will be slightly impacted by the new figures. It was moved by Deanna; seconded by TL to approve the budget as presented. Approved by unanimous voice vote. Will be formally presented to City Council in December and will be sent to the County Board of Supervisors in December.
- Terms of Library Board Members—Table until next meeting

New Business:

- City Manager would like a list of capital improvements/long range projects that we would anticipate needing attention. Kris began generating a list and will add to it and discuss it with City representatives.
- Wage range for library staff—will clarify with Cassandra and report at next meeting.
- CD renewal—discussion; it was moved to renew CD at Bridge Community Bank at current rate for 12 months with the stipulation that if the CD for renewal last month did not have the $15K transferred to Trust and Agency Account, it will be taken out of this CD before renewal; second by Jeff K. Approved by unanimous voice vote.
- Circulation: disposition of lost or damaged materials. Review current policy. Move by TL; second by Jeff K. Approved by unanimous voice vote.
- Exit interviews—table until next meeting.
- Bills for December—Moved by TL; second by Deanna for Kris to send us a summary of bills via email and to pay them if there are no objections from the Board.

Adjournment: 8:15

Next Meeting: January 28, 2013; suggested agenda items

- Report re: exit interviews
- Accreditation update
- Report re: City response to capital improvements and budget
- Review wage range
- New terms for Board Members; election of Board Officers

Submitted by: Jackie Nemecek