Minutes of Solon Public Library Board

Date: October 22, 2012

Solon Library - Meeting Room

Present: Kari Pyle, Jeff Schadler, , Paula Sears, Deanna Kleinsmith, Jackie Nemecek, Kris Brown (Librarian)

Absent: Jeff Kreinbring, TL Green

Call to order: The meeting was called to order by Pyle @ 7:07.

Approval of Agenda: Moved by Sears, second by Schadler to approve. Approved by unanimous voice vote.

Approval of Minutes: Moved by Sears, second by Pyle to. Approved by unanimous voice vote.

Citizen's Speak: none

Committee Reports:

- Building/Facilities--none
- City Council--none
- County--none
- Policies--none
- CD/Finances—during new business
- Foundation/Friends—joint meeting was held last week.
- Marketing—LED sign to go in this coming week.
- Correspondence--none

Librarian's Report:

- Approval of Bills—Moved by Kleinsmith; second by Sears. Approved by unanimous voice vote.
 - Programs—list of dates for upcoming program events. Dates: Gingerbread Nov. 13 and Santa Visit will be Dec.1.
- Circulation—from annual report
- Budget—
- Other--
 - Annual Report discussion. Approximately 9.5% growth in total circulation.
 - Public computers—difficulty keeping Flash Players updated. Considering "think lines" as an option
 to have all computers set up the same. One idea to have a computer class from the schools do our
 updating. Kris will continue to explore this and other options.

Old Business:

 Discussion and possible action regarding director evaluation—Evaluation completed and discussed with Kris.

New Business:

- Discussion and possible action regarding the reinvestment of CD coming due—discussion of upcoming large expenses. LED sign expense, replacing interior wall, and circulation software will be significant expenditures. Currently have \$11K and will need \$25K, so withdraw \$15K from CD before renewing. Moved by Kleinsmith, second by Sears to withdraw \$15K (placed in Trust and Agency) and reinvest remainder in a 23 month CD @ 1% interest with Hills Bank.
- Discussion and possible action regarding the 2013-2014 library budget—budget projection report.
 - o Discussion re: increase line item for postage.
 - Discussion re: line item magazine subscriptions and online magazine subscriptions. No change at this time.
 - Discussion of educational programs. Increase this line item because of increased use of special programs.
 - Discussion of audio materials. Increase this line item.
 - o Discussion of office equipment. Increase this item.
 - o Discussion of book budget. Increase this item for more children's books.
 - o Discussion of Equipment maintenance. Increase this item.
 - o Discussion of insurance. Investigate why these numbers are zero and
 - Table the remainder of this discussion for next month.
- Discussion and possible action as we review pros and cons of new circulation systems—current circulation software is dated and is not being improved as a product. Two new options (Autographics and Insignia) are being explored that are more visual and have greater reporting capabilities. They are both more accessible to patrons, sync with mobile technology, email notices for overdues and before they are overdue, many other features. Moved by Sears, second by Pyle to approve the recommendation of Kris and library staff to purchase the Autographics Circulation software. Approved by unanimous voice vote.
- Discussion and possible action regarding board terms whose term is up /who is continuing?
 - Jeff Schadler's term expires this year.
 - TL Green's term also expires this year. He is a county resident representative. Kari will check on his interest for another four year term.
- Discussion and possible action regarding loan periods, lost and damaged materials, renewals and reserves. Table this item.
- Discussion and possible action regarding exit interviews. Table this item.

Adjournment: Move and second to adjourn. 9:10 pm

Next Meeting: November 26, 2012 @ 7 pm at the library meeting room.

- Discussion and possible action regarding policy of fee for books requested through interlibrary loan.
- Discussion and possible action re: stipend or payment for professional development activities. (Deanna)
- Discussion and action re: budget.
- Discussion and possible action regarding loan periods, lost and damaged materials, renewals and reserves.
- Discussion and possible action regarding exit interviews.
- Discussion and action re: CD that is due.

Submitted by: Jackie Nemecek