

Minutes of Solon Public Library Board

Date: June 24, 2013

Present: Paula Sears, Deanna Kleinsmith, Mike McLaughlin, Jeff Kreinbring, Kris Brown (Librarian)

Absent: Jackie Nemecek, Jeff Schadler, Kari Pyle

Call to order: The meeting was called to order by Paula Sears at 7:07 pm.

Approval of Agenda: Motion to approve Deanna and seconded by Mike.

Citizen's Speak: none

Committee Reports: Policies – none (Mike McLaughlin). Marketing – none (Paula Sears). Evaluation – none (Deanna Kleinsmith). Capital Improvements – none (Jeff Kreinbring).

Correspondence: none

Librarian's Report: (see Kris' notes)

Summer Reading Program is off to great start, circulation is ahead of last year and attendance has been strong. Lego Club starts in August. Internet issues, we discussed possible ways to eliminate wi-fi free-loaders. Approximately 12K left in our budget at end of the year, Kris asked the city council to consider transferring the entire amount into our "building maintenance" fund.

Approval of Bills – Move for approval by Deanna, second by Paula; approved by unanimous voice vote.

Old business:

☐ **Discussion and possible action regarding board meetings going "paperless".** –After Kris emails out her report, we have the option to request a paper copy for the meeting as well. She will assume we do not want a paper copy unless she hears otherwise.

New Business:

☐ Discussion and possible action regarding the scheduling of the director evaluation process and the budget approval. It was decided to begin the director evaluation process in August and to review evaluations beginning in September and continuing the rest of it in October. No need for a motion to approve.

☐ Discussion and possible action regarding a wage increase for the new youth services librarian. –Mike moved to increase her wages by a cost-of-living raise of 1.5% in July, and then a 1.5% merit raise once she has been in the position for 6 months. Motion seconded by Deanna and unanimously approved by voice vote.

☐ July 22nd meeting we will look at what dates work for Becky regarding the Future Committee Survey. In the meantime we should think about who to invite to participate.

☐ Continued watching board training webinar on “policies. –We watched Part 2 of the developing library policies section of webinar titled “Trustees’ Top 5: Library Board Responsibilities”. This covered information from the Iowa Library Trustees Handbook and met the Standard #15 (tier 3) for all members of library board to participate in continuing education. Suggested 4 Parts of Policy to include: 1. Philosophy (why), 2. Regulations (what must happen), 3. Procedures (how will staff), 4. Guidelines (best practice of policy. Tabled Part 3.

☐ We discussed the loaning out of an Amazon Kindle and how other libraries are handling the loaning out of such e-reading devices. Before next meeting, investigate what other libraries are doing so we can discuss what we like and don’t like about their policies next time.

Adjournment: Moved by Deanna to adjourn, adjourned at 8:34 pm.

Next Meeting: Old Business-
Watch Part 3 of Policy Webinar
Submitted by: Jeff Kreinbring