Minutes of Solon Public Library Board

Date: May 27, 2013

Present:

Kari Pyle, Jeff Schadler, Paula Sears, Deanna Kleinsmith, Mike McLaughlin, and Kris Brown (Librarian)

Absent:

Jackie Nemecek, Jeff Kreinbring

Call to order: The meeting was called to order by Paula Sears @ 7:00 pm.

Approval of Agenda: Motion to approve Jeff

and seconded by Mike with the addition of Paperless Meeting discussion under

New Business.

Approval of Minutes of previous meeting: It was moved by Jeff, seconded by Mike to approve the minutes of the April meeting.

Citizen's Speak: none

Committee Reports: City Council—none (Kari Pyle). Policies—none (Mike McLaughlin). Finances—none (Jeff Schadler). Marketing—met and planned for upcoming improvements to marketing within library.

Evaluation—none (Deanna Kleinsmith).

Correspondence: none

Librarian's Report: (see Kris' notes)

Summer Reading Kick-Off Party this Thursday, 5/30/13.

Approval of Bills—Move for approval by Kari, second by Jeff; Approved by unanimous voice vote.

Old Business:

• Discussion and possible action of the CD's due in the future. -no change.

*Discussion and possible action reviewing and setting a tentative schedule for community survey in the fall.

- Agreed that fall was good timing and that Kris will contact Becky to schedule first meeting with her and the library board of trustees.

*Discussion and possible action of board training: watching webinar on "policies".

-We watched Part 1 of the 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 2.

New Business:

- •Discussion and possible action regarding going to "paperless" meetings. Tabled.
- •Adjournment: Moved by Deanna to adjourn, adjourned at 8:29pm.
- Next Meeting: Old Business:
- •Paperless Meetings?
- •Watch Part 2 of Policy Webinar (time 48:30)
- •Schedule Future committee survey with Becky.
- •Plan for Combined Library Boards meeting date?