

# Minutes of Solon Public Library Board

Date: Oct. 30, 2013

**Present:** Mike McLaughlin , Paula Sears, Deanna Kleinsmith, Jackie Nemecek, Kris Brown (Librarian)

**Absent:** Jeff Kreinbring; Jeff Schadler

**Call to order:** The meeting was called to order by Paula Sears @ 7:10 .

**Approval of Agenda:** It was moved by Kleinsmith, seconded by McLaughlin to approve the agenda. Approved by unanimous voice vote.

**Approval of Minutes of previous meeting:** It was moved by Kleinsmith, seconded by McLaughlin to approve the minutes. Approved by unanimous voice vote.

**Citizen's Speak:** Mayor/City Council Rep discussion (Mayor Cami Rasmussen and Ron Herdliska, Library Liason for the city council) Personnel committee and city council review regarding employer/employee policies and this is a overview for us of the direction the city is heading and changes that are being made.

## **Committee Reports:**

- Building/Facilities (Jeff Kreinbring)--none
- City Council (pending)--discussion on who will be the city liason—this position will be rotated and a schedule
- County (Jackie Nemecek)—none at this time
- Policies (Mike McLaughlin)--none
- CD/Finances (Jeff Schadler)—none
- Foundation/Friends (ad hoc)—none
- Marketing (Paula Sears)—focusing on Facebook
- Evaluation (Deanna Kleinsmith)—none

## **Librarian's Report:**

Annual Report – (paper copy @ meeting)

- Items to note: correction to door count, slight shift in city vs. county circ ratio,
- Goal for next year: conquer the reports in our new circulation system and maintain or exceed our 6% growth.

Next year we will exceed 100,000 circs!

### *Update - Computer classes for adults*

- We are interviewing a college student from Iowa City who may be able to help us with small adult classes. Also have contacted retired Solon resident, Kathy Borowski, who is willing to help. We will start them as volunteers but hope to offer hourly wages eventually. The wage for the computer “trainers” is sponsored by the Library Foundation.
- Carey and I talked about hosting these classes on a weekday morning, for an hour before we open. This time period will be less disruptive to the adults who come in to use the public computers every day. We hope to resume the twice a week, six-week long, classes soon.

### *LEGO club update*

- Margo Redlinger provided a wonderful donation, which we used to purchase additional bases for building, doors and windows, etc. to round out our supply. We also purchased some Duplos, which are larger Lego's for younger builders. The use of the Duplos will be more casual. We will put out for use after Tuesday morning story times and on Saturday mornings. We want to make their use a special event and limit the amount of clean-up that the staff will have to handle. (I worry about stuff on the floor to trip over!)

An additional gift from Margo Redlinger will be a subscription to the Des Moines Register for one year. Her gifts are in honor of her recently deceased husband, Cletus.

We hope to extend an invitation to Margo, to join us for our next LEGO Club.

### *Website changes ahead – It's a work in progress.*

- The State Library has updated the templates that we and many other libraries use for our websites. Jacque has already taken a 1 hr. webinar and she will also attend a class offered November 15th. So far, Jacque has mixed thoughts about the changes. This update was made so that our website could be viewed by different devices. Hopefully soon, she will be beyond the "frustration" level.

1st strategic planning session—17 participants; next meeting is Nov. 17.

- Approval of Bills—Moved by Kleinsmith, second by McLaughlin to approve the bills. Approved by unanimous voice vote.
- Programs—Fewer teens for the Halloween party than hoped, but all attendees had a good time. 438 children attended the younger children's party.
- Circulation—see annual report
- Budget—see new business
- Other—good representation at Joint meeting of Friends, Foundation and Board

### **Old Business:**

- Discussion and possible action on possible use of solar panels. *The distributor has not yet responded to Kris' request for more information on a smaller scale project.*
- Discussion and possible action regarding a policy for the use of petitions in or near the library. *Moved by Nemecek and seconded by Kleinsmith to approve the policy as revised. It will be posted on our website in the future.*

### **New Business:**

- Brief review of budget. (Budget is due in early December). *First look at the budget to date and will wait for all members to be present to have a detailed discussion*
- Discussion and possible action regarding a time table for the annual evaluation of the director. *Begin process in Feb. with handout to Board members, returned in March and review with Kris in April.*

Discussion and possible action regarding approximate expense and funding options to update library computers. *Erb's evaluated our needs and recommended upgrading to Windows 7. Estimated cost of updating computers:*

We have 1 work desk and 3 public computers that need to be updated to Windows 7

- \$430 per computer to update to Windows 7 (includes labor) x 4 = \$1,720

5 public computers will have to be replaced.

- \$700 for hardware plus \$300 for Microsoft office and approx. \$150 for Deep Freeze which helps clear computers each night. Labor is estimated to be \$140/per hr. x 6 hrs. Estimation for one computer: \$1,990 x 5 = \$9,950

*This estimate is high. Estimated hours on labor is probably high. Current keys or licenses for Microsoft Office may be able to be transferred, eliminating that fee.*

*Possible funding sources:*

- Beef Days Committee \$2,000 for one computer
- State Library Grant – up to \$1,500 (I don't know if we qualify: we aren't "needy" enough)
- South Slope grant – would request \$2,000 but I don't think their grants are usually that high
- Library Foundation - \$2,000
- Equip. line in our annual budget - \$2,000
- Possibly Friends - \$2,000
- State Funding that we received for this year \$2,545.66

*If we add the cost of updating the server, as well, that would add an additional \$3,000.*

*Kris will ask more questions about the extent of services. Our contract with Erb's is up soon and will need to consider what we will do in the future.*

**Adjournment:** Adjourned at 8:50.

**Next Meeting:** Budget

Computers

Progress of desk manual (in librarian's report)

Make a schedule of city council meetings and who will attend from the Board.

Update on strategic planning meeting 2.

Next meeting: Nov.

Submitted by: Jackie Nemecek

Approved: Nov. 25, 2013