

Minutes of Solon Public Library Board

Date: Sept. 23, 2013

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

Absent: Jeff Schadler

Call to order: The meeting was called to order by Paula Sears @ 7:04.

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

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

Citizen's Speak/Correspondence: none

Committee Reports:

- Building/Facilities (Jeff Kreinbring)--none
- City Council (TBD)--none
- County (Jackie Nemecek)--none
- Policies (Mike McLaughlin)—draft policy statement provided prior to this meeting.
- CD/Finances (Jeff Schadler)—none
- Foundation/Friends (ad hoc)—
- Marketing (Paula Sears)—Discussion of social media, especially Facebook; no budget currently, so need to use current resources to update
- Evaluation (Deanna Kleinsmith)—

Librarian's Report: (see Kris' notes)

- Approval of Bills—It was moved by Kleinsmith and seconded by Kreinbring to approve payment of bills as submitted and discussed. Approved by unanimous voice vote.
- **Circulation numbers – Aug.2012 – 7,819 (computer use 309)**

Aug. 2013 – 7,656 (computer use 256)

Follow-up on Early Out Numbers:

- Advisory notes on the fliers that went out to parents and in the weekly column in the Economist have worked! So far, we have not exceeded our numbers for either the first movie or the first craft on early out days. We do have a full group on the computers and in the smaller study rooms, along with a full meeting room but so far, the crowd of after school-aged kids is manageable. If you're ever able to stop in during this period of time, it's an experience in "controlled chaos".

Computers:

- We lost one of our circ desk computers this week. Luckily, we had a backup CPU that had been donated and was ready to rotate in.
- I did have an Erb's tech complete the installation of this CPU. He reminded us that we have to aggressively update our computers/server in the next two years, as Windows XP will no longer be supported. With that in mind, any funding options that we have should be spent on computers. In addition to state money, we will apply for funding from Beef Days and whatever grant options we can find.

Display units purchased:

- In the next month, you will notice some changes in the reference area of the library. We took advantage of an option to purchase two display cases from the Ben Franklin closeout sale. These are glass cases that can be lit from inside and also locked, if needed. They will be placed where the current reference shelf is located. That shelf will be moved over by the large display case where we will feature Solon yearbooks and local history. Also available on this shelf will be voter registration and other current county information. One set of encyclopedias has been re-located to the children's area. The other two sets were discarded because of their outdated info.
- The cost of the two glass display cases, plus a rolling slat-board display and one puzzle board, came to \$636.46. (The cost of one glass display case, if purchased new, would have been at least \$1,000.) The Friends are willing to cover this expense. Display cases had been an item that the Friends have been discussing. At the time, of this purchase, I had mentioned that we also had state funding available but after the recent discussion about computer replacement, I will go back to the Friends and ask for their help with this purchase.

Vacuum:

- Our Dyson vacuum also had to be taken in for repair. We purchased this vacuum (\$450-\$500) from Sears, with the guarantee that all repairs would be under warranty. The first repair, about six months ago was covered at no charge. This time (September), the Sears rep. told me that Sears no longer covers Dyson repairs. We found a vacuum repair business in Cedar Rapids that did repair the vacuum for \$168. (approx. – I will see the bill on Monday). They do not cover repairs for Dyson vacuums sold to commercial businesses. We went ahead with the repair at this time and we'll start to do some shopping around for the next vacuum.

Expenses to Date:

- Roof repair bill has been taken from our maintenance and used about half of our allocated dollars. We were under the impression that roof costs would come from city funds, but they are not discussing it at their meetings at this time. We still need answers to who is responsible for capital expenditures for building and grounds maintenance.

Old Business:

Discussion and possible action as we finalize plans for the first strategic community meeting. Letters have been sent and Kris is following up with a phone call. She thinks we may need more names to have a 20 member group. Becky will facilitate both community meetings--Oct. 13; 1-3 pm; Nov. 17,

1-3 pm. Follow up meetings of Board with Becky to determine service goals and how we will measure our progress.

Discussion and possible action regarding a policy for the use of petitions in the library:
Discussion of draft policy provided by Mike. Clarify that this is a person-to-person issue. Change some of the language.

New Business:

Discussion and possible action regarding the possible addition of solar panels: Kris talked with E&J re: Solar Panels. Electricity is the largest expenditure for utilities. Spreadsheet of cost/benefits. Have them refigure what \$20K will get us, so that the rebate from Alliant will cover all costs.

Adjournment: Adjourned at 8:09 p.m.

Representative to City Council meetings; State and other funding for computer upgrades; begin discussion use of computer needs, virtual desktop or cloud services. Discuss final draft of policy re: petitions. Solar panels discussion. Information re: city/library division of responsibilities for capital expenditures.

Next Meeting: Oct. 28, 7 p.m. @ Solon Library

Submitted by: Jackie Nemecek