

Minutes of Solon Public Library Board

Date: February 26, 2018

Present: Bill Waldie, Bob Lancaster, Megan Richardson, March Sutton, Jackie Nemecek, Kris Brown (Librarian). **Absent:** Seth Smith, Jane Carr

Call to order: The meeting was called to order by Nemecek at 7:10 pm.

Welcome of New Member: Megan Richardson was introduced as a new city representative to the Solon Library Board.

Approval of Agenda: Upon motion by Lancaster and second by Waldie, the agenda was unanimously approved.

Approval of Minutes of previous meeting: Upon motion by Waldie and second by Lancaster, the November minutes were unanimously approved.

Citizen's Speak: None

Committee Reports:

- Building/Facilities (Lancaster) – Bob gave update on the repair of the dividing wall stating that he has tried to contact the contractor to complete the repairs with no response. He has passed the information to Scott Kleppe for follow up.
- County (Waldie) – Bill reported that the budget should be passed with no issues. There is a desire to receive more frequent library reports, he suggests that Kris sends Rettig the information she prepares for the Solon City Council periodically through the year. Carberry has expressed interest in attending a library board meeting, he is currently receiving our monthly event calendar. Kris will look into inviting current candidates for the Johnson County Board of Supervisors to a library board meeting.
- Financial - none
- Marketing (Sutton and Waldie) – no meeting this month
- City/Board Liaison (Nemecek) - none

Librarian's Report: The librarian's report included updates regarding the following:

- Potluck and Pintrest: The first potluck and Pintrest party was a success with 19 attendees and enthusiasm for future programs.
- Sound System: The sound system has been removed by city staff and relocated to city hall. The city provided the library with assistance reconfiguring existing shelving which saved the library several thousand dollars.
- ICN and E-Rate application: The next step in securing e-rate funds has been taken with assistance from the state library. Our connection to the ICN mobile cart has been terminated. Kris is looking into options to recycle or donate the hardware.

- Copy machine: Kris will consider alternatives when current contract is closer to ending in order to ensure accurate pricing.

Approval of Bills for February 2018:

Demco Bill: Kris reported that there was an issue regarding a package of materials from Demco that FedEx reports as delivered and Demco has billed her for, but was never actually received by Kris. She is working with Demco and FedEx to resolve the issue before she issues payment.

It was recommended that the bills be approved for payment. Upon motion by Richardson and second by Lancaster, the bills were unanimously approved.

Foundation Treasurer’s Report: The board acknowledged that they reviewed the Library Foundation report.

Old Business:

- Budget for fiscal year 2018-2019: Has been approved by City Council. There was some discussion by the council regarding the \$16,865.75 that the library has in the Capital Replacement Fund, but the approval process was smooth overall. Kris mentioned to the Board that on the city’s capital improvement list, library expansion is prioritized as 14th and was projected to happen within 6-10 years. The Board will continue to evaluate the feasibility of that project.
- Election of Officers: Upon motion by Lancaster and second by Richardson, the slate of officers was unanimously approved as follows:

President: Jackie Nemecek	Vice President: March Sutton
Secretary: Seth Smith	

- Committee Assignments:

Building/Facilities: Lancaster	City- Board Liaison: Nemecek/Sutton/ Lancaster
Financial: Richardson	Marketing: Smith/Waldie/Sutton
Rural Representative: Waldie	Personnel: none
- Possible 3-board project: Kris is looking into setting a meeting the 3rd week of April with the Library Board, Foundation and Friends for a joint project.
- Library Board Training: Options were discussed for fulfilling continuing education requirements for the Board. Cassi, the current Youth Services librarian may present. Kris will also provide links to online training which the Board may watch at home and discuss at future meetings.

New Business:

- Review of Board Bylaws: The Board reviewed the current bylaws and discussed the addition of wording to further outline the duties and responsibilities of officers.
- Long-Range Plan: The Board discussed various options regarding the formation of a new long range plan. Ideas included distributing a survey at Beef Days, Firefighters' Breakfast and other community events. Nemecek will contact the Iowa Quality Center at Kirkwood to see if they can provide assistance with focus groups and information gathering. Plan must be completed for state accreditation.

Adjournment: The meeting adjourned at 8:27 pm

Next Meeting: Monday, March 26, 2017

Submitted by: March Sutton