

Minutes of Solon Public Library Board

Date : 2/27/17

Present: Paula Sears, Bill Waldie, March Sutton, Katie Patel, Kris Brown
(Librarian)

Absent: Jackie Nemecek, Bob Lancaster

Call to Order: The meeting was called to order by Patel at 7:00p.m.

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

Approval of minutes of previous meeting: Upon motion by Sutton and second by Waldie, July 2016 minutes were unanimously approved. Upon motion by Sears and second by Waldie, November 2016 minutes were unanimously approved. Upon motion by Sutton and second by Waldie, January 2017 minutes were unanimously approved.

Citizens Speak: none

Committee Reports :

- Building/Facilities (Lancaster) - Bob will be talking with Scott Kleppe soon on the divider wall.
- County (Waldie) - Our budget has been approved by the county, including COLA. Bill gave us a heads-up that the county will be meeting on 3/6/17 from 6-8pm at the Iowa City Public Library to talk about and answer questions on the County Comprehensive Plan
- Policies (Patel) none
- CD/Finances (Sears)-none
- Marketing (Sutton) - marketing committee met 2/27/17. They intend to highlight certain collections to increase circulation. Discussed the logo. Tumble Books remains popular. Jackie is working with software to help dovetail better with social media and emails. We currently use Publisher and we may consider asking the Friends about replacing Publisher for updated software, as a wish-list item.
- City/Library Committee (Patel/Nemecek) - none

Librarians Report (attached)

- The budget for 2017-18 has passed.
- We have 3 potential applicants for a new board member and hope to have one approved by the mayor and appointed soon.
- One of the new requirements for accreditation (rather than a suggestion) is that the board have some kind of training every year. Kris presented a couple of options for

topics. We agreed on one and will do it at an upcoming meeting after the new board member has been appointed.

- The March window display will be featuring information provided by the Bur Oak Land Trust and we hope to schedule at least one program to coincide with the display.
- Friends were pleased with the Feb. book sale. Profits were \$466. They have also put out a Giving Tree which features items that patrons can purchase for the library.
- Foundation is going to be sending out a fundraising letter to patrons soon. They will also be paying for upgrades to the switches for the internal network (internet)
- Save the date: Celtic Finger Guitarist, Jerry Barlow scheduled for a concert 3/26/17 2pm

Approval of Bills : It was recommended that the bills be approved for payment. Upon motion by Waldie and second by Sutton, the bills were unanimously approved.

Foundation Treasurer's Report - The Board of Trustees reviewed the February Foundation Treasurer's report.

Old Business:

Discussion and possible action regarding segments of an operational audit: handling donations, investment policy: Kris presented procedures for monetary and non monetary donations along with forms and receipts that are filled out when these donations are received. These updated procedures and forms will go into the Operations Notebook for reference in case Kris is gone. Kris handed out a copy of the Investment Policy utilized by the Friends. We will review and table until March and present ideas for a Trustees policy.

Discussion and possible action regarding the "Unattended Children Policy:" The policy has been reviewed by the board and staff and no changes will be made at this time.

Discussion and possible action regarding upgrade of internet service: We are starting the eRate application process. We will wait 28 days for companies to give us bids to provide service. In the meanwhile we will set up a matrix for priorities then decide on a company. Our SouthSlope contract ends in May. Scott Cannon, our IT Consultant recommends we keep the SS free line for staff use.

Discussion and possible action regarding volunteer policy: Preliminary draft policy was reviewed. Changes will be made and brought back at the next meeting. Tabled until March.

New Business:

Discussion and review of the evaluation process before the director's evaluation: Evaluation forms (which have been provided to all board members) need to be completed by March and emailed to Nemecek. Nemecek and Patel will review, meet with Kris discuss the results and then will go over the results with the board at the April meeting.

Adjournment: Sears moved to adjourn. Meeting adjourned at 8:37pm

Next Meeting: March 27, 2017 at 7:00p.m.