

Minutes of Solon Public Library Board

Date: May 29, 2019

Present

Jackie Nemecek, Seth Smith, Jane Carr, Bob Lancaster, March Sutton, Frank Cooney, Sandy Lawrence, Kris Brown (Librarian)

Absent

None

Call to Order

The meeting was called to order by *Nemecek* at 7:01 pm.

Approval of Agenda

Upon motion by *Carr*, second by *Lancaster*, the agenda was unanimously approved.

Approval of Minutes

Upon motion by *Lancaster*, second by *Lawrence*, the April 2019 minutes were unanimously approved.

Citizen's Speak

None

Correspondence

Card from a young library fan

Committee Reports

- **Building/Facilities (*Lancaster*):** Will not be pricing out textured strips for parking lot – makes plowing problematic.
- **Financial (*Cooney*):** Reviewed options for CD due in May.
Motion by *Cooney*, second by *Lawrence*, to move \$100,000 from Bridge Bank to Solon State Bank for 48-month CD at 3.1%. Renew remaining balance with Bridge Bank for 30-month CD at 2.36%. Unanimously approved.
- **County (*Vacant*):** Lawrence agreed to take on rural representative role.
- **City/Library Committee (*Nemecek, Sutton*):** Plan to announce new fine & fees policy to public via newspaper.
- **Long Range Plan (*Sutton Nemecek, Carr*):** Reviewed progress of interim long-range plan. Board received electronic copies to print/markup – board to submit edits by August. Plan to revisit in September.

Librarian's Report

- **Notary Service is now an option**
Megan updated her requirements to be a Notary, so we will advertise that as an option. Because she works limited hours, we will have to advertise this as an appointment-

based service.

- **Katie and Adult Programming**

Katie, our new adult services librarian, jumped right into hosting our May Pinterest Party. She used some additional advertising options and we did have an increase in the number of participants.

She is introducing a new program called “KnitLit”. This will be a once a month get together for folks who like to knit and read books with a knitting theme.

- **A new tradition**

Our first “May the 4th be with you!” event was a success with 40 participants. We’re already planning again for next year.

- **The Summer Reading Kick-Off**

We had a record number of families attending last Thursday night for the Summer Reading Kick-Off program. The door counter recorded over 600 which is at least 200 over last year’s numbers.

- **Results from the Women’s Club Breakfast**

We received a check from the Women’s Club for \$637. We will use their donation for books and for “refreshing” the Adventure Backpacks.

- **City-wide garage sale this coming weekend**

54 registered this year

Approval of Bills

Upon motion by *Lawrence* and second by *Carr*, the May 2019 bills were unanimously approved.

Foundation Treasurer’s Report

None

Old Business

- **Discussion and possible action regarding the renewal of a CD due in May.**
Covered in committee reports
- **Discussion and possible action regarding the development of the long-range plan.**
Covered in committee reports
- **Discussion and possible action as we review the privacy policy required on Foundation donation page.**
Tabled to June.

- **Discussion and possible action regarding the updated fines and fees policy.**
Policy has been updated & is ready to go.

New Business

- **Initial discussion and possible action as we review the Personnel Policy.**
Shared updated personnel policy. Board to review document.

Next Month's Agenda

- **Discussion and possible action as we review the privacy policy required on Foundation donation page.**
- **Discussion and possible action as we review the Personnel Policy.**
- **Discussion about Beef Days & Johnson County Fair plans.**

Action Items

- Board: Send edits of interim long-range plan to March by August.
- Board: Review Personnel Policy & provide feedback to Kris.
- Kris/Seth: Send Personnel Policy document to Seth for formatting.

Adjournment

Upon motion by *Lancaster* and second by *Sutton*, the meeting was adjourned at 7:51 pm

Next Meeting

Monday, June 24, 2019

Submitted by

Seth Smith