

Minutes of Solon Public Library Board

Date: November 27, 2017

Present: Jackie Nemecek, Bill Waldie, Katie Patel, March Sutton, Bob Lancaster, Seth Smith, Kris Brown (Librarian)

Absent: Paula Sears

Call to order: The meeting was called to order by Nemecek at 7:02 pm.

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 Smith, the October minutes were unanimously approved.

Citizen's Speak: Thank-you note received from the Domestic Violence Intervention Program regarding their recent display in the library.

Committee Reports:

- Building/Facilities (Lancaster) – Bob gave an update on the repair of the dividing wall.
- County (Waldie) – Bill reported that the budget process has started and updated the board on conversations he had with the county supervisors.
- Policies (Patel) – Katie updated the board on research into permits required for consuming beer and wine on the library premises.
- CD/Finances (Sears) – no report.
- Marketing (Sutton and Waldie) – the committee met with library staff and discussed the poster designed by Seth Smith describing the library boards. They also reported on ideas for a monthly calendar of events to be printed and distributed, an email list, and a scavenger hunt to promote use of databases available at the library.
- City/Library Committee (Patel and Nemecek) – no report.

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

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

Annual report – Kris went over a condensed version of the library's annual report with the board and the board discussed the trends of circulation and attendance and ideas to increase both.

Sound system – the City Council is interested in using the library's sound system. Kris is researching options.

Inventory – inventory is expected to be complete by the end of December. The strategy was to evaluate materials needing repair or replacement while doing the inventory, which increased the time to complete the inventory.

Proposal for regular tech help – Kris is exploring the possibility of having Scott, the library’s tech vendor, do more regular checks on computers and software.

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.

Old Business:

Evaluation and possible action regarding CD coming due – Waldie made a motion to move \$100,000 of the CD currently at Solon State Bank to a University of Iowa Credit Union 35-month CD with the remainder to be left at Solon State bank in a 12-month CD. The motion was seconded by Sutton and unanimously approved.

Minutes from July meeting – Upon motion by Patel and second by Lancaster, the July minutes were unanimously approved.

Review and possible budget for fiscal year 2018-2019 – The board reviewed and discussed in detail the line items of the proposed budget for the next fiscal year. Kris agreed to write up the final proposal based on the discussion and to circulate it to the board. Upon motion by Waldie and second by Smith, the proposed budget was unanimously approved.

Review of Library Board Poster – the board discussed the poster design from Seth Smith and what content it could contain.

New Business:

Review and possible action regarding policy on “foods for fines” – In the past couple of years, we have taken donated food in January to forgive fines up to \$20. A motion was made by Waldie to remove the \$20 cap for this program. The motion was seconded by Lancaster, and was unanimously approved.

Adjournment: The meeting adjourned at 9:05 pm.

Next Meeting: Monday, January 22, 2018

Possible agenda items:

Sound system
Budget
Folding wall
Tech support

Submitted by: Katie Patel