

## Minutes of Solon Public Library Board

Date: February 25, 2019

### Present

Jackie Nemecek, Seth Smith, Jane Carr, Bob Lancaster, Kris Brown (Librarian)

### Absent

March Sutton (arrived at 7:50 p.m.)

### Call to Order

The meeting was called to order by *Nemecek* at 7:00 pm.

### Approval of Agenda

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

### Election of Officers

Upon motion by *Lancaster*, second by *Carr*, the following officers were unanimously elected:

*Jackie Nemecek* – President

*March Sutton* – Vice President

*Seth Smith* – Secretary

### Approval of Minutes

Upon motion by *Carr*, second by *Lancaster*, the January 2019 minutes were unanimously approved.

### Citizen's Speak

None

### Correspondence

None

### Committee Reports

- **Building/Facilities (*Lancaster*):** None
- **Financial (*Vacant*):** None
- **County (*Vacant*):** None
- **City/Library Committee (*Nemecek, Sutton*):** None
- **Long Range Plan (*Sutton Nemecek, Carr*):** None

### Librarian's Report

- **Winter Reading Program and the Puzzle Challenge**
- **The decision to stay open during colder weather**
- **BrainFuse - a new database**
- **Interview process**

- **The Friends of the Library annual book sale is scheduled for this Saturday, March 2nd from 8:00 AM - noon.**
- **The Solon Library Foundation has partnered with Frida Kahlo's, on Thursday, March 14th for a fundraiser**

### **Approval of Bills**

Upon motion by *Carr* and second by *Lancaster*, the February 2019 bills were unanimously approved.

### **Foundation Treasurer's Report**

None

### **Old Business**

- **Discussion and possible action regarding job descriptions: Library Clerk / Adult Services**

Upon motion by *Lancaster* and second by *Carr*, the job description was unanimously approved with adjusted language to include possible supervision of volunteers.

- **Discussion and possible action regarding e-rate update**

Discount is confirmed and back-payments received for corrected application.

### **New Business**

- **Discussion and possible action regarding new staff position**

Proposed process for replacing staff. Upon motion by *Carr* and second by *Smith*, it was unanimously approved that the library follow Kris' proposed staff replacement process with additional cost covered from state funds in Trust and Agency.

- **Discussion and possible action regarding the evaluation of the director**

Shared City of Solon Employee Performance Evaluation Form. Adjusted rating categories percentages. Bob will work with Jackie to tally. Would like evaluation forms turned in to Jackie by March 22.

- **Discussion and possible action regarding the 2019-2020 budget request**

City approved budget with no changes. Submitted to County, haven't heard confirmation.

- **Discussion and possible action regarding the library phone system**

Bob checked into changing library phone system, found that it's currently not cheaper to change.

- **Discussion and possible action regarding request to change meeting date to the last Monday of each month vs. the 4th Monday**

Suggested possible change due to late-arriving Visa bills. Starting immediately board agreed to move meeting dates to the last Monday of each month.

### **Closed Session**

Upon motion by *Lancaster* and second by *Carr*, it was unanimously approved to move into closed session.

Upon motion by *Sutton* and second by *Lancaster*, it was unanimously approved to move out of closed session.

**Next Month's Agenda**

- **Review Job Description – Custodian**
- **Policy Review**

**Action Items**

- Jackie will send out Employee Performance Evaluation forms to Board Members
- Board members to fill out Employee Performance Evaluation forms

**Adjournment**

Upon motion by *Sutton* and second by *Carr*, the meeting was adjourned at 8:22 pm

**Next Meeting**

Monday, March 25, 2019

**Submitted by**

Seth Smith