

## Minutes of Solon Public Library Board

Date: November 25, 2019

### Present

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

### Absent

None

### Call to Order

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

### Approval of Agenda

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

### Approval of Minutes

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

### Citizen's Speak

None

### Correspondence

None

### Committee Reports

- **Building/Facilities (*Lancaster*):** Sidewalk ground for winter weather
- **Financial (*Cooney*):** CD to be discussed during New Business
- **County (*Lawrence*):** December 3<sup>rd</sup> meeting at ICPL
- **City/Library Committee (*Nemecek, Sutton*):** None
- **Long Range Plan (*Sutton Nemecek, Carr*):** To be discussed during New Business

### Librarian's Report

- **Annual Report**  
Shift noticeable in all libraries - in the "visual" versions of the annual reports, the number of programs and participants are now emphasized over items circulated. All libraries in Johnson County have seen circulation numbers drop. The value of libraries is now focused more on what programs and services we provide beyond the books and other materials that you can "borrow" from the library.
- **New State Library sponsored package delivery program**

The State Library kicked off a new delivery system in November that will help cut our postage budget by quite a bit. The drivers will stop once a week to pick up packages. All libraries in Iowa must participate. The cost to facilitate this program is paid for with Federal funds that the State Library has received so it is free of charge to Iowa libraries. This new delivery system should cut the budget by at least 75% next year.

- **Two other State Library sponsored projects**
  - Software to count Wi-Fi use. Asked Scott to set up. If it doesn't prove satisfactory, the State Library is providing the service of a company who will set this up for us at no charge.
  - The State Library is working with libraries to provide a new template for our website. It has a much more updated look. Megan took the training several months ago and was first in line to go active. Hopefully we can introduce the transformation in January.
  
- **2nd annual Youth Winter Reading program begins Dec. 2<sup>nd</sup>**
  
- **Great response for Nov. DIY Night this month!**

We have 21 signed up to participate. Encouraging response and we will continue in January.
  
- **Staff training December 20th 9:30 - 11:30**

Invited representatives from smaller libraries

### **Approval of Bills**

Upon motion by *Smith* and second by *Cooney*, the November 2019 bills were unanimously approved.

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

None

### **Old Business**

- **Board Training – review of financial reports**

Reviewed Expenditure/Revenue reports. Suggestions/Requests for more descriptive/granular categories and labels.  
*(30 minutes Board Training)*
  
- **Review and possible action regarding the 2020-2021 annual budget**

Reviewed budget formula for City and County based on circulation. Discussed budget gap coming from circulation by residents of outside communities. Reviewed Budget Worksheet and possible areas to increase budget and discussed prioritization.

Upon motion by *Sutton* and second by *Smith*, the proposed budget was unanimously approved.

### **New Business**

- **Review and possible action regarding the renewal of a CD @ Hills Bank**  
Reviewed current state of CDs and compared to 2019 revenue report. Upon motion by *Sutton*, second by *Lawrence*, it was unanimously approved to transfer expiring CD from Hills Bank to Bridge Bank for the full amount, expiring June 2021.
- **Long Range Plan – review rewritten sections**  
Reviewed latest edits to long-range plan. Upon motion by *Sutton* and second by *Cooney*, the revised 2020-2022 Long-Range Plan was unanimously approved.
- **Review and possible action regarding Internet use Policy**  
Tabled to next board meeting (January)
- **Timetable for accreditation report**  
Have needed time to meet accreditation – to be turned in February 2020

### **Next Month's Agenda**

- **Review Internet Use Policy**
- **Review computer software for clearing user history**
- **Library Board Training – Annual Report**

### **Action Items**

- Kris: Add page numbers and reviewed/approved dates to long-range plan.
- Board: Read Internet Use Policy
- Kris/Jackie/Jane/Frank: Meet to review ADA requirements

### **Adjournment**

Upon motion by *Carr* and second by *Sutton*, the meeting was adjourned at 8:55 p.m.

### **Next Meeting**

Monday, January 27, 2020

### **Submitted by**

Seth Smith