

The Solon Public Library Board

Meeting Minutes August 31, 2026

Call to Order

The regular meeting of the Solon Public Library Board was called to order by Sandy Lawrence at 6:30 p.m.

Present

Sandy Lawrence, Megan Richardson (Interim Director) Janet Salathiel, Char Cosgrove, Steve Fisher, Bill Christensen, Matthew Hanes

Absent

Matt Macke (City Liaison)

Approval of Agenda

The agenda was unanimously approved (Janet/Bill)

Approval of Minutes

The minutes were unanimously approved (Steve/Matthew)

Citizen's Speak and Correspondence

Citizen Speak: No Report

Correspondence: No Report

Committee Reports

- **Building:** No Report
- **Finance:** No Report
- **Johnson County Liaison:** No Report
- **City of Solon Liaison:** City Administrator Cami Rasmussen sent a report from City Hall. It included information on the near year-end completion of FY26, the financial software conversion and upcoming dates of staff and Council meetings.
- **Board of Trustees Continuing Education:** Janet reported on watching on YouTube, Top Five: Self Evaluation
- **25th Anniversary Celebration Committee:** Char reported that there was to be a meeting later in the week. There would be discussion of the final event for celebrating the Library's 25th Anniversary. There will be a reception on September 26th at the Library. She extended an invitation to the board to attend.

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- **Library Director's Report:** Megan wanted to especially highlight the Library Association's Leadership Institute in Ankeny that she attended. It was a well planned event with inspiring facilitators. It was a great opportunity to learn about and to meet others for future connections. She also wanted to highlight the 'quick view' on this year's stats of the Summer Reading program.

Approval of Bills: The bills for August 2026 were unanimously approved. (Matthew/Janet)

Review of Foundation Report

The July report was reviewed.

Old Business

- **Open Board Position:** The position is still open.
- **Strategic Plan Update:** Megan created a new format for the Strategic Plan information. The new format was needed for ease of use. She is currently creating a focus group of 20 people in order to review and discuss the plan. There has also been created a Library Survey for patron feedback. The hope is to have the plan completed by October.
- **Teen and Adult Services Positions:** The Adult Service Position has been filled by Victor Resendiz. He transitioned from the Communications librarian. The Teen and Communication positions are vacant at this time.

New Business

- **Discussion and Possible action of parking lot estimate:** An estimate from Klusner Construction was submitted to the board. With help from Chris Richardson a discussion was held on the need for the Library parking lot to be repaired and sealed. Since this company is doing work for the city an estimate for the Library was requested. The costs came to \$9298.83. At this time there is a question as to which budget would be affected. After discussion the Board approved unanimously to accept the estimate. (Janet/Char)
- **Joint Board Meeting:** Friends of Solon Public Library is hosting a joint meeting on October 15 at 6:00pm
- **Iowa Library Association's Annual conference:** The conference will be held in Cedar Rapids on October 8th. Megan, Lily, & Victor will be attending. If a Board member would like to attend please contact Meghan.
- **Policy Review/Approval: Photographs in Library.** The policy was unanimously approved with a slight correction stating that *no name* will be used with photos. (Bill/Steve)

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- **Board of Trustees Continuing Education:** Items were listed for Board consideration.

Adjournment: The meeting was adjourned at 7:20 pm (Char/Matthew)

Next Meeting

Regular Meeting: September 28, 2026

Submitted by

Char Cosgrove