

# The Solon Public Library Board

## Meeting Minutes January 27, 2025

### 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, Cole Gabriel, Janet Salathiel, Char Cosgrove, Steve Fisher, Matthew Hanes, Liz King (Library Director)

### Absent

Jen Fetzer, Bill Christensen

### Approval of Agenda

The agenda was unanimously approved. (Matt/Janet)

### Approval of Minutes

The minutes of the November 25, 2024 meeting were unanimously approved. (Steve/Matt)

### Citizen's Speak and Correspondence

Citizen speak: None

Correspondence: A letter was received from Scott Dermont from the State Library of Iowa to inform us that our Tier Level status expiration date will now be June 30, 2027. There is a one year deferment of Accreditation and Tier Status applications for FY26 due to an upcoming retirement.

### Committee Reports

- **Building:** (Library Security) This will be discussed under New Business.
- **Finance:** (CD update) CD at Green State Credit Union for \$165,585.58 is now at a 15 month term at an APY of 4.12%. The new maturity date is 4/6/26.
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** Cole reported that the city is in the middle of budget season.
- **Board of Trustees Continuing Education:** Char reported on working with Liz to connect with Workday Learning. Steve & Janet reported on being able to attend the Johnson County Legislators Reception at the Coralville, Library.

### Library Director's Report:

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A written report is included in the Board packet. Liz wished to highlight several things. The transition of the catalog system went very well. She wanted to especially mention Megan's exceptional work at making the transition go smoothly. Liz brought up that Puzzle Night, a new event, was a big success. Fun was had by all. Liz also asked the Board for feedback on the graphs and reports she provides on the monthly workings of the Library. The board concluded that it was valuable information to have. Especially for use on future endeavors.

## Approval of Bills

The bills for December 2024 were unanimously approved. (Char/Matt)

The bills for January 2025 were unanimously approved. (Janet/Steve)

## Review of Foundation Report

The December 2024 and January 2025 reports were reviewed.

## Old Business

- **Integrated Library System (ILS):** The transition went very well and has been well received by the public. The new password is now your phone number which simplifies signing up.
- **FY26 Budget:** Cole reported that the budget proposal has been presented and he doesn't expect any changes. It was expressed that the Council be made aware that 45% of the Library's budget comes from Johnson County not solely from the City.

## New Business:

- **Policy Review: Conduct Policy:** The policy was revised to include, under the section Unattended Child Policy, *Older children able to maintain proper library behavior may use the library unattended, otherwise they should be adequately supervised by a parent, guardian, or responsible caregiver.* The revision was unanimously approved.  
(Matt/Janet)
- **Security Cameras/Patron Privacy:** The board discussed the necessity for security cameras at the Library. The consideration for the privacy of patrons is important, so all aspects of this decision should be examined carefully. Liz shared information from the American Library Association and the State Library of Iowa to clarify the position of patron privacy. There will be further discussion on the next agenda.
- **Capital Improvement List for Library Department:** Liz presented a rough draft, of a horizontal program, listing future improvements needed by the Library. The Board agreed that Liz could present this list to the City Council.
- **Strategic Plan Update:** There has been no changes.

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- **Volunteers Needed for Fun For All Night:** Cole and Matthew volunteered.
- **Board of Trustees Continuing Education:** Items were listed for board consideration. Sandy recommended a program, *Closed Meetings* to be found in the archives. Also the *ILOC 2025 Conference* being held Jan. 30th was recommended.

### Next Months Agenda:

- **Security Cameras/Patron Privacy**

### Adjournment

The meeting was adjourned at 7:30 p.m. (Matt/Janet)

### Next Meeting

Regular Meeting: Monday, February 24, 2025 at 6:30 p.m.

### Submitted by

Char Cosgrove