

The Solon Public Library Board

Meeting Minutes May 18, 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, Matthew Hanes

Absent

Bill Christensen, Matt Macke (City Liaison)

Approval of Agenda

The agenda was unanimously approved (Steve/Janet)

Approval of Minutes

The minutes were unanimously approved (Matthew/Janet)

Citizen's Speak and Correspondence

Citizen Speak: No Report

Correspondence: No Report

Committee Reports

- **Building:** No update on LED replacement. E&J has not begun the job.
- **Finance:** No Report
- **Johnson County Liaison:** No Report
- **City of Solon Liaison:** City Administrator Cami Rasmussen sent a message with an update for the Library Board Meeting. A Library Budget Amendment will be for salaries related to janitorial hours. The janitorial wages will be adjusted for FY27 fiscal year to avoid confusion on the expenditure report after July 1st. The next All Staff Meeting will be held June 23rd.
- **Board of Trustees Continuing Education:** No Report
- **25th Anniversary Celebration Committee:** No Report, their next meeting will be May 27th

The Solon Public Library Board

Library Director's Report: Megan highlighted the hiring of Victor who is filling Megan's past position. Victor is coming to us from the Iowa City Library and is a welcome addition to the staff. The new T-shirts for the three library boards and staff are being distributed. These shirts are to be worn while promoting the Library at events. The staff is very happy to have Cora and Lauren back as seasonal help. Megan reminded the board that the Summer Reading Kick-off is May 29, 2026.

Approval of Bills

The bills for May 2026 were unanimously approved. (Char/Matthew)

Review of Foundation Report

Report not available. Their next meeting is May 27, 2026.

Old Business

- **Open Board Position:** No update
- **Discussion & Possible Action for FY26 Budget and Budget Amendment:** A Library Budget Amendment has been put in place to correct a janitorial salary concern.

New Business

- **Strategic Plan Update:** After a recent meeting with Becky Heil, the State Library of Iowa consultant, Megan discussed the process and how to best proceed. Our accreditation needs to be renewed for FY28, which means the application is due by February 28, 2027. Part of this application is having a current strategic plan, our plan ends with the calendar year 2027, which requires us to update or create a new strategic plan for accreditation. Megan recommended completing an update to our strategic plan.
- **Policy Review Approval: Display & Bulletin Board Policy**
After an overview of the policy it was decided no improvement was needed. (Janet/Matthew)
- **Directors Evaluation Process/Timeline:** Evaluation forms were made available to the board. The board has two weeks to complete the evaluations. They can be emailed to Sandy or returned to the Library.
- **Board of Trustees Continuing Education:** Items were listed for Board consideration.

Adjournment: The meeting was adjourned at 6:55 p.m. (Steve/Char)

Next Meeting

Regular Meeting: June 29, 2026

Submitted by Char Cosgrove