

The Solon Public Library Board

Meeting Minutes

Monday, April 25, 2022

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 6:34 p.m.

Present

Sandy Lawrence, Jackie Nemecek, March Sutton, Jennifer Fetzer, Cole Gabriel (City Council). Liz King (Library Director)

Absent

Bill Christensen, Laurie Neuerburg

Marsh welcomed Cole Gabriel, who will be the City Council representative to the Board.

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the Board

Committee Reports

- **Building:** Scott and Liz will meet with Alex from Johnson County Auditor's office to make sure the building is in compliance for upcoming voting.
- **Finance:** Next CD up for renewal is not due until 2023.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** Cole Gabriel is the new City Council representative.
- **Evaluation committee:** Item will be discussed under Old Business.

Library Director's Report

Liz, March and Sandy were present at the City Council meeting for the Mayor's Proclamation for National Library Week. Kris Brown represented the Library Foundation. The articles for the Foundation's Art Auction are displayed in the library and bidding begins today. Bidding ends at 5p.m. May 7. In person storytime has started this month, as well as a Wednesday morning coffee and conversation group. In person monthly game night has also started again. Staff is busy preparing for the summer reading program.

Approval of Bills

The April 2022 bills were unanimously approved for payment as presented. (Sandy/Jackie)

Review of Foundation Report

The Foundation Board meets later this week so no report.

Old Business

- **Budget for FY2023**
No official form has been received yet, but the Council has approved the budget.
- **Director's Evaluation**
March will compile evaluation form information and meet with the Director. It will be reviewed at the May meeting and the Director's salary will be approved.

New Business

- **City Employee Handbook**
Liz has reviewed the City Employee Handbook and has identified some areas that are not consistent or need to be clarified for library staff hours and duties. She will meet with City representatives to look at possible updates/changes in these areas.
- **Circulation Policy revisions.**
A draft of an updated Circulation Policy was shared for input by Board members. Staff will present a final version at the May meeting.
- **Next Month's Agenda**
Library Director's Evaluation
Circulation Policy
Update on Employee Handbook
FY2023 Budget

Adjournment

The meeting was adjourned at 7:40 p.m.

Next Meeting

Regular Meeting: Monday, May 23. 2022

Submitted by

Sandy Lawrence