

# The Solon Public Library Board

## Meeting Minutes

November 28, 2022

### Call to Order

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

### Present

Sandy Lawrence, Jackie Nemecek, March Sutton, Bill Christensen, Jennifer Fetzer, Liz King  
(Library Director)

### Absent

### Approval of Agenda

The agenda was unanimously approved as distributed.

### Approval of Minutes

The minutes of the previous meeting were unanimously approved as corrected.  
(Corrections: Bills approved, motion made by March, seconded by Jenn. Collection Development Policy, motion by Sandy, second by Bill.)

### Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the board.

### Committee Reports

- **Building:** None
- **Finance:** None
- **Johnson County Liaison:** The Johnson County Legislators Reception will be Monday, December 5 from 5:30 to 6:30p.m. at the Iowa City Public Library
- **City of Solon Liaison:** The City will begin the budget process next month.

### Library Director's Report

A written report is included in the Board packet.

### Approval of Bills

The bills were unanimously approved as listed. ( Jackie/Jenn)

### Review of Foundation Report

The Foundation budget was reviewed.

## Old Business

- **City Employee Handbook**  
Review and updates are still pending with the City.
- **Strategic Plan: Goal Setting Meeting with Becky Heil Sunday, December 11, 2-5p.m.**  
Three main themes emerged from the November 13th meeting: Celebrate Diversity, Know Your community and Visit a Comfortable Place. The Board will meet with Becky Heil in a special planning session on Sunday, December 11<sup>th</sup> from 2-5p.m. to formulate major goals for the strategic plan.
- **2023 Accreditation**  
Bill Christensen and Liz King were able to review the outside ADA checklist required for accreditation.

## New Business

- **FY24 Budget**  
The Board reviewed the draft budget Liz will send to the City Council. Final percentages for COLA and insurance are not yet known. The overall budget is a 6 percent increase from FY23 to FY24.  
A motion to approve the preliminary budget to be presented to the City for FY24 not to exceed a 6 percent increase unless required to cover an increase in COLA, health insurance and building insurance was made. (Sandy/Jenn) Aye votes: Lawrence, Christensen, Sutton. No vote: Nemecek. Motion carried 3 to 1,  
  
Nemecek requested that a statement be recorded in the minutes that her negative vote against the budget was because she felt the City did not present adequate and accurate information in a timely fashion for the Board to be able to fully discuss and plan for the FY24 library budget.
- **Feedback on Joint Library Boards Annual Meeting**  
Board members felt it is an important yearly event and it's helpful to hear plans and share ideas with the Friends of the Library and the Library Foundation Boards.
- **Legislators Reception: Monday, December 5, 5:30 to 6:30p.m. at ICPL**  
Board members are invited to attend this meeting.
- **Review Board of Trustees By-Laws (last reviewed August 2020)**  
After some discussion, it was decided to seek additional input from the State Library Association. Motion made to table the item until the January Board meeting. Motion carried unanimously. (Jackie/Sandy)

- **Pre-Approve December Bills in lieu of no December Board Meeting**  
Since there will be no December Board meeting a motion was made to approve projected expenses to be paid in December and to be approved at the January meeting. Motion carried unanimously. (Sandy/Bill)
- **Volunteer Opportunity: Noon Year's Eve Event Saturday, December 31<sup>st</sup>, 11am – 1:00p.m.**  
RSVP to Alexis Kurth (akurth@solon.lib.ia.us)
- **Board Continuing Education Suggestions:**  
Several inservice opportunities presented by the State Library were identified.

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

Review Board of Trustees By-Laws  
City Employee Handbook  
Strategic Plan Goals  
2023 Accreditation  
FY24 Budget

Prior to adjournment, Jackie Nemecek was recognized for her many years of service on the Board of Trustees. Board members thanked her and she was presented with a gift. Her term expires in December 2022.

#### **Adjournment**

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

#### **Next Meeting**

Regular Meeting: Monday, January 30, 2023.

#### **Submitted by**

Sandra Lawrence