

# Solon Library Board Meeting Minutes

Monday, January 30, 2023

## Call to Order

The regular meeting of the Solon Library Board of Trustees was called to order by Vice President Lawrence at 6:30 PM on Monday, January 30, 2023. In the absence of a Board Secretary, it was agreed that City Administrator Cami Rasmussen would take minutes to allow Vice President Lawrence to run the meeting.

## Present

Board Members: Sandy Lawrence, Steve Fisher, Janet Salathiel, Char Cosgrove

Absent: March Sutton, Bill Christensen

Jen Fetzer arrived at 7:00 pm

Also present: Liz King (Library Director), Cole Gabriel (Council Liaison), Cami Rasmussen (City Administrator)

**Introductions and Welcome to new Board members:** Janet Salathiel (city), Char Cosgrove (city) and Steve Fisher (county).

## Approval of Agenda

Agenda as presented was approved. Motion by Char and second by Janet.

## Approval of Minutes

The minutes from November 28, 2022 were approved as presented. Motion by Janet and second by Steve.

## Citizen Speak and Correspondence

NONE

## Budget Presentation Cami Rasmussen

Review of City's annual fiscal budget cycle and budget process

Arrival of Jennifer Fetzer at 6:55 p.m.

Sandy inquired about recent property tax/roll back issue – issue pending, and Cami will report any updates to Liz.

Jennifer shared frustration of Dec. 1 budget due date when COLA and insurance increases unknown. Cami shared that all city departments share similar frustration and will look into options.

**Committee Reports** – Sandy shared that committee members will be decided at future meeting.

- Building – NONE

Liz currently works with PWD Scott Kleppe on building issues/needs.

- Finance

Jen reported Library gifts held in Trust and Agency and primarily held in 3 CD's though interest rates have been very low. CD held in Solon State Bank is due 5/30/23 and researching best rates for Board to review in March and approve in April. Cami confirmed that credit unions can be used subject to City's Depositories Resolution (Cami will send to Liz).

- Johnson County Liaison: NONE
- City of Solon Liaison: Cole Gabriel

FY24 Budget City Council work sessions held in January. Personnel Committee reviewed Employee Handbook revisions and will meet with department directors once budget wraps up.

- Continuing Education

New committee with Google shared doc for tracking board member training. 3-5 hours per year recommended training.

Char: Orientation (1 hour), 6 board videos (65 minutes), reviewed city ordinance, read By-laws, budget presentation (25 minutes)

Janet: Orientation (1 hour), 65 minutes board videos, budget presentation (25 minutes)

Sandy: ILOC Evening session (1 hour), budget presentation (25 minutes)

Jen: Legislative Meeting (1 hour), IA Learns Webinar: Tech Savy Trustees (1 hour)

Steve: Orientation (1 hour), budget presentation (25 minutes), reviewed State Trustee's Manual (1 hour)

### **Library Director Report**

Sandy shared that Liz provides a thorough written report in packet with expectation that everyone read it prior to the meeting as it helps to keep the meeting to 1 hour.

Liz shared Annual Report in new format, joint Recreation and Library newsletter, and February calendar.

Capital Equipment Reserves: \$27,009.77 (\$5000 annual set aside)

Trust and Agency \$375,898.08 (mostly in CD's)

### **Approval of Bills**

Approval of December 2022 Bills. Motion by Steve and second by Janet.

Approval of January 2023 Bills. Motion by Steve and second by Char.

Jen inquired if reserves able to cover sidewalk repair. Liz confirmed though budget amendment will be needed.

### **Review of Foundation Report**

The Foundation Report for December 2022 and January 2023 were reviewed.

### **Old Business**

- **City Employee Handbook** – Cole reported will be reviewing with department directors as budget work wraps up.
- **Strategic Plan** – Liz sent out previous evening and very proud of work done by all as reflects community-oriented goals. Template (West Branch) provided framework, plan intended to be living document and reviewed and revised regularly. Timeline on page 7 outlines Library staff hopes to implement quickly, Sandy appreciated the timeline. Motion by Char and second by Steve to approve the Strategic Plan as presented. Discussion of community meetings held (Janet attended), working on archiving/history items (Sandy) and possible emergency services able to offer such as generator. Liz will review City Emergency Plan with Cami.
- **2023 Accreditation**- Two items needed: Strategic Plan and ADA Checklist (both approved tonight)– submit by 2/28/23.
- **FY24 Budget** – Review as presented by Liz (pending rollback issue).

### **New Business**

- **Legislators Reception** Dec. 5, 2022 - Liz shared two information papers resulting from meeting – Iowa City & ILA
- **Trustees By-Laws** - Previous by-laws were a replicate of city ordinance. Draft establishes functions and activities of the Board. Motion by Jen and second by Janet. Discussion of quorum requirement of four board members and board president can make motions and vote. Jen amended motion to include Library Director or designated proxy must present at board meetings, seconded by Janet.

- **ADA Checklist** – Accreditation requirement to do 1 of 4 facility checklist. County voting group identified sidewalk non-compliance then also found parking lot non-compliance slope of handicap parking spots. For voting purposes, County will designate other parking spots that are compliant. Will likely choose a different checklist next time for Accreditation requirement. Liz thanked Bill Christensen for his work on the ADA checklist. Motion by Char and second by Jen.
- **Board Officer Elections**- Elections at February meeting for President, Vice-President and Secretary. March's term ends Dec. 2023 and not planning to renew term.
- **Continuing Education** – The Ten Habits of Highly Effective Library Boards webinar (Pat Callahan)

### **Adjournment**

Meeting Adjourn at 7:59 PM – Motion by Steve and second by Janet.

### **Next Meeting:**

Regular Meeting: Monday, February 27, 2023 6:30 PM

### **Submitted by:**

Minutes submitted by City Administrator, Cami Rasmussen.