

# The Solon Public Library Board

## Meeting Minutes January 26, 2026

### Call to Order

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

### Present

Sandy Lawrence, Liz King (Library Director), Janet Salathiel, Char Cosgrove, Steve Fisher

### Absent

Bill Christensen, Matthew Hanes

### Approval of Agenda

The agenda unanimously approved. (Char/Steve)

### Approval of Minutes

The minutes of the November 24, 2025 meeting were unanimously approved with one correction (Bill was listed as attending). (Steve/Janet)

### Citizen's Speak and Correspondence

Citizen Speak: Janet reported on her daughter's favorable comments on the Rice Bowl Class she attended.

Correspondence: Liz shared with the board a copy of the letter that she sent to the City of Solon Personnel Committee.

### Committee Reports:

- **Building:** Washer/Dryer Installation update to be discussed under New Business.
- **Finance:** Library CD Matures 1/30/26 to be discussed under New Business
- **Johnson County Liaison:** No report
- **City of Solon Liaison:** No report
- **Board of Trustees Continuing Education:** No report

**Library Director's Report:** Liz did a run-through of the Library activities of November and December. She also highlighted upcoming events that are coming in February and March. Under *Be An Informed Citizen/Know Your Community*, Mykle is hosting a program on Iowa Water with State Geologist Keith Schilling, PhD in February. In March the Solon Public Foundation is having their "put a Bid on It" silent Art Auction and The Friends of the Library will be hosting their Annual Used Book Sale. Both of these events are prominent fund raisers for the groups.

### Approval of Bills

The bills for December 2025 were unanimously approved. (Char/Janet)

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The bills for January 2026 were unanimously approved. (Steve/Janet)

## Review of Foundation Report

The December 2025 Foundation financial reports were reviewed.

## Old Business

- FY27 Budget process update: Liz brought to our attention that \$2,500 that was proposed for the 25th Anniversary Celebration was moved to Trust & Agency rather than the 65990 supplies.

## New Business

- **Election of Officers/Open Board Position**

The board moved to approve the slate of officers presented. Sandy Lawrence agreed to another term as President and Char Cosgrove agreed to another term as Secretary. (Steve/Char)

The Finance Committee position is still open. Steve Fisher is willing to fill in as Finance Committee Chair until the position is filled.

- **Assistant Library Director Position**

- A job description draft for a full time position for an Assistant Library Director Position was presented to the board. This position would be to assist the Library Director in management, supervision and administration of the Library. This position would also maintain the library website, social media accounts, outside advertising/postings, and manage library databases. The draft was reviewed and approved. (Char/Janet)

- **Policy Review: Meeting Room Policy:** Wording was added to the existing policy to include information on the ability of the room to divide into two sections for small group meetings. The change was approved. (Char/Steve)

- **Virtual Meeting Room Policy:** There were no changes in this policy. The current policy was reviewed and approved. (Steve/Janet)

- **Action on Library CD Maturing:** The CD held at Solon State Bank for 13,332.11 matures on 1/30/26. It was unanimously decided to renew the CD at Solon State Bank for a 60 Month term at 3.45%. (Janet/Char)

- **Washer/Dryer Project Estimates:** A total estimate of \$4250 was presented to the Board. \$1350 for electrical installation, \$2000 for laundry drain and waste venting, and \$900 for core drilling. The total cost of the estimate was unanimously approved. (Janet/Steve)

- **Strategic Plan Update:** Two events were highlighted for the upcoming months of February and March. The library will be hosting a program, Iowa Water with State Geologist Keith Shilling on 2/16. In March there will be an exhibit of Lulu Merle Johnson on display.

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- **Volunteers for Feb 14 Fun For All Night:** The library is seeking volunteers to help with the event.
- **Board of Trustees Continuing Education:** Items were listed for Board consideration.

Board members accepted with deepest regret, Library Director Liz King's resignation effective March 30, 2026.

**Adjournment:** The meeting was adjourned at 7:32 p.m. (Steve/Janet)

### **Next Meeting**

Regular Meeting: Monday, February 23, 2026 at 6:30 p.m.

### **Submitted by**

Char Cosgrove