



Minutes of Library Board Meeting  
November 18, 2024

**CALL TO ORDER**

President Joneane Parker called the meeting to order at 5:15 pm

**Trustees present:** Wayne Ades, Rachel Brown, Brenda Diers, Sharon Flinspach, Ann Gookin, Joneane Parker, Sherri Smith and David Thebodo.

**Trustees absent:** Sam Garchik

**Also present:** Director Alecs Schmidt Mickunas and Karen Blakley

**PUBLIC ADDRESS** - None

**CALL FOR ADDITIONS TO THE AGENDA** - None

**APPROVAL OF MINUTES FOR OCTOBER**

Trustee Thebodo moved to approve the October 21, 2024 minutes as presented. Trustee Ades seconded the motion. The motion carried unanimously.

**TREASURER'S REPORT -**

Director Schmidt Mickunas and Trustee Smith reviewed the Statements of Expenditure and Revenue. Trustee Smith reminded trustees there is a CD maturing in December that will be reinvested.

**APPROVAL OF BILLS FOR NOVEMBER**

Director Schmidt Mickunas shared details of bills for lawn services and additional safety measures for staff. Trustee Flinspach moved to approve the November bills. Trustee Gookin seconded the motion. The motion carried unanimously.

<b>November 18, 2024</b>				
	6310	All American Pest Control	General Pest Control 3XYR	80.00
	6371	Alliant Energy	Electric Expense (last year \$843.98)	22.20
	6371	Alliant Energy	Gas Expense (last year \$301.62)	120.05
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6240	Craig, Joy	Reimbursement ILA Conference Expenses	17.00
	6310	Department of Inspections	Certification Fee 1 year	40.00
	6240	Evan McConahay	Reimbursement ILA Conference Expenses	146.90
	6230 634	Fairfield Area Chamber of Commerce	Leadership Conference Director	600.00
	6499	Gemini Audio Video	Installation of additional panic button	487.00
	6310	Johnson Controls Fire Protection LP	Replacement batteries alarm panel, test system fire alarm and sprinkler	661.78
	6310	Johnson Controls, Inc	Annual contract November 1, 2024 to October 31, 2025	3,252.00
	6310	Jorge's Law n & Landscaping	Root removal-tree planting, mulching and watering-remove sunflow ers-mowing	655.00
	6240	Laury n Shapter	Reimbursement ILA Conference Expenses	163.90
	6373	LISCO	Telecommunications 11/1/24 to 12/1/24	43.37
	6240	Martindale, Sara	Reimbursement ILA Conference Expenses	122.46
	6220	MidWestOne Bank	Adobe subscription fee	254.27
	6240	MidWestOne Bank	ILA conference expenses - lodging	206.77
	6310	MidWestOne Bank	Carbon monoxide detector, steel access cover	47.01
	6499	MidWestOne Bank	OpenAI subscription - monthly fee	20.00
	6506	MidWestOne Bank	Tissues, cash register tape, disinfecting wipes, batteries, thermal paper	136.45
	6508	MidWestOne Bank	Monthly postage fee	9.95
	6373	NATEL	Telecommunications 11/1/24 to 12/1/24	160.40
	6310	Oakw ood Nursery & Garden Inc	Topsoil, tree planting	36.00
	6310	Pferson & Pferson	Faucet repair parts and labor	123.00
	6508	Postmaster	2 rolls first class stamps	146.00
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
			<b>Total for General Fund</b>	<b>9,498.57</b>
	B	Fairfield Public Library - General Fund	Library materials 7739	73.50
	B	Fairfield Public Library - General Fund	Library Materials 9327	181.08
	B	Zoobean Inc	Reading challenges program/app year 3 of 3	1,029.00
			<b>Total for Book Sale Fund</b>	<b>1,283.58</b>
	F	Baker & Taylor - Mandarino Worn Adult	Mandarino Adult Worn	11.38
	F	Fairfield Public Library - General Fund	Library materials 7739	221.31
	F	Fairfield Public Library - Memorial Fund	Grant for supplies and equipment (Aunt Flow )	665.00
	F	Fairfield Public Library - Memorial Fund	Grant disbursement - library materials - 4th qtr 2024	11,500.00
			<b>Total for Foundation Fund</b>	<b>12,397.69</b>
	M	Aunt Flow	Dispenser and supplies	665.00
	M	Baker & Taylor - Adult Books	Adult books	778.22
	M	Baker & Taylor - Automatically Yours	Popular Authors	157.30
	M	Baker & Taylor - Children's Books	Children's books	337.70
	M	Center Point	Large Print	50.34
	M	Fairfield Public Library - General Fund	Library Materials 7739	1,389.14
	M	Farm & Home Publishers	Renew al 2024	166.50
	M	MSRDesign		1,445.00
	M	Wanderer's Haul	Library Materials	115.00
			<b>Total for Memorial Fund</b>	<b>5,104.20</b>

## **COMMUNICATIONS**

Breastfeeding in the Library – Director Schmidt Mickunas and Trustee Smith shared an incident that took place in the Youth Services area of the library. Director will speak with other libraries to see what their policy is.

### **REPORT OF DIRECTOR** (A copy of the report is attached.)

Director Schmidt Mickunas shared that he is attending the city’s Resilient Action Committee Meetings coordinated by the City’s Sustainability Coordinator, Faith Reeves. Trustee Flinspach asked the Director to share two takeaways from workshops he attended recently. Youth Services Librarian Report was reviewed and discussed. Trustee Flinspach asked about Tech Help Tuesdays and the ratio of patrons to volunteers.

### **Continued Education – State Library New Board Member Video Series Part 4-Developing & Adopting Library Policies**

Video was viewed and discussed. Trustee Ades asked about the current routine for updating policies.

### **REPORTS OF COMMITTEE –**

- a. Report of Personnel Committee - The committee will meet Monday to discuss the budget.
- b. Report of Building & Grounds Committee – Trustee Thebodo highlighted tree planting, boiler inspection and fire prevention system inspection. Director Schmidt Mickunas mentioned the skylight project is moving forward. Committee will meet to discuss budget.
- c. Report of Finance Committee – Trustee Smith reported the committee had met to review personnel items.

### **UNFINISHED BUSINESS –**

- a. FPL Bylaws – Trustee Parker asked if all trustees had reviewed the updates. Trustee Thebodo asked if there was a current policy for patrons wishing to loan artwork to the library. Director Schmidt Mickunas directed trustees to the collection development policy. Trustee Parker suggested speaking with the Art Advisory group to gather guidelines for a policy. Trustee Smith moved to accept the bylaws as presented. Trustee Brown seconded the motion. The motion carried unanimously.
- b. Sustainable Libraries Initiative – Director Schmidt Mickunas explained this organization provide tools and data to all libraries to prepare for the future while ensuring current decisions are informed by what science is telling us. The Director gave a brief tour of the website.
- c. Volunteer Bulleting Board Posting – Trustee Parker reviewed the discussion from last month. Director Schmidt Mickunas believes the staff would be willing to accept this task and would have the time to complete it.

## **NEW BUSINESS**

- a. Appointment of new FPL Trustee to Foundation - Trustee Parker shared that Trustee Flinspach will be resigning as a Foundation Trustee. Trustee Thebodo reviewed the duties of the Foundation and its trustees. Trustee Parker asked if any trustees were interested. Trustee Ades would consider it but has additional questions.
- b. FPL Foundation Funding Requests – Director Schmidt Mickunas explained November is the month the library requests the grant for the next year’s library materials budget. He would like to request the funding for 2025 stay the same as 2024. He would also like to request funding for two replacement televisions, one for the front desk and one that travels on a cart. Both were replaced but not budgeted for. The final request he would like to make is for funding for the Microfilm Digitization Project.  
Trustee Thebodo moved to approve asking the Foundation for all three requests. Trustee Flinspach seconded the motion. The motion carried unanimously.
- c. Meeting & Conference Room Policy – Director Schmidt Mickunas clarified reasons for policy and changes. Trustee Parker reminded trustees that holding an event at the library can lend an air of legitimacy to the event.  
Trustee Thebodo moved to adopt the policy as written. Trustee Smith seconded the motion. The motion carried unanimously.
- d. Privacy & Confidentiality Policy - Director Schmidt Mickunas stated the policy is based on legal FAQs from the legal law library and policies of other area libraries. Trustee Parker and Trustee Brown asked for clarification of certain sections. Trustee Flinspach questioned how the library’s bylaws supported this policy. Director will do more research and present an update in December.
- e. Photography in the Library Policy – Director Schmidt Mickunas asked that this be tabled until more research could be completed.

## **ADJOURNMENT**

Trustee Thebodo moved to adjourn the meeting at 7:20pm.

Respectfully submitted,

Sharon Flinspach  
Secretary