



Minutes of Library Board Meeting
July 15, 2024

CALL TO ORDER

President Joneane Parker called the meeting to order at 5:20 pm

Trustees present: Brenda Diers, Sam Garchik, Joneane Parker, Sherri Smith and David Thebodo.

Trustees absent: Sharon Flinspach and Ann Gookin

Trustee Diers was appointed secretary pro tem in Trustee Flinspach's absence.

Also present: Director Alecs Schmidt Mickunas, Karen Blakley, Joella Corie and Deanna Julesen. Kristilyn Vercruysse joined via ZOOM.

PUBLIC ADDRESS

- a. Kristilyn Vercruysse – MSR Design
Kristilyn outlined the next phase of the Library Assessment.
Trustee Garchik asked for clarification on fees and work done versus work to be completed. Director Schmidt Mickunas asked about the time line. MSR will send an updated contract with an anticipated start date in November for the next phase to be completed by the end of the fiscal year.
- b. Joella Corie & Deanna Julesen – Imagination Library
Joella and Deanna provided handouts and explained the program. Trustee Parker suggested adding this to next month's agenda as an action item.
- c. Matthew Mulleaneaux – FPL Trustee Candidate
Was not present.

CALL FOR ADDITIONS TO THE AGENDA – No additions to the agenda.

APPROVAL OF MINUTES FOR JUNE

Trustee Thebodo moved to approve the June 17, 2024 minutes as presented. Trustee Smith seconded the motion. The motion carried unanimously.

TREASURER'S REPORT

Trustee Smith reviewed the revenues and expenditures for the end of the fiscal year. Trustee Garchik asked about other contractual services. Director Schmidt Mickunas clarified. Trustee Smith summarized a meeting she and the Director had with the City Clerk regarding transition of finances. The City Clerk is waiting on further clarification. Trustee Garchik moved to approve the financial report. Trustee Diers seconded the motion. The motion carried unanimously. Trustee Smith reminded the board that there are two CDs renewing in July.

APPROVAL OF BILLS FOR JULY

Trustee Parker asked about the new system mentioned in the Director's Report for paying invoices when due. Director Schmidt Mickunas explained. Trustee Thebodo moved to approve the bills as presented. Trustee Garchik seconded the motion. The motion carried unanimously.

July 15, 2024				
	6371	Alliant Energy	Gas Expense (last year \$344.12)	44.01
	6371	Alliant Energy	Electricity Expense (last year \$265.01)	18.41
	6499	Bailey Office Outfitters	Monthly Lease Maintenance 3 Sharp Copiers	147.06
	6310	Brockway	Quarterly Preventative Maintenance May 2024	2,332.53
	6310	Continental Fire Sprinkler	Annual (May) Inspection of Fire Protection System	450.00
	6310	Jorge's Lawn & Landscaping	Lawn services - mowing, weeding, watering 4/13/24 to 6/18/24	590.00
	6373	LISCO	Telecommunications 7/1/24 to 8/1/24	43.37
	6310	Live Wire Electric	Replaced ceiling lights, installed rings on lights, changed atrium lights to 3k	2,325.38
	6310	MidWestOne Bank	Screw driver bit set, bike rack replacement part, outlet covers	50.52
	6506	MidWestOne Bank	Scanner, dish soap, picture frames, sheet protectors	610.67
	6508	MidWestOne Bank	Endicia monthly postage	9.95
	6373	NATEL	Telecommunications 7/1/24 to 8/1/24	140.37
	6499	OCLC	World Share ILL 7/1/24 to 6/30/25	1,185.22
	6508	Postmaster	Two rolls of first class stamps	146.00
	6506	Quill	Copy paper	124.48
	6506	Quill	Personalized window envelopes	54.38
	6220	Suffolk Cooperative Library System	Certification Program	240.00
	6499	The Library Corporation	Library Solution Software Support, Scan Support, ProQuest Syndetics Renewal	10,824.00
	6499	The Library Corporation	TLC Cloud Services OCI Hosted Services Renewal	6,299.00
	6499	The Library Corporation	Marc Core	2,286.00
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
			Total for General Fund	29,721.35
	B	Absolute Science	SRC - Programming	375.00
	B	Ashbourne Films LLC	Educational Programming - Cycle of Memory	300.00
	B	Baker & Taylor - Children's Books	Children's Books - Book Club	50.26
	B	Fairfield Arts & Convention Center	Educational Programming - Cycle of Memory	175.00
	B	Fairfield Public Library - General Fund	SRC, Educational programs	169.47
	B	Fairfield Public Library - General Fund	SRC prizes & supplies	540.48
	B	HyVee	Youth Services Outreach Programming	7.68
			Total for Book Sale Fund	1,617.89
	F	Baker & Taylor - Mandarin Award	Mandarin Award	11.39
	F	Baker & Taylor - Mandarin Worn Adult	Mandarin Adult Worn	10.79
	F	Fairfield Public Library - General Fund	Library Materials 7739	13.79
	F	Fairfield Public Library - Memorial Fund	Grant for initial payment MyLibro subscription	2,475.00
			Total for Foundation Fund	2,510.97
	M	Baker & Taylor - Adult Books	Adult Books	709.82
	M	Baker & Taylor - Adult Entertainment	Adult DVDs	124.46
	M	Baker & Taylor - Automatically Yours	Popular Authors	202.82
	M	Baker & Taylor - Children's Books	Children's Books	192.45
	M	Baker & Taylor - Children's Entertainment	Juvenile DVDs	12.59
	M	Center Point	Large Print	49.14
	M	ConverSight	MyLibro subscription service annual payment 9/1/23 to 8/31/24	2,475.00
	M	EBSCO	Magazine rate adjustment - Bookpage	13.20
	M	Fairfield Public Library - General Fund	Library Materials 7739	2,267.60
	M	Fairfield True Value	Appliance dolly, ergo trowel, hand truck	138.01
	M	MidWestOne	Restore credit card account 1138642 to \$500	202.13
	M	Old House Journal	Annual Subscription Sept 24 to Sept 25	28.00
	M	OverDrive, Inc.	FY2025 Bridges E-Book Content Fee	2,559.84
			Total for Memorial Fund	8,975.06

COMMUNICATIONS – Nothing to report.

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

Trustee Parker asked for an update on the recent incident with a patron being banned. Director Schmidt Mickunas shared that the patron has apologized. Following discussion the patron will remain banned. Trustee Parker asked for an update on the building. See Report of Building & Grounds Committee below.

Continued Education – State Library New Board Member Video Series

Trustee Parker asked if any board members had the opportunity to complete the assignment. Trustee Smith said it was basically an introduction. Trustee Thebodo was unable to access it.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee – Nothing to report.

- b. Report of Building & Grounds Committee
Trustee Thebodo asked if Johnson Controls had replaced the part to correct the temperature in the meeting room. Director Schmidt Mickunas indicated they were hoping to correct the issue within the next week or so.

ADJOURNMENT

Trustee Parker suggested adjourning the meeting due to impending weather. The meeting was adjourned at 7:02 pm.

Respectfully submitted,

Brenda Diers
Secretary Pro Tem