



Minutes of Library Board Meeting
June 19, 2023

CALL TO ORDER

President Sherri Smith called the meeting to order at 5:17 pm

Trustees present: Kimberly Broz, Sharon Flinspach, Joneane Parker, Sherri Smith, David Thebodo

Trustees absent: Sam Garchik, Brandon Nelson, Joe Stever, Kate Van Pelt

Also present: Director Alocs Schmidt Mickunas and Karen Blakley.

PUBLIC ADDRESS – No public address.

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

APPROVAL OF MINUTES FOR MAY

Trustee Thebodo moved to approve the May 15, 2023 minutes as presented. Trustee Parker seconded the motion. The motion carried unanimously.

TREASURER'S REPORT

Trustee Broz shared the following:

Statements of Expenditures and Revenues look really good having completed the 11th month of the budget year and seems to be in line with previous months.

It appears we will have money left in the budget.

APPROVAL OF BILLS FOR JUNE

Trustee Broz moved to approve. Trustee Parker seconded the motion. The motion carried unanimously.

COMMUNICATIONS - None

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

Trustee Flinspach asked about the Garden Tools Collection and Music Tools Collection. Director Schmidt Mickunas confirmed both are new collections to the library and spoke about the items he is hoping to add to the collections. He also hopes to add a collection of video games to be available for check out. Trustee Flinspach also asked about storage and length of time items could be held by a patron. Director Schmidt Mickunas shared that borrowing times would vary by collection and storage should not be an issue. Trustee Smith asked if the budget could support these collections. Director is confident it will. Director Schmidt Mickunas shared information on the GIS mapping project.

| June 19, 2023 | | | |
|----------------------|---|--|------------------------|
| 6499 | Access Systems | Monthly contract for IT support - June 2023 | 1,543.05 |
| 6371 | Alliant Energy | Gas Expense (Last year \$271.09) | 266.32 |
| 6371 | Alliant Energy | Electric Expense (Last year \$701.42) | 19.73 |
| 6499 | Bailey Office Outfitters | Monthly lease/maintenance 3 Sharp copiers | 288.02 |
| 6499 | Baker & Taylor - Title Source | Electronic Database "Title Source 360" 7/1/23-6/30/24 | 434.50 |
| 6310 | Continental Fire Sprinkler | Annual Inspection of Fire Protection System and Backflow Preventer | 350.00 |
| 6506 | ELM USA Inc. | Ecomaster supplies - Conductive Outer Pipe | 36.94 |
| 6310 | Fairfield Health Products | Chiller repair | 165.00 |
| 6310 | Latitude Signage + Design | Library Hours Sign | 605.00 |
| 6373 | LISCO | Telecommunications - June service | 43.07 |
| 6240 | MidWestOne Bank | ALA Conference Registration | 440.00 |
| 6506 | MidWestOne Bank | Scanner, Book Repair Tape, People Counter with Display | 372.19 |
| 6508 | MidWestOne Bank | Postage Monthly Service Charge April to May 2023 | 9.95 |
| 6373 | NA TEL | Telecommunications 6/1/23 to 6/30/23 | 144.96 |
| 6508 | Petty Cash | Postage - Stamps purchased | 3.00 |
| 6508 | Postmaster | Roll stamps | 63.00 |
| 6414 | The Iowa Source | Ad - SRP | 412.25 |
| 6310 | TL Cleaning, LLC | Monthly cleaning contract | 1,800.00 |
| | | Total for General Fund | <u>6,996.98</u> |
| | | | |
| | Absolute Science | Educational Programs - SRP | 375.00 |
| | Baker & Taylor - Adult Books | Adult Books - Book Club Selections | 42.70 |
| | Blank Park Zoo | Educational Programs - SRP | 271.52 |
| | Fairfield Public Library - General Fund | Library Materials 7739 | 668.16 |
| | Iowa Dance Collective LLC | SRP-Educational Programs 6/26/23 | 200.00 |
| | Jester Puppets | SRP - Educational Program 07/14/2023 | 325.00 |
| | Jorge's Lawn & Landscaping | Weeding, landscaping, mowing x 2, digging up bushes | 590.00 |
| | Petty Cash | SRP - Educational Programs 06/02/2023 | 60.00 |
| | School Life | Educational Programs - SRP | 70.95 |
| | | Total for Book Sale Fund | <u>2,603.33</u> |
| | | | |
| | Baker & Taylor - Mandarin Award | Award Winners | 104.25 |
| | Baker & Taylor - Mandarin Worn YS | Children's Books | 76.23 |
| | Fairfield Public Library - General Fund | Library Materials 7739 | 77.39 |
| | | Total for Foundation Fund | <u>257.87</u> |
| | | | |
| | Baker & Taylor - Adult Books | Adult Books | 1,495.24 |
| | Baker & Taylor - Adult Entertainment | Adult DVDs | 274.07 |
| | Baker & Taylor - Automatically Yours | Popular Authors | 277.12 |
| | Baker & Taylor - Children's Books | Children's Books | 568.69 |
| | Center Point | Large print | 49.14 |
| | EBSCO | The Week - rate adjustment | 6.20 |
| | Fairfield Public Library - General Fund | Library Materials 7739 | 1,274.42 |
| | Motion Picture Licensing Corporation | Umbrella License 7/1/23 to 6/30/24 | 150.26 |
| | Ottumwa Courier | Newspaper Subscription - 52 weeks thru 6/22/2024 | 227.88 |
| | | Total for Memorial Fund | <u>4,323.02</u> |

OLD BUSINESS

- GIS Mapping of Library Users Update – Discussed with Librarian’s Report. Trustee Flinspach asked if information could be presented in spreadsheet form. Director Schmidt Mickunas will follow up on that. Trustee Flinspach clarified the information presented does not include electronic borrowing. Director Schmidt Mickunas confirmed, stating he is working with the University of Iowa to have that sorted and included. There was discussion among the trustees regarding forming a subcommittee to meet with Jefferson County Supervisors to discuss and share the information gathered. Trustee Smith suggested tabling this until next month when more trustees were available.
- Removal of Age Restrictions for Internet and AV Materials – Trustees reviewed report prepared by Director Schmidt Mickunas. Trustee Broz asked if FPL restricted access to anything else. The director indicated that there is not restricted access in other areas and that he had spoken with the City Attorney about this policy. Trustee Flinspach asked for statistics on parents not allowing access for juveniles. Director Schmidt Mickunas clarified and also shared the current policy for ending a patron’s computer session if a complaint is received. The Director then read a prepared statement about this issue. Trustee Broz asked about ALA recommendations. The ALA policy includes wording to the effect – everyone should have complete access to all materials in the library regardless of any differences. The director read highlights from Pella’s Public Library policy which references the ALA Bill of Rights and feels our policy should as well. Trustee Smith and Trustee Parker shared concerns about our current policy. Trustee Thebodo felt comfortable removing restrictions, having confidence in library staff to handle situations appropriately. Trustee Flinspach asked if parents would be notified of the policy changes. Director will draft and send a letter. Trustee Parker motioned to accept the policy with changes recommended by Director Schmidt Mickunas and with the additional reference to the Bill of Rights. Trustee Broz seconded. Seconded by Trustee Thebodo after adding parents will also be contacted. Motion passed unanimously. Trustee Flinspach motioned to remove age restrictions for DVDs. Trustee Broz seconded. Motion passed unanimously.

NEW BUSINESS

- Review of Bylaws – Trustee Parker noted the need to review the description for Youth Librarian. Trustee Flinspach added the Library Director’s description should be updated as well. Trustee Parker asked if the Director could review and edit or if this was a matter for the personnel committee. Trustee Smith confirmed either was acceptable. Director Schmidt Mickunas felt changes would be minor. He will review and present an edited version next month. Trustee Flinspach questioned the wording under Service Contracts and discussion was held. Trustee Smith cautioned trustees that a contract is in place with the Board of Supervisors so changing our bylaws would not change the standing contract.
- Formation of New Officer Committee for July Annual Meeting – Trustee Smith asked for volunteers. Trustee Broz advised President could assign this committee. President Smith named Trustees Stever, Garchik and Nelson as New Officer Committee and will contact them. Trustee Thebodo asked if, as committee members, they could nominate themselves. Trustees Broz and Smith affirmed they could.
- Recommendations for New Trustee - Trustee Van Pelt and Trustee Stever leave the board in October. All board members were asked to bring recommendations to next month’s meeting. Board members thanked Trustee Broz for her service, as this is her last meeting.
- Discussions will be necessary for CDs maturing in July and August with a new signer to be added in Trustee Broz’ place.

ADJOURNMENT

Trustee Thebodo motioned to adjourn. Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Sharon Flinspach
Secretary