



Minutes of Library Board Meeting
August 21, 2023

CALL TO ORDER

President Sherri Smith called the meeting to order at 5:16 pm

Trustees present: Sharon Flinspach, Brandon Nelson, Joneane Parker, Sherri Smith, David Thebodo and Kate Van Pelt

Trustees absent: Sam Garchik and Joe Stever

Also present: Director Alecs Schmidt Mickunas, Karen Blakley and Ann Gookin.

PUBLIC ADDRESS – None

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

APPROVAL OF MINUTES FOR JULY

Discussion among board member with request to amend the minutes as follows: remove Kimberly Broz under Trustees Absent. As she had resigned, she was not considered absent. Trustee Thebodo moved to approve the July 17, 2023 minutes as amended. Trustee Parker seconded the motion. The motion carried unanimously.

APPROVAL OF BILLS FOR AUGUST

Trustee Flinspach asked for clarification on the Foundation grant for the microfiche archival project. Director Schmidt Mickunas verified the payment was for the original grant requested, not an additional grant. Trustee Parker asked about Access Systems and Director Schmidt Mickunas verified that they will continue to be the ones we call for IT help. Trustee Van Pelt motioned to approve Bills for August. Trustee Flinspach seconded the motion. The motion carried unanimously.

	Num	Name	Memo	Amount
August 21, 2023				
	6499	Access Systems	Monthly contract for IT support - August	1,543.05
	6499	Advantage Archives, LLC	35 mm film digitization-Fairfield Ledger 1847 to 1967	9,885.00
	6230	ALA American Library Association	Membership Renewal 9/1/23 to 8/31/24 Director	251.00
	6310	All American Pest Control	Pest control 3x/yr	75.00
	6371	Alliant Energy	Gas Expense (last year \$115.73)	327.90
	6371	Alliant Energy	Electricity Expense (last year \$1165.64)	790.06
	6220	AtoZdatabases	Subscription Agreement 3 yrs invoiced annually	1,200.00
	6499	Bailey Office Outfitters	Monthly lease/maintenance 3 Sharp copiers	288.02
	6414	Band Aides of FCSD	Membership/Advertising	100.00
	6499	Envisionware	Annual maintenance subscription CBA series, client license, bldg bundle	1,839.02
	6310	Keosauqua Lumber	White gutters	36.06
	6373	LISCO	Telecommunications August service	43.07
	6502	Mango Languages	Mango Conversations Enterprise Subscription Renewal	1,207.50
	6220	MidWestOne Bank	Canva subscription	119.99
	6506	MidWestOne Bank	Picture ledge, White Board erasers, Band-aids, file bags, keyboard bag, Sha	505.95
	6508	MidWestOne Bank	Stamps, Amazone Prime, Monthly service charge June to July	578.95
	6373	NATEL	Telecommunications 8/1/23 to 8/31/23	140.15
	6310	Plumbco LLC	Repair drain line leaks in basement	168.17
	6508	Postmaster	Roll of stamps	66.00
	6506	Quill	Anti-Fatig stand	41.29
	6240	State Library of Iowa	2023 Learning Circuit Registration - Director	20.00
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
			Total for General Fund	21,026.18
	B	Baker & Taylor - Children's Books	Children's Books Book Club Selections	65.95
	B	Fairfield Area Chamber of Commerce	Booth sponsor - Barnyard Bash	100.00
	B	Fairfield Public Library - General Fund	Educational Programs	934.45
	B	HyVee	Summer Reading Program 2023	339.23
			Total for Book Sale Fund	1,439.63
	F	Baker & Taylor - Mandarin Worn YS	Children's Books	10.57
	F	Fairfield Public Library - General Fund	Library materials 7739	14.39
	F	Fairfield Public Library - General Fund	Funding request for microfiche archiving project	10,000.00
	F	Fairfield Public Library - Memorial Fund	Disbursement of \$10,000.00 grant of Nov 2022 for library materials	10,000.00
			Total for Foundation Fund	20,024.96
	M	Baker & Taylor - Adult Books	Adult books	661.46
	M	Baker & Taylor - Adult Entertainment	Adult DVDs	162.92
	M	Baker & Taylor - Automatically Yours	Popular Authors	167.53
	M	Baker & Taylor - Children's Books	Children's Books	425.22
	M	Center Point	Large print	49.14
	M	EBSCO	Magazine Rate Adjustment - Iowa History Journal	1.97
	M	Elmker, Werner	Sony UBP-X700 Blu-ray Player	120.00
	M	Fairfield Public Library - General Fund	Library materials 7739	1,124.39
	M	Greenhaven Publishing	Opposing View points (Fall 2023)	226.92
	M	Grey House Publishing	Opinions Throughout History: Mental Health	190.00
	M	Mobile Beacon	Franklin T10 hotspot replacement	66.00
			Total for Memorial Fund	3,195.55
August 21, 2023				

COMMUNICATIONS –

Director Schmidt Mickunas met with a patron who was concerned over recent changes to the internet use policy. There were 515 letters sent to families explaining our internet policy.

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

Trustee Parker asked for an update on the public restroom issue. After exploring options, Director Schmidt Mickunas feels we will need to wait for an HVAC upgrade to correct the issue. Trustee Parker congratulated Director on library director certification from the State Library of Iowa. Director Schmidt Mickunas shared examples of the newly ordered library cards. Trustee Flinspach asked about job duties for the Children's Services Assistant. Director Schmidt Mickunas indicated that Afton Pedrick will be working every other Saturday and one day a week to assist front desk staff and Youth Services Librarian with special tasks. Director shared quotes for new staff computers. He will be asking the Library Foundation to fund this purchase.

REPORTS OF COMMITTEE

- a. Report of New Officer Committee –
Discussion on naming new officers versus tabling until all members were present. This item will be revisited next month.

OLD BUSINESS

- a. New Officer Election –
Tabled to September. (See Reports of Committee above)
- b. Proposal of Revision to Library Bylaws-
Trustees reviewed and discussed proposed revisions to the Library Bylaws. Trustee Nelson moved to approve with changes suggested. Trustee Van Pelt seconded the motion. The motion carried unanimously. The changes are as follows: Under Annual Meeting, a new bullet to be added, 'bylaws will be reviewed by the board annually at the annual meeting.' Under Order of Business, number 8, change 'Librarian' to 'Director'. Under Membership and Officers, Number and Term, accept changes in term length and change 'The board shall maintain balanced gender representation among ten (10)-person Board of Trustees and Director' to, 'The board shall strive to maintain a gender balance among the nine (9)-person Board of Trustees.' Accept addition of Meeting Attendance section. Under Professional Personnel, Library Director, add a bullet stating, 'The Library Director will create the organizational structure.'

Trustee Parker as head of the Personnel Committee shared that she has asked the Director to keep a list of his accomplishments to share with the Board. She has drafted a tool for this and would appreciate input. She also asked if the Director would be comfortable researching policies of other libraries for reference in updating our policies.

Introduction of Trustee Candidate(s) - Ann Gookin.

Trustee Candidate Gookin introduced herself, and engaged in a discussion with Trustees.

Recommendations of New Trustee(s) –

Trustee Parker moved the Board recommend to Fairfield Mayor that Ann Gookin join the Board. Trustee Thebodo seconded the motion. The motion carried unanimously.

NEW BUSINESS

a. Request for FPL Foundation funding for staff computers

Trustee Thebodo moved to request funding from the Library Foundation for new staff computers.

Trustee Van Pelt seconded the motion. The motion carried unanimously.

ADJOURNMENT

Trustee Van Pelt motioned to adjourn. Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Sharon Flinspach
Secretary