



Minutes of Library Board Meeting  
October 16, 2023

**CALL TO ORDER**

Vice President Sam Garchik called the meeting to order at 5:17 pm

**Trustees present:** Brenda Diers, Sharon Flinspach, Sam Garchik, Ann Gookin, Motier Haskins, Sherri Smith and David Thebodo.

**Trustees absent:** Brandon Nelson and Joneane Parker

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

**PUBLIC ADDRESS** – None

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

**APPROVAL OF MINUTES FOR SEPTEMBER**

Trustee Thebodo moved to approve the September 18, 2023 minutes as presented. Trustee Gookin seconded the motion. The motion carried unanimously.

**APPROVAL OF BILLS FOR OCTOBER**

Director Schmidt Mickunas explained that the ELM USA bill is a 2 year protection plan for the laminator. Trustee Smith moved to approve bills for October. Trustee Diers seconded the motion. The motion carried unanimously.

<b>October 16, 2023</b>			
6499	Access Systems	Monthly contract for IT support	1,543.05
6371	Alliant Energy	Gas Expense (last year \$313.52)	365.85
6371	Alliant Energy	Electric Expense (last year \$1301.71)	1,064.09
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	288.02
6310	Brockway	Qtly Preventative Maint Aug 2023 - pellets-24 mo maint kit	1,761.00
6310	Continental Fire Sprinkler	Internal Piping Obstruction and Condition Investigation	607.68
6499	ELM USA Inc.	Extended warranty 11/21/23 -11/20/24 and 11/21/24 - 11/20/25	1,880.00
6310	Johnson Controls, Inc	Exterior lighting re-wire	600.00
6373	LISCO	Telecommunications 10/1/23 to 11/1/23	43.07
6240	MidWestOne Bank	low a Library Association conference registration	685.00
6310	MidWestOne Bank	Lightbulbs, spackling, flx pty	20.83
6502	MidWestOne Bank	Refund for sales tax charged - Backes Commercial Auction	-0.62
6506	MidWestOne Bank	Blind cleaners, planners, tape, laptop bags, monitor, software, adapter, sale	778.97
6508	MidWestOne Bank	Endicia monthly service charge, postage	109.95
6373	NATEL	Telecommunications 10/1/23 to 10/31/23	144.05
6508	Petty Cash	Postage - 2 rolls of stamps	26.40
6508	Postmaster	2 rolls of stamps	132.00
6506	Quill	Copy paper	119.94
6310	Roto Rooter	Repair meeting room/staff restroom	396.00
6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
6310	Wilson Paper	Cleaning supplies, brown towels & tissue	470.06
		<b>Total for General Fund</b>	<b>12,835.34</b>
B	Fairfield Public Library - General Fund	SRP, Friday Night Films, Banned Books Week	182.20
B	HyVee	Barnyard Bash supplies, SRP	48.78
		<b>Total for Book Sale Fund</b>	<b>230.98</b>
F	Baker & Taylor - Mandarin Core	Mandarin Core	11.99
F	Baker & Taylor - Mandarin Worn YS	Mandarin Worn YS	7.40
F	Fairfield Public Library - General Fund	Library Materials 7739	26.70
		<b>Total for Foundation Fund</b>	<b>46.09</b>
M	Baker & Taylor - Adult Books	Adult Books	439.01
M	Baker & Taylor - Adult Entertainment	Adult DVDs	170.46
M	Baker & Taylor - Automatically Yours	Popular Authors	98.02
M	Baker & Taylor - Children's Books	Children's Books	641.26
M	Cacioppo, Michael	Set up 3 laptops 5 hours	175.00
M	Center Point	Large Print	49.14
M	Fairfield Public Library - General Fund	Library Materials 7739	1,670.69
M	Farm Equipment Guide	Magazine subscription	25.00
M	Hoopla	Advance Digital Payment	10,000.00
M	Junior Library Guild	Magazine subscription 1 year	80.99
M	LinkedIn Corporation	Annual payment 9/30/2023 to 9/29/2024	2,500.00
M	Mayo Clinic Health Letter	Magazine Subscription 1 year 16 copies	32.00
M	Poetry Foundation	Magazine subscription 1 year	22.00
M	Sunset	Magazine Subscription	24.95
M	Time	Magazine Subscription 1 year	25.00
M	World Book, Inc.	Youth services Library Materials	509.97
		<b>Total for Memorial Fund</b>	<b>16,463.49</b>
			<b>29,575.90</b>

## **COMMUNICATIONS –**

- A. Banned Books Week Display – Director Schmidt Mickunas met with a family who requested that a book be removed from the Banned Books display. He also mentioned there have been many positive comments about the display.

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

Trustee Flinspach asked about the space assessment grant mentioned, specifically if utilized, would it pay for the changes or the consultant. Director Schmidt Mickunas verified it would pay for the consultant and suggested building the grant into the next strategic plan. Trustee Garchik suggested forming a committee at November meeting. Trustee Smith and Director Schmidt Mickunas shared information from a meeting they attended with Becky Heil from the State Library of Iowa. Director suggested discussing use of house funds at next month's meeting. Trustee Flinspach asked if the board members could help with the outreach programs to reduce staff time away from the library. Director Schmidt Mickunas will reach out to the board with opportunities.

## **REPORTS OF COMMITTEE**

Trustee Smith commented that as Board President, Trustee Parker would set the new committees. Committees will need to begin meeting in November to present budget suggestions in December. Trustee Garchik suggested adding this to unfinished business next month.

- a. Report of Personnel Committee – No report
- b. Report of Finance Committee – Finance Committee will meet with other committees once they complete the budget.
- c. Report of Building Committee- No report

Following discussion, it was decided to leave the November meeting on the 3<sup>rd</sup> Monday.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

- a. Appointment of New Committee Officers and Members – Tabled to November meeting.
- b. Proposal to Accept HVAC Bid from Johnson Controls International (JCI) – Trustee Flinspach moved to accept the bid from Johnson Controls. Trustee Haskins seconded the motion. The motion carried unanimously.
- c. Proposal for Fairfield Public Library to Sign “An Open Letter in Response to Iowa Senate File 496” – Trustee Thebodo moved to sign the letter. Trustee Garchik asked for opinions from other board members. Director Schmidt Mickunas suggested forming a committee to draft a statement to be published in the newspaper. Committee of Trustees Thebodo, Garchik, Diers, Haskins will meet and present a statement next month.
- d. Proposal to Adopt “Exhibition and Display Policy” - Director Schmidt Mickunas explained this policy expands the former Bulletin Board Policy. Trustee Garchik moved to accept policy as revised. Trustee Thebodo seconded the motion. The motion carried unanimously.
- e. Proposal to Adopt “Library Use Policy” – Trustee Thebodo moved to approve. Trustee Haskins seconded the motion. The motion carried unanimously.
- f. Proposal to Revise “Library Bylaws” – Trustee Gookin moved to approve. Trustee Garchik seconded the motion. The motion carried unanimously.

Director Schmidt Mickunas would like to invite Becky Heil of the State Library of Iowa to present an introduction to library boards. He will also prepare a binder for each board member with pertinent information to be provided to Trustees at the November meeting.

**ADJOURNMENT**

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

Respectfully submitted,

Sharon Flinspach  
Secretary