



Minutes of Library Board Meeting
December 07, 2023

CALL TO ORDER

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

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

Joining via Zoom: Becky Heil

Trustees absent: None

Also present: Director Alecs Schmidt Mickunas, Karen Blakley and Doug Reinert.

PUBLIC ADDRESS –

- a. Becky Heil of the State Library of Iowa
As our Southeast Iowa District Consultant, Becky gave a presentation on the role of library board members. Discussion was held about her presentation by the Board.

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

APPROVAL OF MINUTES FOR NOVEMBER

Trustee Thebodo moved to approve the November 20, 2023 minutes as presented. Trustee Smith seconded the motion. The motion carried unanimously.

TREASURER'S REPORT

The Statements of Revenue and Expenditure are included in trustee packets. Most services will even out over the fiscal year.

APPROVAL OF BILLS FOR DECEMBER

Trustee Flinspach moved to accept. Trustee Diers seconded the motion. The motion carried unanimously.

December 7, 2023			
6499	Access Systems	Monthly Contract for IT support	1,543.05
6499	Advantage Archives, LLC	35 mm film digitization-Fairfield Ledger 1909-1923	5,000.00
6371	Alliant Energy	Electricity Expense-last year \$1057.87	625.85
6371	Alliant Energy	Gas expense - last year \$639.27	475.74
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	288.02
6310	Jorge's Law n & Landscaping	Mow ing, Weeding, Trimming bushes, Fall clean-up	1,830.00
6310	MidWestOne Bank	Paint, Roller, Tape, Corner Guards, Adhesive for Corner Guards	665.09
6499	MidWestOne Bank	Survey Monkey	104.94
6506	MidWestOne Bank	Squeeze bottle, ChromaLabel, Tissues	144.61
6508	MidWestOne Bank	Postage Monthly Service Charge	109.95
6373	NATEL	Telecommunications 12/1/23 to 12/31/23	143.56
6310	Pierson & Pierson	Mop sink faucet parts and labor	376.00
6508	Postmaster	Roll of Stamps	66.00
6506	Quill	Staples - Cash Receipt Book x3	109.60
6506	Quill	Copy Paper	119.94
6310	TL Cleaning, LLC	Monthly Cleaning Contract	1,800.00
		Total for General Fund	13,402.35
B	Baker & Taylor - Children's Books	Book Club -Children's Books	37.65
		Total for Book Sale Fund	37.65
F	Baker & Taylor - Mandarino Worn YS	Children's Books, Mandarino Worn YS	6.38
F	Fairfield Public Library - Memorial Fund	Grant for microfilm digitization	6,419.57
F	Fairfield Public Library - Memorial Fund	Grant for art purchases	1,000.00
F	TD&T Financial Group, P.C.	Tax Preparation for Year Ended December 31, 2022	2,400.00
		Total for Foundation Fund	9,825.95
M	Baker & Taylor - Adult Books	Adult Books	879.63
M	Baker & Taylor - Adult Entertainment	Adult DVDs	52.43
M	Baker & Taylor - Automatically Yours	Popular Authors	328.04
M	Baker & Taylor - Children's Books	Children's Books	141.04
M	Cacioppo, Michael	Deep freeze and Envisionware on Mac Studio, Dani pc upgrade, set public computers to w ake	315.00
M	Center Point	Large Print	49.14
M	Fairfield Ledger	Subscription Renew al 12/21/23 to 12/20/24	156.00
M	Fairfield Public Library - General Fund	Library Materials 7739	1,505.11
M	Farm & Home Publishers	Business Listing in Jefferson Co directory	185.75
M	InfoUSA Marketing	Polk City Directory	210.00
M	Junior Library Guild	Easy Reading, Juvenile Graphic Novels	768.08
		Total for Memorial Fund	4,590.22
			27,856.17

COMMUNICATIONS – No communications

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

Director Schmidt Mickunas reviewed his report for trustees. He would like to have a facilities assessment done but needs to do further research before proceeding. He was congratulated for the three awards which the library recently received. He also pointed out that the LED installation was to begin on December 11.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee –
Personnel Committee has met to discuss budgetary opportunities. The annual Director’s evaluation will need to be completed by all trustees before the January board meeting.
- b. Report of Building & Grounds Committee –
There are several projects in process with more planned.
- c. Report of Finance Committee-
See Treasurer’s report.

UNFINISHED BUSINESS –

- a. Proposal to publish Statement by Board of Trustees in The Union –
Following discussion, no action was taken at this time.
- b. Proposal for Fairfield Public Library to sign “An Open Letter in Response to Senate File 496”
No action taken.

NEW BUSINESS

- a. Proposal to Begin Transition to New Library Finance Procedure –
Trustee Parker suggested the Finance Committee meet with the Library Director and City Administrator after the first of the year.
- b. Proposal to Deposit Edward Jones funds in CD –
Trustee Smith moved to have Director Schmidt Mickunas find the best rate at a local bank for Edward Jones funds and to move the funds there with Director Schmidt Mickunas, President Parker and Treasurer Smith added as signers. Trustee Garchik seconded the motion. Motion passed unanimously.
- c. Proposal to Accept FY25 Budget Proposal-
Trustee Smith asked for clarification regarding personnel figures. It was suggested to raise the amounts in subscriptions and training. Trustee Smith asked about funds for trees. Trustee Thebodo will gather quotes.
Trustee Nelson moved to accept the budget proposals with addendums. Trustee Gookin seconded the motion. Motion passed unanimously.

ADJOURNMENT

Meeting adjourned at 7:35. Trustees were reminded the next meeting would be January 15, 2024.

Respectfully submitted,

Sharon Flinspach
Secretary