



Minutes of Library Board Meeting  
January 18, 2024

**CALL TO ORDER**

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

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

**Trustees absent:** Brenda Diers, Brandon Nelson

**Also present:** Director Alecs 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 DECEMBER**

Trustee Smith moved to approve the December 7, 2023 minutes as presented. Trustee Thebodo seconded the motion. The motion carried unanimously.

**TREASURER'S REPORT**

Trustee Smith shared that the Statements of Revenue and Expenditure through December are included in trustee packets. Other Contractual Services is inflated due to the newspaper digitization project. She reminded Trustees that one member of the finance committee would need to sign all checks following the meeting and two members should review and initial the Statement of Funds. A meeting with City officials is being planned to discuss the reorganization of the Library's financial procedures.

**APPROVAL OF BILLS FOR JANUARY**

Trustee Flinspach moved to accept bills for January. Trustee Gookin seconded the motion. The motion carried unanimously.

<b>January 18, 2024</b>			
6499	Access Systems	Monthly contract for IT support	1,543.05
6220	Adobe Inc.	Acrobat Pro Subscription	239.88
6371	Alliant Energy	Electric Expense (last year #1552.18)	1,290.58
6371	Alliant Energy	Gas Expense (last year \$1072.51)	628.15
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	436.34
6310	Brockway	Install Pressure Gauges on hot water heater, flushed floor drain	446.23
6499	Chemsearch	Contract Water Treatment Program	408.81
6220	Fairfield Area Chamber of Commerce	Annual Membership 2024	352.00
6499	Gemini Audio Video	Wi Fi system installation and equipment	800.00
6310	Janell, Leigh	Wall repair, priming and painting library interior	971.00
6310	JC Huffman Cabinetry	Paint and supplies	283.36
6373	LISCO	Telecommunications 12-1-23 to 1-1-24	43.07
6373	LISCO	Telecommunications 1-1-24 to 2-1-24	43.38
6310	MidWestOne Bank	Corner guards	990.49
6499	MidWestOne Bank	Survey monkey monthly subscription	99.00
6506	MidWestOne Bank	Mounting tape, packing tape, paper, card stock	41.58
6508	MidWestOne Bank	Monthly service charge	9.95
6310	Mohrfeld Electric	Lighting Upgrade, labor and materials	23,820.00
6373	NATEL	Telecommunications 1-1-24 to 1-31-24	139.07
6508	Postmaster	Roll of stamps	68.00
6310	Rios, Jesus	Repair doors	285.98
6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
6414	WMPP Group, LLC	Advertising Fees - Book Sale	492.60
		<b>Total for General Fund</b>	<b>35,232.52</b>
B	Fairfield Public Library - General Fund	Library Materials 7739	114.54
		<b>Total for Book Sale Fund</b>	<b>114.54</b>
F	Baker & Taylor - Mandarin Worn YS	Mandarin Worn YS	17.10
		<b>Total for Foundation Fund</b>	<b>17.10</b>
M	Adobe Inc.	Creative Cloud renewal	330.00
M	Advantage Archives, LLC	35 mm film digitization Fairfield Ledger 1923-1928	6,850.00
M	Baker & Taylor - Adult Books	Adult Books	842.35
M	Baker & Taylor - Adult Entertainment	Adult DVDs	262.94
M	Baker & Taylor - Automatically Yours	Popular Authors	131.57
M	Baker & Taylor - Children's Books	Children's Books	714.81
M	Center Point	Large Print	98.28
M	Fairfield Public Library - General Fund	Library Materials 7739	1,368.24
M	MidWestOne	Restore credit card account 1138642 to \$500	113.80
M	Sky & Telescope	Annual subscription - 1 year	57.75
		<b>Total for Memorial Fund</b>	<b>10,769.74</b>
			<b>46,133.90</b>

## **COMMUNICATIONS –**

- a. Meeting with Trustee Motier Haskins  
Director Schmidt Mickunas met with Trustee Haskins to determine if a social worker in the library would be beneficial to the community. Following a discussion among trustees, a committee of Trustees Haskins, Thebodo and Gookin was formed to follow up and report back next month about other social services organization.
- b. Meeting with City Sustainability Coordinator Faith Reeves  
Director Schmidt Mickunas met with the City Sustainability Coordinator to discuss possible building updates from a sustainability perspective.

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

Trustee Flinspach asked for clarification regarding the building committee's responsibility in completing the Facilities Condition Assessment and Capital Plan. Director Schmidt Mickunas indicated it would be helpful to have the head of the Buildings Committee involved as well as himself and the City Engineer. Trustee Parker asked about Director's visits to contracting towns. Director Schmidt Mickunas directed their attention to letters in their packets asking contracting towns to gradually increase their funding to meet state requirements. Trustee Thebodo suggested asking a city resident to attend each meeting with the director. Director Schmidt Mickunas clarified the differences between Kanopy, Hoopla and Blackstone Unlimited and suggested that Blackstone might be considered as a future library offering. Trustee Garchik recommending no further expansion of digital offering until usage is increased for current resources.

## **REPORTS OF COMMITTEE –**

- a. Report of Personnel Committee –
  - i. Director's Evaluation Update  
Trustee Parker shared that evaluations have been collected and Trustee Flinspach will compile data for the board.
- b. Report of Building & Grounds Committee –
  - i. Johnson Controls & Samuels Group Updates  
Trustee Thebodo shared that phase one of the lighting project is complete. The HVAC project is on hold until parts arrive. Trustee Thebodo asked for trustee suggestions for the building assessment. Trustee Parker asked for clarification of the building assessment goals. Director Schmidt Mickunas verified the initial assessment would cover the condition of the building, not sustainability or ways to improve workflow at this time.
- c. Report of Finance Committee-
  - i. Library Finance Transition Update -  
Discussed in treasurer's report

## **UNFINISHED BUSINESS –**

### **NEW BUSINESS**

- a. Approval of Revised 2023 Statement of Funds – Trustee Smith moved to accept the amended Statement of Funds. Trustee Garchik seconded the motion. The motion carried unanimously.
- b. Proposal for February 2024 Board Meeting Date – The regular meeting day for February falls on a holiday. Trustee Parker suggested meeting Thursday, February 22. She will check with trustees not present for their availability.
- c. Proposal to Extend 2023-24 Strategic Plan to March 2024 – Trustee Flinspach asked if progress had been made developing collaborative relationships developing the library into a center for arts and culture. Director Schmidt Mickunas has attended two Cultural Alliance meetings and met with the CoLab director about a possible collaboration in June. He would like to initiate a Make Music Day for the City. Trustee Garchik offered to assist with Goal 2,

making staff and community aware of library services. Trustees discussed volunteers and ways to improve volunteer system. Trustee Parker asked each trustee to list items they would like to see in the plan.

Trustee Garchik moved to extend the current strategic plan. Trustee Haskins seconded the motion. The motion passed unanimously.

d. Proposal to Renew Funding Request for Kanopy Video Streaming

Trustee Thebodo moved to renew Kanopy and request that the Foundation fund the \$4,000.00 projected annual cost. Trustee Smith seconded the motion. The motion passed unanimously.

Trustee Flinspach asked if the trial access would still be available through the end of February. Director Schmidt Mickunas suggested all trustees enjoy the trial access prior to the renewal.

**ADJOURNMENT**

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Sharon Flinspach  
Secretary