



Minutes of Library Board Meeting
September 16, 2024

CALL TO ORDER

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

Trustees present: Wayne Ades, Rachel Brown, Brenda Diers, Sharon Flinspach, Sam Garchik, Ann Gookin, Joneane Parker, Sherri Smith and David Thebodo.

Trustees absent: None

Also present: Director Alecs Schmidt Mickunas and Karen Blakley

PUBLIC ADDRESS - None

CALL FOR ADDITIONS TO THE AGENDA - Trustee Parker asked new trustees to introduce themselves.

APPROVAL OF MINUTES FOR AUGUST

Trustee Thebodo moved to approve the August 19, 2024 minutes as presented. Trustee Diers seconded the motion. The motion carried unanimously.

TREASURER'S REPORT

Trustee Smith reviewed the Statements of Expenditure and Revenue, noting expenditures are where they should be with some funds being higher now and others lower. This should all level out as the year progresses.

Trustee Smith mentioned committees should begin meeting in October to present a proposed budget in November. Director Schmidt Mickunas reminded trustees that a first draft is generally approved in December.

Trustee Parker stated the Committees would stay the same with the exception of adding new trustees. Trustee Ades will be added to the Building and Grounds Committee and Trustee Brown will be added to the Finance Committee.

Trustee Flinspach asked about a cd maturing in October. Director Schmidt Mickunas reminded trustees that the cd would be cashed to pay for MSR Design.

Trustee Garchik moved to accept the Treasurer's Report. Trustee Gookin seconded the motion. The motion carried unanimously.

APPROVAL OF BILLS FOR SEPTEMBER

Trustee Gookin asked who would replace Access Systems. Director Schmidt Mickunas explained and clarified October should be our last month to pay them. Trustee Gookin also asked about ChemSearch and their services as well as LISCO and Natel. Director explained. Trustee Diers moved to approve the bills as presented. Trustee Smith seconded the motion. The motion carried unanimously.

September 16, 2024				
	6499	Access Systems	Monthly Contract for IT support September 2024	1,543.05
	6371	Alliant Energy	Electric Expense (last year \$1658.65)	21.04
	6371	Alliant Energy	Gas Expense (last year \$315.50)	53.58
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp Copiers	147.06
	6414	Band Aides of FCSD	Annual membership	100.00
	6310	Chemsearch	Contract Water Treatment Program	424.19
	6499	ConverSight	MyLibro subscription service annual payment Sept '24 to August '25	2,475.00
	6506	Demco	CD albums	98.32
	6414	FHS Quill	One quarter page ad in FHS Quill	150.00
	6310	Johnson Controls Fire Protection LP	Fire Alarm annual contract 10-1-24 to 9-30-25	569.01
	6373	LISCO	Telecommunications 9-1-24 to 10-1-24	43.37
	6310	Live Wire Electric	Rebuild four East 8" can lights	683.48
	6230	MidWestOne Bank	Director workshop x2	45.00
	6506	MidWestOne Bank	Book tape, Mounting bracket, Address labels, Protection plan, Ethernet switch	354.74
	6508	MidWestOne Bank	Endicia monthly postage	109.95
	6373	NATEL	Telecommunications 9/1/24 to 10/1/24	163.22
	6310	Plumbco LLC	Rebuild flosometer - w omen's restroom	187.13
	6508	Postmaster	2 rolls first class postage stamps	146.00
	6506	Quill	Appointment book 2025	25.49
	6414	The low a Source	1/4 page display color ad	242.25
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
	6310	Wilson Paper	Cleaning supplies - jumbo tissue, brown roll towel, liquid hand cleaner	650.58
			Total for General Fund	10,032.46
	B	Fairfield Public Library - General Fund	Library Materials 7739	36.83
	B	Fairfield Public Library - General Fund	Library Materials - Sara	54.63
	B	JCHC EmpowerU	Educational Progammng Booth for Event	50.00
			Total for Book Sale Fund	141.46
	F	Baker & Taylor - Mandarino Award	Mandarino Award	34.77
	F	Fairfield Public Library - General Fund	Library Materials 7739	232.88
			Total for Foundation Fund	267.65
	M	Baker & Taylor - Adult Books	Adult Books	678.92
	M	Baker & Taylor - Adult Entertainment	Library Materials	85.28
	M	Baker & Taylor - Automatically Yours	Popular Authors	285.99
	M	Baker & Taylor - Children's Books	Children's Books	522.85
	M	Center Point	Large print	50.34
	M	Des Moines Register	Annual subscription 6/24 to 8/25	807.45
	M	Fairfield Public Library - General Fund	Library Materials 7739	1,868.23
	M	LinkedIn Corporation	Annual renewal LinkedIn database 9-30-24 to 9-30-25	2,500.00
	M	MidWestOne	Restore credit card account 1138642 to \$500	367.10
	M	The Atlantic	Annual subscription	44.95
	M	Wanderer's Haul	Library Materials	39.90
			Total for Memorial Fund	7,251.01
September 16, 2024				17,692.58

COMMUNICATIONS

- a. State Library to Discontinue Email Service for Public Libraries
Director Schmidt Mickunas explained that the State Library will discontinue email service for Public Libraries effective May 2025. Discussion among trustees of possibilities for new email services. Director Schmidt Mickunas will follow up.

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

Trustee Flinspach asked about the ILA conference and what date the library would be closed.

Trustee Parker asked the Director if there was more to share regarding the video game collection. Director Schmidt Mickunas has been in contact with another public library director who started an ESports Club that gained national attention. Discussion among trustees about video games, systems and console rental. Trustees Parker and Garchik offered suggestions for sharing this information with interested parties.

Trustee Parker asked about the roof leaks. Director Schmidt Mickunas is considering contacting someone new as current vendor is having scheduling issues.

Trustee Flinspach asked for clarification between Johnson Controls and JCI.

Trustee Garchik asked if a fire drill had ever been conducted. Director Schmidt Mickunas has spoken with Brett Ferrell who has offered to review a number of drills with staff.

Trustee Smith asked about the dispenser system being proposed and funding. Director Schmidt Mickunas would like this to be a free service to the community.

Trustee Smith asked about the volunteers and what they and/or their businesses would be doing for the library. Director Schmidt Mickunas mentioned social media, a library brochure and the library's website.

Trustee Flinspach asked about the "prize" for the September Library Card drawing. It was discussed by the board and consensus was to use Chamber Bucks for the prize.

Continued Education – State Library New Board Member Video Series Part 2

Video was shown. Director Schmidt Mickunas asked if trustees would like Becky Heil from the State Library to schedule a presentation on a subject of interest to them.

Trustee Parker noted that Director Schmidt Mickunas asked to table the Foundation requests until next month in the interest of time. Trustee Flinspach asked for clarification on the changing stations and child protection seats locations. Director Schmidt Mickunas clarified there would be one set in each restroom. Trustee Garchik suggested moving ahead on the Imagination Library request as the volunteers were waiting for a decision.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee - Director Parker asked Director Schmidt Mickunas to obtain data from similar libraries about their wages paid.
- b. Report of Building & Grounds Committee – Covered in Director's Report
- c. Report of Finance Committee – See Treasurer's Report

UNFINISHED BUSINESS –

- a. Announcement of Committee Chairs and Members – Trustee Parker reviewed the committees.
Personnel Committee – Chair Parker, Flinspach, Gookin.
Building & Grounds Committee – Chair Thebodo, Diers, Ades.

Finance Committee – Chair Smith, Garchik, Brown.

- b. Proposal to Revise FPL Bylaws – Tabled to next meeting
- c. Proposal to Request Funds from FPL Foundation for Imagination Library
Trustee Garchik moved to ask Foundation for funding for Imagination Library. Trustee Thebodo seconded the motion. The motion carried unanimously.

NEW BUSINESS

- a. Proposal to Request Funds from FPL Foundation for 3 Aunt Flow Dispensers and 1-Year Supply of Products – Trustee Ades moved to approve asking the Foundation for funding for both proposals under New Business. Trustee Brown seconded the motion. The motion carried unanimously.
- b. Proposal to Request Funds from FPL Foundation for 2 Replacement Baby Changing Stations and 2 Child Protection Seats

ADJOURNMENT

The meeting was adjourned at 7:00 pm

Respectfully submitted,

Sharon Flinspach
Secretary