



Minutes of Library Board Meeting
May 20, 2024

CALL TO ORDER

President Joneane Parker called the meeting to order at 5:17 pm

Trustees present: Brenda Diers, Sharon Flinspach, Sam Garchik, Ann Gookin, Motier Haskins, Brandon Nelson, 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 – No additions to the Agenda.

APPROVAL OF MINUTES FOR APRIL

Trustee Thebodo moved to approve the April 15, 2024 minutes as presented. Trustee Nelson seconded the motion. The motion carried unanimously.

TREASURER'S REPORT

a FY24 Library Budget Update

Trustee Smith referenced the Statements of Revenue and Expenditure stating expenditures are at 89% with a month and a half before the end of the fiscal year. Trustee Smith met with Director Schmidt Mickunas and Office Coordinator regarding questions from last month's meeting.

Discussion regarding City budget amendment and transitioning finances to City. The City Clerk will follow up on questions with State Auditor of Iowa.

APPROVAL OF BILLS FOR MAY

Director Schmidt Mickunas updated trustees on recently installed panic buttons. Trustee Flinspach moved to approve the bills for May. Trustee Diers seconded the motion. The motion carried unanimously.

Trustee Flinspach asked if the cd maturing this month would be renewed. Director Schmidt Mickunas shared the new interest rate and term. Discussion on making maturing cds an agenda item in the future.

Trustee Smith left the meeting.

COMMUNICATIONS – Nothing to report

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

Trustee Flinspach asked for clarification on what the summer intern would be doing. Director Schmidt Mickunas explained he would be assisting the Youth Services Department and helping with other general projects. Discussion was held on cell phone use in the library, soundproofing the study rooms and the plan for when serious storms and/or tornados occur during business hours. The decision was made to put cell phone use in the library on next month's agenda.

Director Schmidt Mickunas shared a possible trustee for the upcoming vacancy. Trustee Parker has heard a number of good suggestions. Trustee Flinspach asked that a better system be put in place for notifying trustees when an opening or vacancy would occur as well as submission and discussion of possible new trustees. Director Schmidt Mickunas reviewed the current system. Decision to table this until the next meeting. Trustee Parker asked that trustees bring recommendations to the June meeting and ask potential candidates to attend the meeting.

Continued Education – “Libraries 2.024 Conference Keynote on A.I.”

Trustee Parker thanked Director Schmidt Mickunas for tracking education hours for all board members and asked if anyone had points to share or discuss from the training. Trustee Flinspach shared A.I. has been around for 50 years and can't be ignored. Trustee Garchik asked if anyone else had paid subscriptions to any A.I. services and offered to meet with Director Schmidt Mickunas to review the ones he is familiar with.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee
Director Schmidt Mickunas updated trustees on a new staff member and current staff status.
- b. Report of Building & Grounds Committee –
Trustee Thebodo gave a report on the grounds and roof. The gutters have been cleaned and Brockway will continue to seal the gutters. Trustee Thebodo asked about planting replacement trees. Director Schmidt Mickunas is waiting on authorization from the DOT.
- c. Report of Finance Committee – see above

UNFINISHED BUSINESS –

- a. Discussion of RAGBRAI in Fairfield on 7-26-24
Director Schmidt Mickunas shared the library's plans for RAGBRAI.
- b. Proposal to Approve 2024-27 Strategic Plan
Trustees reviewed the proposed Strategic Plan, discussed and made suggestions. Trustee Thebodo moved to approve the 2024-27 Strategic Plan with changes. Trustee Nelson seconded the motion. The motion carried unanimously.
- c. Discussion of Adoption of A.I. Software by Library Staff
Director Schmidt Mickunas reviewed a Library Director's meeting held recently at Washington Public Library, and stated Fairfield Public Library should be an early adopter of A.I. He would like to offer classes and have staff fully trained. He also shared information about Washington's maker space and the possibility of a similar space in Fairfield's library.

NEW BUSINESS

- a. Proposal to Adjust Fees for Printing and Faxing Services
Trustee Gookin moved to accept proposal. Trustee Haskins seconded the motion. The motion carried unanimously.
- b. Proposal for Funding Request from FPL Foundation for Digital Projectors

Trustee Parker clarified the proposal was for two digital projectors and asked about usage of current projectors. Director Schmidt Mickunas stated they were used quite a lot. Trustee Garchik discussed the possibility of ordering one new one now and another in three years. Trustee Thebodo moved to accept the Director's proposal. Trustee Diers seconded the motion. The motion carried unanimously.

- c. Discussion of Selection of New FPL Trustee for June 2024 – See above

ADJOURNMENT

The meeting was adjourned at 7:02 p.m.

Respectfully submitted,

Sharon Flinspach
Secretary