



Minutes of Library Board Meeting
March 18, 2024

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 and Joneane Parker.

Trustees absent: Brandon Nelson, Sherri Smith and David Thebodo.

Also present: Director Alecs Schmidt Mickunas and Karen Blakley.

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA – No additions to the Agenda. Upcoming dates/meetings to be aware of - Strategic Planning Meeting March 25 and City Budget Meeting at the Convention Center March 26.

APPROVAL OF MINUTES FOR FEBRUARY

Trustee Flinspach moved to approve the February 22, 2024 minutes as presented. Trustee Diers seconded the motion. The motion carried unanimously.

TREASURER'S REPORT

Treasurer was absent. Director Schmidt Mickunas reviewed the Statement of Funds.

APPROVAL OF BILLS FOR MARCH

Director Schmidt Mickunas pointed out this is a larger month for database renewals. Trustee Haskins asked for clarification on Ancestry.com and its usage numbers. Trustee Gookin asked if the wall clock and panic buttons had been installed. Director Schmidt Mickunas shared the installation schedule. Trustee Garchik moved to approve the bills for March. Trustee Haskins seconded the motion. The motion carried unanimously.

Mar 18, 24				
	6499	Access Systems	Monthly contract for IT support	1,543.05
	6371	Alliant Energy	Gas Expense (last year \$1178.79)	719.56
	6371	Alliant Energy	Electric Expense (last year \$895.55)	1,022.64
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	106.31
	6310	Brockway	Installed new fill valve on Humidifier	479.80
	6499	Chemsearch	Contract Water Treatment Program	408.83
	6310	Latitude Signage + Design	Public Restroom Signage	296.80
	6373	LISCO	Telecommunications 3/1/24 to 4/1/24	43.38
	6310	MidWestOne Bank	Wall clock, Panic button x2, Adapter, 8 port s	735.11
	6499	MidWestOne Bank	Survey Monkey monthly subscription plan	105.93
	6506	MidWestOne Bank	Copy paper, Computer speakers, Tissues, B	125.60
	6508	MidWestOne Bank	Postage	209.95
	6373	NATEL	Telecommunications 3/1/24 to 4/1/24 (last ye	140.46
	6508	Petty Cash	Postage - two books of stamps	27.20
	6506	Quill	Copy paper	214.97
	6310	Rios, Jesus	Install wall molding	290.00
	6414	The Iowa Source	1/2 Page Ad - Bet the Farm	300.00
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
			Total for General Fund	8,569.59
	B	Fairfield Public Library - General Fund	Library Materials 9327	246.48
			Total for Book Sale Fund	246.48
	F	Baker & Taylor - Mandarin Award	Mandarin Award	14.24
			Total for Foundation Fund	14.24
	M	Baker & Taylor - Adult Books	Adult Books	629.80
	M	Baker & Taylor - Adult Entertainment	Adult DVDs	139.90
	M	Baker & Taylor - Automatically Yours	Popular Authors	152.75
	M	Baker & Taylor - Children's Books	Children's Books	659.86
	M	Center Point	Large Print	49.14
	M	EBSCO	Consumer Reports online annual subscription	1,010.00
	M	EBSCO	Rate Adjustment - Fine Homebuilding	2.20
	M	Elmker, Werner		150.00
	M	Fairfield Public Library - General Fund	Library Materials 7739	1,420.17
	M	ProQuest	Annual Subscription Ancestry.com 3/1/24 to	1,802.50
	M	The New York Times	Annual subscription 3/7/24 to 3/5/25	2,090.40
			Total for Memorial Fund	8,106.72

COMMUNICATIONS – None

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

Discussion on recent plumbing issues and status of lighting project. Trustee Garchik asked if action had been taken to reduce the number of public computers. Director Schmidt Mickunas is developing a plan together with staff and the Library's local IT contractor. Director Schmidt Mickunas has signed a contract with Johnson Controls to repair damaged HVAC controls.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee
 - i. Hiring & Evaluations Update
Trustee Parker shared that the Director will be hiring for a front desk position and has completed staff evaluations.

- b. Report of Building & Grounds Committee
 - i. Gutters, Plumbing, Lighting and Controls Update
No report as Trustee Thebodo was absent.

- c. Report of Finance Committee
 - i. Library Finance Transition Update
No report as Trustee Smith was absent.

UNFINISHED BUSINESS –

- a. Proposal to Transition Library Finances to the City of Fairfield
Director Schmidt Mickunas shared he will be putting together a plan to make the transition as smooth as possible.

- b. Discussion of Public Computers Upgrade
See Report of Director

Trustee Parker excused herself and Trustee Garchik took over as meeting chair.

- c. Discussion of Gutter Repair
Director Schmidt Mickunas asked for Trustee opinions on replacement versus repair. He has spoken with MSRDesign in Minneapolis who suggested we wait to replace. Brockway Roofing is able to fabricate gutter covers in the interim. Following discussion the Director will prepare a timeline for repairs.

NEW BUSINESS

No new business.

ADJOURNMENT

Trustee Gookin moved to adjourn the meeting at 6:17 pm. Trustee Flinspach seconded the motion. The motion carried unanimously.

Respectfully submitted,

Sharon Flinspach
Secretary