



Minutes of Library Board Meeting
February 22, 2024

CALL TO ORDER

President Joneane Parker called the meeting to order at 5:22 pm

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

Trustees absent: Motier Haskins

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 JANUARY

Trustee Thebodo moved to approve the January 18, 2024 minutes as presented. Trustee Garchik seconded the motion. The motion carried unanimously.

TREASURER’S REPORT

Trustee Smith shared that the Statements of Revenue and Expenditure through January reflect most categories are where we should be for this point in the fiscal year. We are doing well overall and staying in line with our budget. Referring to the Statement of Funds, she drew trustee’s attention to the new certificate of deposit listed. This reflects the balance formerly held in our Edward Jones account. There was some discussion on how the interest from the certificates would be handled in the future following the transition of finances to the City. Trustee Gookin moved to accept the financial report. Trustee Diers seconded the motion. The motion carried unanimously.

APPROVAL OF BILLS FOR FEBRUARY

Director Schmidt Mickunas clarified the invoice for Fairfield Art Association. He has purchased four items with funds from a grant from the Library Foundation. Trustee Flinspach verified these are for the library’s permanent display, not the Art to Go collection. Trustee Smith moved to approve the bills for February. Trustee Thebodo seconded the motion. The motion carried unanimously.

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6499	Access Systems	Monthly contract for IT support	1,543.05
6371	Alliant Energy	Electric expense (last year \$2061.66)	2,278.89
6371	Alliant Energy	Gas expense (last year \$1415.79)	1,038.27
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	106.31
6499	Cacioppo, Michael	Computer maintenance and repair	110.00
6506	Demco	Label protectors, Cd albums, Cd albums	285.16
6506	Demco	Magazine/Brochure Wall Mount Display	548.89
6373	LISCO	Telecommunications 2/1/2024 to 3/1/2024	43.38
6499	MidWestOne Bank	Survey Monkey monthly fee	99.00
6506	MidWestOne Bank	Electric kettle, receipt paper, stapler, binder	108.57
6508	MidWestOne Bank	Postage	9.95
6373	NA TEL	Telecommunications 2/1/2024 to 3/1/2024	143.38
6310	Pierson & Pierson	Sump pump purchase & install	623.00
6508	Postmaster	2 rolls of stamps	136.00
6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
6310	Wilson Paper	Liquid hand cleaner	49.40
		Total for General Fund	8,923.25
B	Fairfield Public Library - General Fund	Educational Programs Youth Services	279.89
B	HyVee	Animae Watch Party, Nutcracker Event, Sols	127.04
B	MidWestOne Bank	Library Materials 7739	24.25
		Total for Book Sale Fund	431.18
F	Baker & Taylor - Mandarin Worn YS	Mandarin Worn YS	70.59
		Total for Foundation Fund	70.59
M	Baker & Taylor - Adult Books	Adult Books	288.22
M	Baker & Taylor - Adult Entertainment	Adult DVDs	60.84
M	Baker & Taylor - Automatically Yours	Popular Authors	166.41
M	Baker & Taylor - Children's Books	Children's Books	705.14
M	Center Point	Large print	49.14
M	Fairfield Art Association	Art to Go Collection	1,300.00
M	Fairfield Public Library - General Fund	Library Materials 7739	1,585.69
M	MidWestOne	Restore credit card account 1138642 to \$50	378.69
M	World Book, Inc.	Library Materials	59.99
		Total for Memorial Fund	4,594.12
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COMMUNICATIONS – None

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

Trustee Parker asked about the top three critical areas for repair following the Facilities Condition Assessment report. Director Schmidt Mickunas has asked Brockway to provide an estimate to address those. Trustees discussed doing the projects in stages rather than all at once as it is not in our budget. Discussion on updating current computers with decision tabled to next meeting.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee
 - i. Director and Staff Evaluation Updates
The director evaluation has been completed and shared with Director Schmidt Mickunas. He will be completing and sharing staff evaluations with the Personnel Committee.
- b. Report of Building & Grounds Committee
 - i. Johnson Controls, Samuels Groups & Live Wire Updates
See Director’s Report above. Live Wire Electric has provided an estimate to retrofit LED lighting in the public restrooms. There was discussion about the possibility of receiving an additional quote.
- c. Report of Finance Committee
 - i. Library Finance Transition Update
Trustee Smith reviewed a meeting held with City Hall staff to begin a plan for financial transition. Following discussion with officers, Director Schmidt Mickunas will present additional questions to City Hall staff.

UNFINISHED BUSINESS –

Trustee Smith shared that a former library employee recently passed away.

NEW BUSINESS

- a. Proposal to expand Foundation Funding for Library Materials to \$46,000 for quarterly distributions in FY25. Trustee Nelson moved to take the request for additional funds to the Library Foundation for library materials. Trustee Garchik seconded the motion. The motion carried unanimously.
- b. Proposal to Form Legislative Action Committee
Director Schmidt Mickunas shared current legislature pertaining to libraries and library boards. Following discussion, no action taken.
- c. Discussion of Library security procedures and building infrastructure for enhanced safety
Trustee Gookin shared information and suggestions from a meeting with the Chief of Police, library staff and select trustees.

ADJOURNMENT

The meeting was adjourned at 7:20 pm.

Respectfully submitted,

Sharon Flinspach
Secretary