



Minutes of Library Board Meeting
August 19, 2024

CALL TO ORDER

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

Trustees present: Brenda Diers, Sharon Flinspach, Ann Gookin, Joneane Parker and David Thebodo.

Trustees absent: Sam Garchik, Sherri Smith

Also present: Director Alecs Schmidt Mickunas and Karen Blakley

PUBLIC ADDRESS - None

CALL FOR ADDITIONS TO THE AGENDA - None

APPROVAL OF MINUTES FOR JULY

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

TREASURER'S REPORT

Director Schmidt Mickunas reviewed the Statement of Funds and the Revenue and Expenditures Statements.

APPROVAL OF BILLS FOR AUGUST

Trustee Flinspach asked for clarification on the Mandarin Adult Worn invoice. Director Schmidt Mickunas clarified this was a replacement of a worn adult fiction item. Trustee Thebodo verified worn out copies generally go in the book sale. Trustee Flinspach asked about the Teacher Appreciation Event invoice, whether it was for supplies or a donation. Director Schmidt Mickunas explained it is for supplies, as the library will participate in this event. Trustee Parker asked if Mango was performing as expected. Trustee Flinspach moved to approve the bills as presented. Trustee Thebodo seconded the motion. The motion carried unanimously.

August 19, 2024				
	6499	Access Systems	Monthly contract for IT support - August	1,543.05
	6499	Access Systems	Monthly contract for IT support - July 2024	1,543.05
	6310	All American Pest Control	General Pest Control 3X/yr	80.00
	637	Alliant Energy	Electric Expense (last year \$790.06)	20.38
	6371	Alliant Energy	Gas Expense (last year \$327.90)	46.57
	6499	Bailey Office Outfitters	Monthly Lease Maintenance 3 Sharp Copiers	147.06
	6373	LISCO	Telecommunications 8/1/24 to 9/1/24	43.37
	6220	MidWestOne Bank	Canva, ILA membership x2, ALA membership, Amazon Prime	652.09
	6220	MidWestOne Bank	ILA membership - Sara	12.60
	6310	MidWestOne Bank	recycling fee	40.00
	6506	MidWestOne Bank	Tape, packing tape, busylight, monitor desk mount, tv protection plan	168.61
	6508	MidWestOne Bank	Endicia monthly postage	9.95
	6373	NATEL	Telecommunications 8/1/24 to 9/1/24	140.40
	6508	Petty Cash	Postage - package	6.27
	6310	Pierson & Pierson	Delta faucet - repair	704.00
	6506	Quill	File folders and cardstock	61.68
	6506	Quill	Legal copy paper	50.10
	6506	Quill	Copy paper	25.87
	6506	Quill	Copy paper	211.92
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
			Total for General Fund	7,306.97
	B	Baker & Taylor - Children's Books	Children's Books - Book Club	36.47
	B	Fairfield Area Chamber of Commerce	Teacher Appreciation Event	50.00
	B	Fairfield Glass Co	Glass replacement popcorn machine	54.34
	B	Fairfield Public Library - General Fund	Library Materials 7739	333.16
	B	Fairfield Public Library - General Fund	Library Materials - Sara	55.29
			Total for Book Sale Fund	529.26
	F	Baker & Taylor - Mandarin Award	Mandarin Award	21.59
	F	Baker & Taylor - Mandarin Worn Adult	Mandarin Adult Worn	33.06
	F	Fairfield Public Library - Memorial Fund	Grant for library materials, 3rd Qtr calendar year 2024	11,500.00
			Total for Foundation Fund	11,554.65
	M	AtoZdatabases	Subscription	1,200.00
	M	Baker & Taylor - Adult Books	Adult Books	1,096.71
	M	Baker & Taylor - Adult Entertainment	Adult DVDs	31.45
	M	Baker & Taylor - Automatically Yours	Popular Authors	163.00
	M	Baker & Taylor - Children's Books	Children's Books	614.57
	M	Center Point	Large Print	50.34
	M	Fairfield Public Library - General Fund	Library Materials 7739	2,027.87
	M	Mango Languages	Subscription	1,267.88
	M	Wanderer's Haul	Library Materials	91.51
			Total for Memorial Fund	6,543.33
August 19, 2024				25,934.21

COMMUNICATIONS – Nothing to report.

Library Board Meeting – 06/17/2024

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

Trustees Flinspach and Thebodo had questions about the Quarterly Usage Report and Interlibrary Loans in particular. Director Schmidt Mickunas clarified. Trustee Flinspach asked about the restricted use account mentioned under fiscal responsibilities. Director Schmidt Mickunas explained it would be a fund only the library would use with revenues rolling over year to year. Trustee Parker asked about Access Systems. Director Schmidt Mickunas will check with City Hall on this. Director Schmidt Mickunas mentioned two of the library's televisions have been replaced. He would like to ask the Foundation for a grant for this expense. Several directors recognized the positive work the Youth Services librarian has been doing.

Continued Education – State Library New Board Member Video Series Part 1 -

Director Schmidt Mickunas suggested watching a video each month as a group with questions to follow. Part 1 was shown.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee -
Trustee Parker expressed appreciation to Joy for filling in during Director's absence and noted a new shelver has been hired.
- b. Report of Building & Grounds Committee -
Trustee Thebodo mentioned LiveWire Electric has completed work at the east end of the building. Director Schmidt Mickunas provided an update on the HVAC system and adjusting the temperature in the meeting room.
- c. Report of Finance Committee –
Nothing to report.

UNFINISHED BUSINESS –

- a. Proposal to Recommend New Library Trustees to FPL Board -
Trustee Parker mentioned City Hall had received an additional application from Rachel Brown. Trustee Flinspach moved to recommend Wayne Ades and Rachel Brown to join the board. Trustee Diers Seconded the motion. The motion carried unanimously. Director Schmidt Mickunas will pass this information on to the Mayor.
- b. Proposal to Approve Use of Matured CD for MSRDesign Library Service Assessment -
Trustee Parker asked for discussion regarding using a CD maturing in October to pay MSRDesign. Trustee Flinspach asked for clarification about the meaning of the abbreviation "ROM". Trustee Flinspach moved to use \$31,000.00 from the CD maturing in October to pay for MSRDesign. Trustee Gookin seconded the motion. The motion passed unanimously.

- c. FPL Board Annual Officer Election & Committee Chair Appointments –
Trustee Parker suggested maintaining the current slate of officers and committee chairs at this time. Trustee Thebodo moved to maintain the same slate as prior year. Trustee Gookin seconded the motion. The motion passed unanimously.

- d. Annual Evaluation of FPL Bylaws with Proposal to Approve -
Trustee Flinspach pointed out two possible changes and asked about the meaning of “Gift Fund”. Director Schmidt Mickunas explained. Trustee Parker asked for input on holding the annual meeting in July versus a different month, possibly June. Following discussion, suggestion to discuss this next month when more trustees are present. Trustee Parker asked Director Schmidt Mickunas to make suggested changes and present an updated document at next month’s meeting. Trustee Parker suggested changes to the number of missed meetings permitted. Trustee Thebodo moved to table this to next month’s meeting. Trustee Diers seconded the motion. The motion passed unanimously.

NEW BUSINESS - None

ADJOURNMENT

The meeting was adjourned at 6:50 pm with a motion by Trustee Diers.

Respectfully submitted,

Sharon Flinspach
Secretary