



Minutes of Library Board Meeting
June 17, 2024

CALL TO ORDER

President Joneane Parker called the meeting to order at 5:20 pm

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

Trustees absent: Sam Garchik and Motier Haskins

Also present: Director Alecs Schmidt Mickunas, Karen Blakley, Wayne Ades and Eric Schaffer.

PUBLIC ADDRESS

- a. Wayne Ades – FPL Trustee Candidate addressed the board and answered trustees’ questions.
- b. Matthew Mulleaneaux – FPL Candidate was not present.
- c. Deanna Julsen – Dolly Parton Imagination Library – Deanna was unable to attend but would like to be included on the agenda next month.
- d. Eric Schaffer – FPL Trustee Candidate addressed the board and answered trustees’ questions.

CALL FOR ADDITIONS TO THE AGENDA

Director Schmidt Mickunas asked for an addition for July relating to board officer elections.

APPROVAL OF MINUTES FOR MAY

Trustee Smith moved to approve the May 17, 2024 minutes as presented. Trustee Thebodo seconded the motion. The motion carried unanimously.

TREASURER’S REPORT

Trustee Smith reviewed the Statements of Revenue and Expenditures indicating our revenues seem to be where they should be as we end the fiscal year. Our expenditures for the fiscal year may reflect the estimated overage included in the City’s budget amendment.

Trustee Smith asked if City Clerk had an answer from the State Auditor regarding how our cds should be managed and indicated this would be discussed later in the meeting.

Trustee Smith asked if she and the Director could meet with the City Clerk.

APPROVAL OF BILLS FOR JUNE

Trustee Thebodo referenced the invoice for the Iowa Source asking if it was a new vendor for the library. Director Schmidt Mickunas explained we advertise in the Source a few times for special events as the Source has a longer shelf time. Trustee Smith asked for clarification of Value Line vendor. Director Schmidt Mickunas shared that it is an investment resource online site that is highly utilized.

Trustee Nelson moved to approve the bills as presented. Trustee Diers seconded the motion. The motion carried unanimously.

June 17, 2024				
	6499	Access Systems	Monthly contract for IT support	1,543.05
	6310	All American Pest Control	Pest control 3yr	80.00
	6310	All American Pest Control	Special service - meeting room	75.00
	6371	Alliant Energy	Gas Expense (last year \$266.32)	148.88
	6371	Alliant Energy	Electric Expense (last year \$19.73)	21.70
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6499	Chemsearch	Contract Water Treatment Program	424.19
	6506	Demco	Filament Tape	98.32
	6310	Department of Inspections	Inspection fee	40.00
	6310	Hickenbottom, Inc	3" hub fit gripper	22.90
	6373	LISCO	Telecommunications 6/1/24 to 7/1/24	43.38
	6506	MidWestOne Bank	Return Service Stamp, hand soap, cable clips, long reach stapler	144.47
	6508	MidWestOne Bank	Endicia monthly postage, add'l postage	109.95
	6373	NATEL	Telecommunications 6/1/24 to 7/1/24	147.21
	6508	Postmaster	Two rolls of first class stamps	136.00
	6506	Quill	Laminating film, copy paper	290.98
	6414	The Iowa Source	1/2 page display ad	412.25
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
	6310	Wilson Paper	Tissue Jumbo 2-ply 9"	97.80
			Total for General Fund	5,783.14
	B	Blank Park Zoo	SRP - Program July 1	200.00
	B	Eulenspiegel Puppet Theatre Co.	SRP - Program July 9	410.00
	B	Fairfield Public Library - General Fund	Library Materials 9327 Sara	737.19
	B	Fairfield Public Library - General Fund	Library Materials 7739	468.62
	B	Iowa Dance Collective LLC	SRP - Program June 12	100.00
	B	Iowa Dance Collective LLC	SRP - Program July 10	100.00
			Total for Book Sale Fund	2,015.81
	F	Baker & Taylor - Mandarin Award	Mandarin Award	33.58
	F	Baker & Taylor - Mandarin Core	Mandarin Core	17.10
	F	Fairfield Public Library - General Fund	Library Materials 7739	22.82
			Total for Foundation Fund	73.50
	M	Baker & Taylor - Adult Books	Adult Books	429.93
	M	Baker & Taylor - Adult Entertainment	Adult DVDs	20.96
	M	Baker & Taylor - Automatically Yours	Popular Authors	239.84
	M	Baker & Taylor - Children's Books	Children's Books	455.69
	M	Cacioppo, Michael	Tech support - deep freeze removal, install and activate office	151.55
	M	Center Point	Large Print	49.14
	M	EBSCO	Magazine rate adjustment - Fine Woodworking	5.50
	M	Fairfield Public Library - General Fund	Library Materials 7739	2,171.77
	M	Humanities Iowa	SB Application Fee	50.00
	M	Iowa Courier	Newspaper Subscription 52 weeks through 2025	227.88
	M	Iowa Water Sounds	Microphone cables, Wireless dual microphone system, adjustment	817.95
	M	Value Line	Annual Subscription	5,245.00
	M	Wanderer's Haul	Library Materials	50.00
			Total for Memorial Fund	9,915.21
June 17, 2024				17,787.66

COMMUNICATIONS

Director Schmidt Mickunas shared an invitation received from Nynke Passi to co-sponsor the Soul Bone Literacy Festival. Co-sponsorship may include financial support as well as in person events.

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

Trustee Flinspach asked about the library's plans during the City's RAGBRAI event. Director Schmidt Mickunas would prefer to keep the library open for potential visitors with RAGBRAI. He is also expecting a Geocaching presenter that day and will host a Geocaching search in the library.

Trustee Parker asked about the timeframe on the HVAC system. Director Schmidt Mickunas estimates they should be finished by Wednesday of this week. Trustees discussed the parking lot and would like to thank the City crew for their efforts. Director Schmidt Mickunas will write an article for the newspaper to highlight.

Trustee Thebodo mentioned MSR Design would be having an online meeting with the Director and himself outlining how to move ahead in modernizing the library.

Continued Education – “The Management Role of the Trustee”

(1 hr. 9 min.) Webinar from Iowa Libraries Online Conference 2024

Trustee Flinspach asked about library directors being paid hourly rather than salaried as mentioned in the webinar. She also asked for clarification on the library employee handbook as compared to the City employee handbook. Director Schmidt Mickunas referenced the addendums having to do with holidays. Trustee Parker clarified these changes were already in place when most trustees had joined the board.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee
Trustee Parker had nothing to report.
- b. Report of Building & Grounds Committee
Trustee Thebodo referenced the first page of the Director's Report and asked about the roof. Director Schmidt Mickunas clarified Johnson Controls will be visiting the library regarding the roof and gutters possibly mid-week.
- c. Report of Finance Committee
Trustee Smith had nothing to add.

Trustee Parker shared with trustees that Trustee Haskins has resigned from the board effective immediately due to a family situation but is open to returning at a later time.

UNFINISHED BUSINESS –

- a. Proposal to Approve Selection of New FPL Trustee
President Parker stated that a decision will be made at the July meeting.
- b. Discussion of Library CD Investment Procedure
Trustee Parker asked for further discussion on the library's CD procedure. Director Schmidt Mickunas indicated that based on discussions with City Clerk, additional City administrators should be added to our accounts as signers. Trustee Thebodo motioned to update the Library's financial procedure to include the Mayor and City Clerk, as well as the Library Director and Library Board President and Treasurer as signers on the Library's financial accounts including

but not limited to the Iowa State Bank Checking Account and the accounts for CDs held by the Library.

Trustee Diers seconded the motion. The motion passed unanimously.

c. Proposal to Approve Addition to Library Use Policy

Director Schmidt Mickunas reminded trustees of the discussion last month regarding limited cell phone use in the library. He has made an addition to the library use policy. Trustee Flinspach suggested changing directional wording and asked about sleeping in the library being disruptive. Trustee Nelson suggested expanding wording about unattended items. Director Schmidt Mickunas will make suggested changes.

Trustee Nelson moved to approve the amended policy. Trustee Smith seconded the motion. The motion passed unanimously.

NEW BUSINESS

Director Schmidt Mickunas asked about officer positions and committees for the next fiscal year. Trustee Parker suggested if the board agreed, officers would remain as they are until next month. Trustee Parker and the board thanked Trustee Nelson for his service as this is his last meeting.

ADJOURNMENT

Trustee Thebodo moved to adjourn the meeting at 6:28 pm.

Respectfully submitted,

Sharon Flinspach
Secretary