

Minutes of Library Board Meeting

April 15, 2024

**CALL TO ORDER**

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

**Trustees present:** Brenda Diers, Sam Garchik, Brandon Nelson, Joneane Parker, Sherri Smith and David Thebodo.

**Trustees absent**: Sharon Flinspach, Ann Gookin and 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 MARCH**

Trustee Smith moved to approve the March 18, 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 explaining percentages used should be around 75%. Trustees had questions about miscellaneous revenue and expenditures as well as other contractual services. Library Director and Office Coordinator will research and report back. President asked that minutes reflect approximately $15,000.00 was deposited to the General Fund and a check written from the General Fund for the same amount that should have actually gone into and come out of a different fund. President asked that minutes reflect the Johnson Controls invoice for this month will be paid with CIRF funding not funds from the Library’s General Fund.

Trustee Smith motioned to accept the Treasurer’s Report with excepted areas – Miscellaneous and Other Contractual Services – to be looked at. Trustee Diers seconded the motion. The motion carried unanimously.

**APPROVAL OF BILLS FOR APRIL**

Trustee Garchik moved to approve the bills for April. Trustee Thebodo seconded the motion. The motion carried unanimously.



**COMMUNICATIONS –**

Director Schmidt Mickunas shared a patron’s concern regarding use of the Library’s meeting room. Trustee Nelson verified a written policy is in place.

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

Director Schmidt Mickunas highlighted funding news received from County Supervisors.

**REPORTS OF COMMITTEE –**

1. Report of Personnel Committee

Trustee Parker noted the Library will follow the City’s example for salary adjustments for the next fiscal year.

1. Report of Building & Grounds Committee

Trustee Thebodo asked Trustees to refer to the Director’s Report. Projects are being completed, some are on hold, downspouts have been covered. Director Schmidt Mickunas gave an update on replacing trees.

1. Report of Finance Committee

See Treasurer’s Report

1. Report of Library Social Worker Committee

No report

**UNFINISHED BUSINESS –**

Trustee Garchik asked for an update on Director’s planned paternity leave. Director Schmidt Mickunas anticipates missing one board meeting but plans to prepare a report and another staff member would attend the meeting in his place.

**NEW BUSINESS**

1. Discussion of RAGBRAI in Fairfield on 7-26-24

Trustee Garchik suggested checking with the City for routes into town and where most activities would be centered. Director Schmidt Mickunas shared the staff suggestion for holding an outdoor book sale. The Library will also partner with the Convention Center to show a film while cyclists are in town.

1. Discussion of “Building a Culture of Learning with Library Board” Trustee Education

Trustees Parker and Garchik presented an overview of the video and encouraged all trustees to watch. Trustee Parker asked Director Schmidt Mickunas to set up a tracking system for board trustee education.

1. Discussion of 2024-2027 Strategic Plan Draft

Director Schmidt Mickunas reviewed draft. Trustee Garchik asked about an AI component. Trustee Parker suggested the State Library might have information regarding AI. Director Schmidt Mickunas would like to add AI and Trustee Education to the plan. He will meet with the Strategic Planning Committee before the next meeting.

1. Proposal for Funding Request from FPL Foundation for Fairfield Art Purchase

Director Schmidt Mickunas and Trustee Thebodo presented their proposal to request funding from the Library Foundation to support a local artist each year by purchasing a new piece of art for the Library’s permanent collection. Trustee Thebodo moved to request a thousand dollars from the Foundation for purchasing a painting. Trustee Nelson seconded the motion. The motion passed unanimously.

**ADJOURNMENT**

Trustee Garchik moved to adjourn the meeting at 7:03 pm.

Respectfully submitted,

Sherri Smith   
Secretary Pro Tempore