



Minutes of Library Board Meeting
June 20, 2022

CALL TO ORDER

President Kimberly Broz called the meeting to order at 5:20 pm.

Trustees present: Kimberly Broz, Joneane Parker, Brandon Nelson, Sam Garchik, Michael Porter

Trustees absent: Sherri Smith, Joe Stevers, Kate Van Pelt, Sharon Flinspach

Also present: Interim Director Kathy Arri, YS Librarian Alecs Mickunas, Lauryn Shapter

APPROVAL OF MINUTES

Trustee Porter moved to approve the minutes from May 16, 2022, Trustee Parker seconded the motion. The motion carried unanimously.

APPROVAL OF BILLS

Trustee Parker moved to approve the June bills, Trustee Porter seconded the motion. The motion carried unanimously.

June 20, 2022

BILLS TO BE APPROVED

General Fund

6499	Access Systems	Monthly Contract for IT Support - June 2022	1,543.05
6499	Access Systems	\$25.80 Difference in Monthly IT Contract as of 1/1/22 (Jan - May)	129.00
6371	Alliant Energy	Gas Expense (Last year: 148.60)	271.09
6371	Alliant Energy	Electricity Expense (Last year: 546.23)	701.42
6499	Arri, Kathy	Interim Director, May 15 - June 15, 2022	3,000.00
6499	Bailey Office Outfitters	Monthly Lease/Maintenance fee for 3 Sharp Copiers - June (Inv #105120)	288.02
6499	Baker & Taylor - Title Source	Electronic Database "Title Source 360" 7/1/22-6/30/23	434.50
6310	Brockway	Quarterly preventative maintenance: Feb, May, Aug, Nov 2022; AC Inspection and repair	4,368.28
6310	GrassHoppers	Late spring fertilizer and broadleaf control (Inv. #1165)	82.00
6373	Iowa Communications Network	Telecommunications 5/1/2022 - 5/31/2022	17.80
6373	LISCO	Telecommunications 6/1/2022 - 7/1/2022	42.86
6414	Missouri Library Association	Web posting for director search	120.00
6373	NATEL	Telecommunications: 6/1/2022 - 7/1/2022	138.92
6506	Petty Cash	Face masks	20.33
6508	Petty Cash	Postage	7.99
6310	Pierson & Pierson	Repair toilet leak	114.00
6506	The Library Corporation	Barcode Labels (14,000)	604.00
6310	TL Cleaning, LLC	Monthly Cleaning Contract	1,800.00
6506	VISA	Staplers, scissors, ink pads, tape dispenser, envelope moistener, staples	267.69
6508	VISA	Postage & Shipping	109.95

Total for General Fund \$ 14,060.90

Booksale Fund

Absolute Science	Summer Reading Program Science Program - 7/1/22	350.00
Baker & Taylor - Children's Books	Books for Summer Reading Program Book Club	69.50
Hannes, Dani	Summer Reading Program event flier design	400.00
Illinois Library Association	iREAD (Summer Reading Program)	107.62
VISA	Supplies for Summer Reading Program	289.65

Total for Booksale Fund \$ 1,216.77

Memorial Fund

Baker & Taylor - Adult Books	Adult Books	1,499.53
Baker & Taylor - Adult Entert.	Adult Entertainment	16.09
Baker & Taylor - Auto Yours	Popular Authors	333.22
Baker & Taylor - YS books	Children's Books	377.16
Blackstone Audio	Audio Books	423.51
Center Point	Large Print	47.94
Des Moines Register #1150	Newspaper Subscription through 5/31/23	713.53
FPL - General Fund	Library Materials (Visa 7070)	837.12
Library Ideas	Children's Audio Books	2,154.55
Ottumwa Courier	Newspaper Subscription - 52 weeks thru 6/23/2023	195.12

Total for Memorial Fund \$ 6,597.77

FPL Foundation

Baker & Taylor - Mand Award	Adult Books	34.20
Baker & Taylor - Mand Core	Adult Books	4.17
Baker & Taylor - Mand Worn YS	Children's Books	83.39
FPL - General Fund	Library Materials (Visa 7070)	26.79

Total for FPL Foundation \$ 148.55

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

- Trustee Garchik asked about the status of the non-fiction weeding program; Interim Director Arri is coming in on Sundays since we are down one employee, so it is ongoing, but going slowly.
- YS Librarian Mickunas discussed the issue of patrons who are violent, threatening, or whose behavior is otherwise inappropriate. Interim Director requested that policies regarding problem behaviors are clearly spelled out, including guidelines on service animals. Instances where patrons violate such policies should be documented.
- YS Librarian Mickunas highlighted some of the events of the Summer Reading Program and discussed some of the newer programs as well as the teen programs. Trustee Parker noted the high attendance numbers for the events.

REPORT OF COMMITTEES

Personnel

Youth Services Position – Trustees discussed the description of the Youth Services Librarian position as well as whether the position should be hourly or salaried, including whether there were certain minimum requirements for the position to be considered a salaried position. YS Librarian Mickunas will speak with the City on the matter and will report findings back to the board. Interim Director Arri and YS Librarian Mickunas updated the original job description. Trustee Garchik moved to approve the description pending revision on salary, Trustee Nelson seconded the motion. The motion carried unanimously.

Director Transition Plan – The transition will happen on Friday, July 1, 2022. Interim Director Arri requested to be paid hourly moving forward, rather than have a set schedule and hours. She will also continue the weeding project. YS Librarian Mickunas expressed his desire for additional support and will be reaching out to the southeast district librarian Becky Heil at the State Library. Trustee Garchik emphasized that it was an enormous undertaking and that the transition would take some time.

OLD BUSINESS

Interim Director Arri discussed bids for the landscaping of the library grounds and all that that would entail; the library has received one bid for \$3650, which includes labor and materials such as mulch and grass seed. Trustees discussed the extent of the landscaping, how it would be paid for, and keeping the city in the loop. Trustee Garchik moved to accept the bid pending the city’s approval, Trustee Nelson seconded the motion. The motion carried unanimously.

NEW BUSINESS

Trustees reviewed the Library By-Laws. Trustee Porter moved to let the By-Laws stand as written, Trustee Garchik seconded the motion. The motion carried unanimously.

Trustees discussed the need for a new officer nomination committee for the July Annual Meeting. President Broz assigned Trustees Van Pelt, Stevers, and Smith to the committee. Trustee Stevers will be running the July Board Meeting, as President Broz will be out of town.

ADJOURNMENT

Trustee Parker moved to adjourn. Trustee Nelson seconded the motion. Meeting adjourned. 6:55 pm.

Respectfully submitted,

Sherri Smith
Secretary