



Minutes of Library Board Meeting
March 14, 2022

CALL TO ORDER

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

Trustees present: Kimberly Broz, Joneane Parker, Joe Stever, Kate Van Pelt, Sharon Flinspach, Brandon Nelson, Sherri Smith

Present by speaker phone: Sam Garchik, Michael Porter

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

PUBLIC ADDRESS

No public address. Board discussed that meetings should be open to the public and that any requests to speak need to be made ahead of time.

APPROVAL OF MINUTES

The minutes of the February 21, 2022 meeting were approved.

APPROVAL OF BILLS

Board discussed adding Alecs' credit card to the Amazon account until a decision was made regarding a new card. Trustee Flinspach moved to approve the bills, Trustee Nelson seconded the motion. The motion carried unanimously.

General Fund

6499	Access Systems	Monthly Contract for IT Support - March 2022	1,517.25
6371	Alliant Energy	Gas Expense (last year: \$500.55)	861.00
6371	Alliant Energy	Electricity (last year: \$2,533.93)	1,259.93
6499	Arri, Kathy	Contractual support for weeding project	67.50
6499	Arri, Kathy	Interim Director - March 1-15, 2022	1,500.00
6499	Bailey Office Outfitters	Monthly lease/maintenance fee for 3 Sharp copiers - April	288.02
6310	Brockway	Quarterly Preventative Maintenance, pump coupling replacement	340.95
6373	Iowa Communications Network	Network Services for 2/1/2022 - 2/28/2022	17.80
6373	LISCO	Telecommunications - 3/1/2022 - 4/1/2022	42.86
6373	NATEL	Telecommunications - 3/1/2022 - 4/1/2022	152.30

6508	Postmaster	Roll of 100 stamps	58.00
6506	Quill	Copier paper, 3 cartons	107.97
6310	The Lock Dr. L.L.C.	New Lock installation, keys - Invoice #8217	218.00
6310	TL Cleaning, LLC	Monthly Cleaning Contract	1,800.00
6506	VISA	Stapler	7.42
6508	VISA	Endicia monthly service charge	9.95
			\$
Total for General Fund			8,248.95

Booksale Fund

No Bills for Booksale Fund

Memorial Fund

Baker & Taylor - Adult Books	Adult Books	201.19
Baker & Taylor - Adult Books	Adult Books	254.04
Baker & Taylor - Auto Yours	Popular Authors	51.51
Baker & Taylor - Auto Yours	Popular authors	63.23
Baker & Taylor - Child Books	Children's Books	75.33
Baker & Taylor - Child Books	Children's Books	110.53
Blackstone Audio	Audio Books	69.60
Center Point	Large Print	47.94
Fairfield Public Library - General Fund	Library Materials (VISA 7070)	536.40
Farm & Home Publishers	Business listing in 2021 Jefferson Co. directory	175.75
Wall Street Journal	Newspaper renewal: 1 year, 4/1/22 - 3/31/2023	599.88
		\$
Total for Memorial Fund		2,185.40

FPL Foundation

Baker & Taylor - Mand Award	Adult Books	48.44
Baker & Taylor - Mand Award	Adult Books	31.91
Baker & Taylor - Mand Award	Adult Books	66.12
Baker & Taylor - Mand Core	Children's Books	12.78
Baker & Taylor - Mand Worn YS	Children's Books	10.25
Fairfield Public Library - General Fund	Library Materials (VISA 7070)	119.01
		<u>\$</u>
	Total for FPL Foundation	<u>288.51</u>

COMMUNICATIONS

The library received a \$2,500 donation from a former board member that is to be used specifically for children's and young adult books. Alecs reported that books in the YA section about American presidents need to be updated and his initial plan is to use part of the donation to accomplish that goal.

REPORT OF LIBRARIAN

Kathy Arri discussed that as interim director she has focused on hiring, talking with staff about staffing concerns, and keeping up with the former director's email and phone messages. Three library staff members have resigned in the past month and two other Library Assistants have said that if the mask mandate is removed, they will resign as well. One employee who is resigning added that dealing with difficult patrons, in particular about masks, made working at the desk stressful. Kathy reminded desk staff to document difficult patron interactions so there is a record of what happened. Trustee Nelson recommended staff training to help in such situations. Kathy also reported that we have hired two people who have started their Library Assistant training. After discussion with library staff and with Trustee Parker, a decision was made not to replace the Shelver position at this time. Having all staff trained and able to work at the circulation desk would give us the greatest flexibility in scheduling. We have other job applications and will continue to work on hiring.

One patron complained about ice and snow removal on sidewalks and parking areas, particularly on the north side of the building. Alecs discussed issues with the gutter system that may add to the ice accumulation. We will look into possible remedies.

Director Arri suggested continuing curbside delivery for patrons who have concerns about entering the building when masks are no longer required.

REPORT OF COMMITTEES

Library Board Meeting – 3/14/2022

Finance Committee Report: Trustee Broz

1. All Library bank accounts are being updated with new signers, etc.
2. Budget for 2022-2023 — We are not yet able to proceed with the next fiscal year's budget, particularly due to the fact that we are hiring a new director.
3. Sale of the rental house — The funds from the sale will be held in the First National Bank account formerly used for rental income.

Personnel

The personnel committee is updating the job description for the Library Director position. The intent of the committee is to begin advertising the job opening as soon as possible. Trustee Stever suggested we have a timeline in order to stay on top of the hiring process. The committee will decide on possible timelines and whether the job search should be extended out-of-state.

Becky Heil from the State Library suggested creating a list of guidelines for the full board to consider which would be used when conducting interviews, including possible questions and a scoring system. Personnel committee will screen applicants in order to deliver a list of candidates to the full board by the middle of the spring.

The committee is also looking at mandatory staff education required by the city of Fairfield and suggested that such training needs to be reviewed on an annual basis.

Trustee Parker reported that Library staff was interested in closing the library for one or more days of training if the Director judged it necessary to get new staff trained more quickly and efficiently. Trustee Parker moved to allow the staff to have the latitude to close on whichever day seemed best, for one or more times as necessary, as long as a week's notice was given to the public. Trustee Van Pelt seconded the motion. The motion was unanimously approved.

NEW BUSINESS

Pandemic response plan

Board discussed removing the current mask requirement. Trustee Broz pointed out that nothing on the existing pandemic plan was still applicable and that it should be removed from the library's website. There was discussion on how to let patrons know of the change in policy, and to indicate support for those patrons who want to continue to wear a mask. Trustee Nelson made the motion to remove the pandemic response plan and that signage be changed to state that masks are optional. Sherri Smith seconded. Motion was unanimously approved.

OLD BUSINESS

Self-Checkout Grant

The American Rescue Plan grant needs to be used by the end of April. Trustee Porter said that universal tags could be purchased even though a decision on the self-checkout machine was being deferred until a new Director is hired. There was discussion on the proper way to proceed. Trustee Garchik moved to let the grant lapse. Trustee Stever seconded the motion. Trustee Porter abstained. Trustee Nelson opposed. Everyone else voted to approve. Trustee Porter will look into the possibility of extending the grant.

Donation Procedure

The possibility of reviewing donations on a regular basis was discussed. A proposal was made that the secretary should be notified when donations are received. Trustee Smith moved that the treasurer be notified of any donation over \$1,000 prior to depositing the check. Trustee Porter seconded the motion and the motion was unanimously approved.

Director Arri asked if library staff could be allowed to use their discretion more often in the use of donations designated for purchasing library materials so donations could be put to the best possible use. Trustee Stever said that the director would need to have a conversation with the donor.

National Library Week

Trustee Smith discussed National Library Week was coming the week of April 3rd-9th and that she wanted to make sure to acknowledge the Library staff. A plan was suggested for members of the Board to contribute treats for staff and to provide lunches for the proposed staff training days.

Youth Services Report. Alecs talked of recent successes in youth programming. He will be presenting a summary of the very successful program “When the Lights Go Out” at the Youth Services POP conference in Ames. He also discussed the positive impact of his participation in Leadership Fairfield. Trustee Flinspach commended Alecs for the additional new programs Alecs has added at the library.

ADJOURNMENT

Trustee Van Pelt moved to adjourn. Trustee Stever seconded. Adjourned. 6:57 pm

Respectfully submitted,

Sharon Flinspach
Secretary Pro-tem