



**Minutes of Library Board Meeting  
January 17, 2022**

**CALL TO ORDER**

President Broz called the meeting to order at 5:26pm. **Trustees present:** Kimberly Broz, Joneane Parker, Sharon Flinspach, Sam Garchik, Sherri Smith, Joe Stever. **Trustees absent:** Michael Porter, Brandon Nelson, Kate Van Pelt. **Also present:** Director Rebecca Johnson.

**PUBLIC ADDRESS – N/A**

**APPROVAL OF MINUTES**

Trustees approved the December 6 minutes with corrections: Delete the point about Kanopy funding, which is in this month's agenda. Under Unfinished Business—Capital Improvements, insert the Special Committee's recommendation that proceeds from the sale of the rental house be earmarked, possibly for a self-checkout system.

**APPROVAL OF BILLS**

Trustee Stever moved to approve payment of the following invoices. Motion was seconded by Trustee Garchik and approved by all:

**General Fund**

6499	Access Systems	Monthly contract for IT support - Jan 2022	\$ 1,517.25
	All American Pest		
6310	Control	General Pest Control/3YR	75.00
6371	Alliant Energy	Electricity Expense (last year: \$2,034.43)	977.17
6371	Alliant Energy	GasExpense (last year: \$632.38)	669.47
6499	Arri, Kathy	Contractual support for weeding project	742.50
6499	Bailey Office Outfitters	Monthly lease/maintenance fee for 3 Sharp copiers - December 2021 + color copy overage	614.85
6506	Demco	Record checking cards, color coded paper tape	107.20
6414	Frontline Print & Web	900 DND Binder B/W copies	63.00
6373	Iowa Comms Network	Network Services for 12/1/2021 - 12/31/2021	17.80
6373	LISCO	Telecommunications - 1/1/2022 - 2/1/2022	42.86
6506	Minitex	Bibliotheca Double Side Security Strips	544.00
6373	NATEL	Telecommunications: 1/1/22 - 2/1/22	149.76
6506	Showcases	Single CD Cases	67.50
6506	The Library Corporation	Custom Report	50.00
6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
6506	VISA ending in 7070	Photo album refill pages, Thermal paper, masks, CD/DVD cases, Check re-order for ISB, LED lights	711.01
6508	VISA ending in 7070	Endicia monthly service charge, postage	109.95
6230	VISA ending in 7070	Library Works Training	49.00

6414	WMPF Group, LLC	Ads for multiple position openings (Ledger)	30.00
			<b><i>Total for General Fund</i></b>
			<b><u>\$ 8,259.32</u></b>
<b>Booksale Fund</b>			
	Fairfield Food Collective	Thirsty Word Program - Rental Space	\$ 200.00
	VISA ending in 7070	Photo for fundraising email	6.17
	VISA ending in 0329	Video and board games, prizes, magic cards, and food for youth services programs	749.19
			<b><i>Total for Booksale Fund</i></b>
			<b><u>\$ 755.36</u></b>
<b>Memorial Fund</b>			
	Baker & Taylor Adult Book	Adult Books	\$ 1,005.74
	Baker & Taylor Adult Ent	Adult entertainment	176.38
	Baker & Taylor Auto Yours	Adult Books	175.17
	Baker & Taylor Child Book	Children's books	762.49
	Blackstone Audio	BOCDs	141.55
	Center Point	Large Print Books	95.88
	EBSCO	Subscription rate adjustment - National Geographic Kids, JD Power, NADA Appraisal Guides	43.95
	First National Bank	Restore credit card reserve fund to \$500	468.25
	Funny Times Subscriptions	Subscription renewal: May 2022 - April 2025	68.00
	VISA ending in 7070	Library Materials	1730.94
			<b><i>Total for Memorial Fund</i></b>
			<b><u>\$ 4,668.35</u></b>
<b>FPL Foundation</b>			
	Baker & Taylor Mand Award	Adult books	\$ 79.77
	Baker & Taylor Mand WornYS	Children's books	40.59
	Baker & Taylor Core	Adult books	10.79
	VISA ending in 7070	Mandarino Award	73.23
			<b><i>Total for FPL Foundation</i></b>
			<b><u>\$ 204.38</u></b>

The December Statement of Funds report was reviewed and reconciled against supporting documents.

## **COMMUNICATIONS N/A**

## **REPORT OF LIBRARIAN**

FPL will host a Chamber of Commerce "Business After Hours" event on Thursday, June 16 starting at 4:00 or 5:00pm. Trustees are encouraged to attend. It can be promoted via the local radio station's Chamber Talk, and the cost of refreshments will come out of the Booksale Fund. Tags will be ordered for the self-checkout system this month, payable via the ARPA grant. President Broz expressed the importance of YS school outreach.

## **REPORT OF COMMITTEES**

**Personnel Committee**—Trustee Parker reported that recruitment has been stagnant, and the Committee requested a review of salary figures from comparable libraries. Director Johnson shared data with trustees, eliminated outliers, and demonstrated that front desk staff and YS Librarian wages are below average. Retirements trigger large cash-outs this year, and the front desk position remains unfilled since Sue's retirement.

After an extended discussion, Trustee Stever moved to pay for cash-outs, wage increases, and the (currently empty) front desk position from the current year's budget and spend more conservatively in other areas to compensate. Motion was seconded by Trustee Garchik and approved by all.

## **UNFINISHED BUSINESS**

**Kanopy funding**—Original funding is spent. Kanopy was recently acquired by OverDrive and \$4.00 films were added, causing the balance to decline faster in the trailing two weeks. Director Johnson has opted out of the \$4.00 films. Trustee Garchik moved to apply \$800 from the Booksale Fund to Kanopy for January and February, and to consider a \$4,800 Foundation funding request for Kanopy next month. Motion was seconded by Trustee Stever and approved by all.

**Budget: FY2022-2023**—City Hall planned to review departmental budget proposals on January 5-6. Those appointments were delayed as they needed more time to plan. Trustee Parker moved that the library's revised budget proposal be approved. Motion was seconded by Trustee Stever and approved by all.

**Pandemic response plan**—No changes were implemented.

## **NEW BUSINESS**

**Processing credit card charges**—On January 14, Director Johnson emailed Aaron's strategy for new credit card routines to trustees for review. Trustees recommended that she comply with Aaron's recommendations and contact the auditor to confirm that the routines are acceptable to them. The subject of a separate credit card will be on the FPL Foundation's 2-22-22 agenda.

## **ADJOURNMENT**

Trustee Garchik moved to adjourn the meeting. Motion was seconded by Trustee Smith and approved by all. The meeting was adjourned at 7:00pm.

Respectfully submitted,

Sherri Smith, Secretary