



Minutes of Library Board Meeting  
April 18, 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, Sam Garchik, Michael Porter

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

**PUBLIC ADDRESS**

No public address.

**APPROVAL OF MINUTES**

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

**APPROVAL OF BILLS**

Board discussed upcoming charges on the VISA account for the director search. Trustee Flinspach moved to approve the bills, Trustee Smith seconded the motion. The motion carried unanimously.

**April  
18,  
2022**

**BILLS TO BE APPROVED**

**General Fund**

6499	Access Systems	Monthly Contract for IT Support - April 2022	1,517.25
6371	Alliant Energy	Gas Expense (last year: \$518.29)	707.75
6371	Alliant Energy	Electricity (last year: \$293.09)	794.42
6499	Arri, Kathy	Interim Director, March 15-April 15, 2022	3,000.00
6499	Bailey Office Outfitters	Monthly lease/maint. fee for 3 Sharp copiers - February (Invoice 104560)	288.02
6310	Brockway	Invoice 12006, repair to air handler	1,293.12
6373	Iowa Communications Network	Network Services for 3/1/2022 - 3/31/2022	17.80
6373	LISCO	Telecommunications - 4/1/2022 - 5/1/2022	42.86
6373	NATEL	Telecommunications - 4/1/2022 - 5/1/2022	148.06
6310	TL Cleaning, LLC	Monthly Cleaning Contract	1,800.00
6414	VISA	Web postings for director position	810.80
6506	VISA	Utility Knife Blades, TEK POS, masks, book tape, x-acto blades	220.56
6508	VISA	Endicia monthly service charge	9.95

6414	WMPF Group, LLC	Ads for multiple job openings - 1/25-2/03/22, 2/16-3/5/22	120.00
<b>Total for General Fund</b>			<b><u>10,770.59</u></b>

**Booksale Fund**

Fairfield Public Library - General Fund (For Visa 7070)	ZOOM Standard Pro Annual Membership	149.90
<b>Total for Booksale Fund</b>		<b><u>149.90</u></b>

**Memorial Fund**

Baker & Taylor - Adult Books	Adult Books	1,115.01
Baker & Taylor - Auto Yours	Popular Authors	241.61
Baker & Taylor - Child Books	Children's books	495.42
Blackstone Audio	Audio Books	315.94
Center Point	Large Print	47.94
Fairfield Public Library - General Fund (For Visa 7070)	Library Materials	287.60
Macomb News (Sunday NY Times)	Sunday NY Times, April-June 2022	87.75
USA Today	Subscription renewal - 5/1/22-4/30/23	340.14
<b>Total for Memorial Fund</b>		<b><u>2,931.41</u></b>

**FPL Foundation**

Baker & Taylor - Mand Award	Children's Books	10.20
Baker & Taylor - Mand Award	Children's Books	10.82
Baker & Taylor - Mand Core	Adult Books	29.06
Baker & Taylor - Mand Worn YS	Children's Books	7.18
Fairfield Public Library - General Fund (For Visa 7070)	Library Materials	24.98
<b>Total for FPL Foundation</b>		<b><u>82.24</u></b>

**REPORT OF LIBRARIAN**

(A copy of the report is attached.)

Interim Director Arri reported that funds on account with Kanopy (video streaming service) have been depleted and the service has been paused. There was discussion about cost and statistics on our patrons' use of the service. Trustee Broz requested that anyone with further questions should submit them to Interim Director Arri.

Youth Services Librarian Mickunas shared news of the Walmart grant and individual donations for the Summer Reading Program, as well as specific plans for the programming to be offered.

Trustee Smith initiated a discussion about the handling of donations and how they should be routed. Trustee Porter pointed out that the Library Board of Trustees is an independent

governing board completely separate from the City of Fairfield. Trustee Broz said that she and Lauryn would request information from the state auditor and create a plan for donations moving forward.

Trustee Parker acknowledged that Interim Director Arri has done a great job getting the library fully staffed.

## **REPORT OF COMMITTEES**

### ***Finance Committee Report:***

Trustee Stever brought up the necessity of meeting with the finance committee prior to the May board meeting, as the fiscal year will be closing at the end of June

### ***Personnel***

Director Search Update:

Trustee Parker updated the board on the search for a new director, including information on where the job has been posted, the new job description, creating metrics for evaluation, the May 15 closing date, and the scheduled interview dates of June 1, 2, and 3<sup>rd</sup>, 2022. Trustee Parker also discussed wanting to include staff members as well as board members in the hiring process, and that the entire board will need to vote on the hiring. Applicants will have the opportunity to do an initial interview over Zoom if extensive travel would be involved. Trustee Stever mentioned having a budget to bring someone in they are one of the final candidates and have travel concerns and that prospective candidates need to visit the library and the town before making a decision.

## **OLD BUSINESS**

1. Donation button for website: Trustee Parker brought up having a donation button on the website and, if so, if the money should be routed to the FPL Foundation. Trustee Stever made a motion to get the donation button created through Donorbox and make a decision regarding whether it goes to the FPL Foundation at a later time; Trustee Van Pelt seconded the motion. Motion was unanimously approved.
2. American Rescue Plan Grant: Trustee Porter reported that the bill for the RFID tags will need to be sent to the State Library in order for us to get the grant funds and that the State Library is aware we will not be purchasing the new self-checkout system until we have a new director. Trustee Smith brought up the follow up paperwork and grant evaluation, which is due June 30.
3. Flag Donation: Replacement of the flag and mechanism for raising and lowering the flag was discussed. Trustee Porter made a motion that if a donor volunteered to replace the pole and flag we would replace them. Trustee Parker seconded the motion. The motion was unanimously approved.

## **NEW BUSINESS**

1. **TLC Upgrade:** Interim Director Arri updated Board members on upcoming changes in TLC's library software. The library missed a planned upgrade to the newest version in March, in preparation for a required move to TLC's new Cloud hosting system by the end of the year. TLC requires that the library commit to the upgrade and get on the schedule now for upgrades in August. Interim Director Arri recommended committing to the upgrade. Because of expected price increases and overlaps in content with EBSCO Novelist Plus, library staff is considering discontinuing Novelist Plus. Trustee Garchik made the motion to move the Library catalogue to version 5.6 of TLC and pursue discontinuing EBSCO; Trustee Stever seconded the motion. The motion was unanimously approved.
2. **Meeting Room Policy:** Interim Director Arri shared a request from the front desk staff to lower the deposit for use of the meeting room from \$25 to \$20 to reflect the rental fee of \$10/hour with a two-hour minimum. Trustee Porter made the motion to lower the deposit amount to \$20. Trustee Van Pelt seconded the motion. The motion was unanimously approved.
3. **Library key for Fire Department:** A new master key for the library has been given to the Fire Department. The fire chief recommends a Knox Box that would go on the outside of the library. Interim Director Arri is looking into the Knox Box.
4. Trustee Parker recognized Youth Services Librarian Aleks Mickunas for completing the Leadership Fairfield program and noted that he would be recognized at the Annual Awards Banquet in April

## **ADJOURNMENT**

Trustee Broz moved to adjourn. Trustee Stever seconded the motion. Adjourned. 6:47 pm

Respectfully submitted,

Sherri Smith  
Secretary