



Minutes of Library Board Meeting
August 15, 2022

CALL TO ORDER

President Sherri Smith called the meeting to order at 5:17 pm.

Trustees present: Kimberly Broz, Sharon Flinspach, Sam Garchik, Joneane Parker, Michael Porter, Kate Van Pelt

Trustees absent: Brandon Nelson, Joe Stever,

Also present: Director Alec Schmidt Mickunas, Luke Koppel, Nupur Maheshwari, Mackenzie Nees, Lauryn Shapter, Claire Tyler

PUBLIC ADDRESS – none

CALL FOR ADDITIONS TO THE AGENDA – No additions to the agenda.

APPROVAL OF MINUTES – Trustees discussed July minutes. Trustee Flinspach asked for clarification on Mango Languages promotion. Director Schmidt Mickunas clarified that over the next three months he would like to start a passive program of conversational English for non-native speakers, in which patrons can come in and practice conversational English with volunteers; this program would not involve staff members. Trustee Flinspach moved to approve with changes the minutes from July 18, 2022. Trustee Porter seconded the motion. The motion carried unanimously.

Trustees briefly discussed the concerns about the lack of new materials that are pro-life in the collection. Director Schmidt Mickunas stated there were no new publications to add.

TREASURER'S REPORT

- Trustee Broz shared that she, Trustee Smith, and Director Schmidt Mickunas went to MidWestOne Bank to add Director Schmidt Mickunas as a signer on the accounts but that the bank would need a signed copy of the minutes. A MidWestOne CD matured on 8/8/2022; the banker committed to a competitive rate; Director Schmidt Mickunas and the trustees decided to allow the CD to roll over for a year.
- Trustee Broz explained that the July expenditures report from the city was a hovering a little below the budget, with the exception of budget line 6499 (subscriptions) due to The Library Corporation invoices, which are billed annually. Revenues are ahead of schedule, but revenue goals are low because the board would like to do away with library fines at some point.
- Trustee Broz requested that the monthly statements of revenue and expenditures from the city should be included with the board packet each month.

APPROVAL OF BILLS

- Trustees discussed the revised July bills, which included an updated credit card invoice, due to interest charges and late fees that were subsequently reversed. Trustee Broz moved to approve the revised July bills; Trustee Flinspach seconded the motion. The motion carried unanimously.
- Trustee Van Pelt moved to approve the August bills; Trustee Garchik seconded the motion. The motion carried unanimously.

July 18, 2022		BILLS TO BE APPROVED	
General Fund			
6499	Access Systems	Monthly contract for IT support - July 2022	1,543.05
6371	Alliant Energy	Gas Expense (last year: \$169.54)	222.85
6371	Alliant Energy	Electricity Expense (last year: \$501.78)	778.90
6499	Arri, Kathy	Interim director, 6/15-6/30/22; contractual support for weeding project	1,792.50
6499	Bailey Office Outfitters	Monthly Lease/Maintenance for 3 Sharp Copiers - July (Inv # 105245)	288.02
6373	Iowa Communications Network	Telecommunications - 6/1/2022 - 6/30/2022	17.80
6373	LISCO	Telecommunications 7/1/2022 - 8/1/2022	42.86
6502	Mango Languages	Conversion Enterprise Subscription	1,150.00
6373	NATEL	IT Support	37.50
6499	OCLC	World Share ILL	1,114.61
6310	Pierson & Pierson	Restroom repair	129.00
6499	The Library Corporation	ITS.MARC - Oct 2022-Sept 2023, LS Software, Quickscan Scanner - Aug 2022-July 2023	10,816.00
6310	TL Cleaning, LLC	Monthly Cleaning Contract	1,800.00
6508	VISA	Postage & Shipping (Endicia)	9.95
Total for General Fund			\$ 19,743.04
Booksale Fund			
	Earl Stimson	Summer Reading Program - Hobbit Day Event	93.75
	FPL - General Fund	Summer Reading Program (Visa 6259)	813.13
	Future Hits	Future Hits Educational Performances 7/29-30, 2022	800.00
	Jorge's Lawn & Landscaping	Landscaping - removal of bushes, trimming, weeding, edging, mulching	3,650.00
	Koster, Fonziba	SRP - African Drumming & Culture	300.00
	Pearson, Jonathan	SRP - screenprinting, button making	235.00
	Sammons, Jennifer	Summer Reading Program - jewelry making	175.00
	VISA	Summer Reading Program	498.04
Total for Booksale Fund			\$ 6,564.92
Memorial Fund			
	Baker & Taylor - Adult Books	Adult books	388.79
	Baker & Taylor - Adult Ent.	Adult DVD	20.99
	Baker & Taylor - Auto Yours	Popular authors	160.65
	Baker & Taylor - YS Books	Children's Books	294.76
	Blackstone Audio	Audio Books	169.57
	Bottom Line Health	Subscription renewal - 10/2022 - 9/2023	29.95
	Center Point	Large Print	47.94
	FPL - General Fund	Library Materials (Visa 6259)	369.44
	Old House Journal	Subscription renewal - 10/2022 - 9/2023	31.00
Total for Memorial Fund			\$ 1,513.09
FPL Foundation			
	Baker & Taylor - Mand Worn YS	Children's Books	12.53
Total for FPL Foundation			\$ 12.53

August 15, 2022				
General Fund				
	6499	Access Systems	Monthly Contract for IT Support - Aug 2022	\$1,543.05
	6310	All American Pest Control	General Pest Control 3x/Year	\$75.00
	6371	Alliant Energy	Electricity Expense (last year: \$1645.01)	\$1,165.64
	6371	Alliant Energy	Gas Expense (last year: \$174.92)	\$115.73
	6499	Arri, Kathy	Contractual support for weeding project	\$682.50
	6499	Bailey Office Outfitters	Monthly Lease Maintenance for Sharp Copiers - August (Invoice #105377)	\$288.02
	6499	Envisionware	Annual maintenance: PC Reservation, LPT:One (11/1/22-10/31/23)	\$1,635.37
	6373	Iowa Communications Network	Telecommunications - 7/1/2022 -7/31/2022	\$17.80
	6373	LISCO	Telecommunications - 8/1/2022 - 9/1/2022	\$42.86
	6220	MidWestOne Bank	Amazon Prime Annual Membership	\$139.00
	6373	NATEL	Telecommunications - July, August 2022	\$273.71
	6310	Pierson & Pierson	Repair kit for women's restroom	\$84.00
	6506	Quill	Copy paper Inv #26540785	\$113.97
	6499	The Library Corporation	OCI Hosting (Sept 22- Aug 23)	\$5,999.00
	6310	TL Cleaning, LLC	Monthly Cleaning Contract	\$1,800.00
	6099	Trust Acct Kacy L. Flaherty, Davis, Brown	Settlement and Severance agreement payment	\$2,500.00
	6508	VISA	Postage & Shipping (Endicia)	\$9.95
	6599	VISA	Interest and late fees	\$21.00
			Total for General Fund	\$16,506.60
Booksale Fund				
		FPL - General Fund (Visa)	Educational Programs - SRP (Visa 6259)	\$635.92
			Total for Booksale Fund	\$635.92
Memorial Fund				
		Baker & Taylor - Adult Books	Adult Books	\$979.16
		Baker & Taylor - Adult Ent.	Adult DVD	\$20.96
		Baker & Taylor - Auto Yours	Popular Authors	\$213.11
		Baker & Taylor - Children's Books	Children's Books	\$51.19
		Blackstone Audio	Audio Books	\$159.99
		Center Point	Large Print	\$47.94
		FPL - General Fund (Visa)	Adult and Children's Books (Visa 6259)	\$284.52
		Library Ideas	Children's Audio Books	\$89.90
		MidWestOne	Restore credit card reserve fund to \$500	\$411.01
			Total for Memorial Fund	\$2,257.78
FPL Foundation				
		FPL - Memorial Fund	3rd Disbursement of Nov 21 \$40k grant for library	\$10,000.00
			Total for Foundation Fund	\$10,000.00

COMMUNICATIONS – Trustee Smith discussed staff email regarding wages and requested all committees begin working on budgets in September so that the board can be ahead of schedule. Trustee Parker stated that the different committees would need input from the finance committee in order to proceed.

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

- Director Schmidt Mickunas discussed the issue of not enough volunteers, as they have been less reliable since July. Programs are being cancelled last minute and patrons are arriving unaware that they have been cancelled. Director Schmidt Mickunas and the staff are struggling to keep up.
- Director Schmidt Mickunas discussed his wish to have weekly or monthly Friday Night Movies, but is trying to determine what the staff can handle right now.

REPORT OF COMMITTEES

Personnel

Youth Services Position – The library has received three applications and the committee will assist Director Schmidt Mickunas with interviewing candidates when he wants to move forward. There is one candidate who is on track to have the required credentials; the other two candidates do not have the required credentials. Trustees discussed adjusting the advertised wage to reflect the incomplete credentials until those credentials are met.

Building – No report.

Finance – No report.

NEW BUSINESS

- Director Schmidt Mickunas presented a plan for purchasing new AWE computers for the youth services section. AWE computers allow children to explore different learning modalities, but only 3/5 of our computers are working. The computers were last purchased in 2014. Director Schmidt Mickunas would like to request funding from the FPL Foundation to purchase new computers and to use the remaining funds from the Summer Reading Program to offset the cost. Trustee Porter suggested the entire amount be requested from the foundation. Trustee Porter moved to accept Director Schmidt Mickunas proposal to purchase new AWE computers; Trustee Parker seconded the motion. The motion carried unanimously.
- Trustees discussed purchasing new computers, including Macs, for the library. Trustee Porter moved to request a proposal for new computers from Director Schmidt Mickunas; Trustee Van Pelt seconded the motion. The motion carried unanimously.
- Director Schmidt Mickunas discussed that Niche Academy's annual payment will be due on 10/22/22 at a cost of \$1,600.00. He has reviewed the statistics for the year since we have had it and they are low and so he does not recommend continuing. Trustee Broz moved to drop Niche Academy; Trustee Van Pelt seconded the motion. The motion carried unanimously.

Committee Assignments

Trustee Smith gave committee assignments.

- ***Personnel*** – Trustee Parker will remain head of the personnel committee. Trustees Flinspach and Garchik will be on the committee.
- ***Building*** – Trustee Porter will remain on the building committee through his term on the board, along with Trustees Van Pelt and Stever.
- ***Finance*** – Trustee Broz will head the committee as treasurer, along with Trustees Smith and Nelson.

Trustee Smith would like all committees to meet within the next month. Trustee Broz would like all other committees to meet prior to the finance committee. Trustee Smith requested that all committees meet prior to the September meeting. The finance committee can then review the results of the other committees' findings.

Officer Assignments

- President – Trustee Sherri Smith
- Vice President – Trustee Joe Stever
- Treasure – Trustee Kimberly Broz
- Secretary – Trustee Sharon Flinspach

Bank signers – Trustees discussed adding Director Schmidt Mickunas to the list of signers for bank accounts. Trustees Broz and Smith will remain as signers together with new signer Director Schmidt Mickunas and Trustee Van Pelt will be removed. Trustee Flinspach moved to approve signers; Trustee Porter seconded the motion. The motion carried unanimously.

CLOSED SESSION – Trustee Broz moved to go into closed session regarding employee resignation; Trustee Porter seconded the motion. The motion carried unanimously.

The meeting went into closed session at 6:19 p.m.

The meeting came out of closed session at 7:00 p.m.

ADJOURNMENT

Trustee Garchik moved to adjourn. Trustee Van Pelt seconded the motion. Meeting adjourned. 7:01 pm.

Respectfully submitted,

Sharon Flinspach
Secretary