



Minutes of Library Board Meeting  
September 19, 2022

**CALL TO ORDER**

President Sherri Smith called the meeting to order at 5:20 pm.

**Trustees present:** Kimberly Broz, Sharon Flinspach, Sam Garchik, Joneane Parker, Michael Porter

**Trustees absent:** Brandon Nelson, Joe Stever, Kate Van Pelt

**Also present:** Director Alects Schmidt Mickunas, Lauryn Shapter

**PUBLIC ADDRESS** – none

**CALL FOR ADDITIONS TO THE AGENDA**

Director Schmidt Mickunas requested the following items be added to the agenda:

- Discuss a proposal for a change to the DVD/CD loan limit policies.
- Discuss a proposal to change the meeting room policy.

Trustee Garchik requested that the process for choosing a new board member to replace Michael be added to October's agenda. Trustee Broz stated that the board needed to keep the board gender balanced.

**APPROVAL OF MINUTES**

Trustee Parker moved to approve the minutes from August 15, 2022; Trustee Broz seconded the motion. The motion carried unanimously.

**TREASURER'S REPORT**

Trustee Broz shared the following:

- The Iowa State Bank account was very healthy compared to this time last year and that the board might want to look at computer purchases, building projects, and other library expenditures. It would be courteous to communicate with City Hall how the board decides to use it.
- Regarding the percentage of the year completed, the budget is in line at around 17%, with some areas either over (Other Contractual Services) or under (Personnel). Kathy Arri continues to be paid for the weeding project, which was not in the budget, so the board needs to keep an eye on budget line 6499 moving forward.
- Library concessions and fees are quite a bit higher than predicted. The board didn't want to budget for fines because they are considering getting rid of fines at some point in the future.

Trustee Parker requested information about the cost of a self check-out system. Director Schmidt Mickunas shared his research on self check-out, including a quote from Bibilotheca for \$48,407 and the benefits and length of time needed to transition. He will be making a proposal at the next board meeting and aims to have the project begun in January and completed by the end of February.

**APPROVAL OF BILLS**

- Trustee Flinspach requested more information on the ICN bill. The administrative assistant will investigate the monthly charge.

- Trustee Flinspach moved to approve the September bills; Trustee Broz seconded the motion. The motion carried unanimously.

September 19, 2022				
<b>General Fund</b>				
6499	Access Systems	Monthly Contract for IT Support - Sept 2022		1,543.05
6371	Alliant Energy	Electric Expense (last year: \$1,441.10)		1,527.10
6371	Alliant Energy	Gas Expense (last year: \$168.65)		142.11
6499	Arri, Kathy	Contractual support for weeding project		1,068.75
6499	Bailey Office Outfitters	Monthly Lease/Maintenance for 3 Sharp Copiers - Quarterly Preventative Maintenance, Aug. 2022,		288.02
6310	Brockway	HVAC repair - replace cooling fan, HVAC repair - Conference room		1,345.10
6414	Frontline Print and Web	Official letterhead & envelopes, business cards for director		665.00
6373	Iowa Communications Network	Telecommunications - 8/1/2022 - 8/31/2022		17.80
6310	Iowa Division of Labor Services	Boiler Safety Inspection, Inv. #184947		135.00
6310	Johnson Controls Fire Protection LP	Fire Alarm 24 hour Monitoring 10/1/22 - 9/30/23		569.01
6373	LISCO	Telecommunications - 9/1/2022-10/1/2022		42.86
6506	MidWestOne Bank (Visa)	File folders, X-Acto knife, register paper, disinfecti		286.54
6508	MidWestOne Bank (Visa)	Postage and Shipping		21.70
6373	NATEL	Telecommunications - 9/1/2022 -10/1/2022		137.65
6508	Postmaster	Postage stamps		60.00
6240	State Library of Iowa	Disaster Preparedness Conference		15.00
6499	TL Cleaning, LLC	Monthly Cleaning Contract		1,800.00
6310	Van Meter Inc	Replacement light bulbs (Inv. S012300628.001)		305.64
		<b>Total for General Fund</b>		<b><u>\$9,970.33</u></b>
<b>Booksale Fund</b>				
	FNB Visa (0329)	Laptop for SRP Grand Prize		\$243.00
		<b>Total for Booksale Fund</b>		<b><u>\$243.00</u></b>
<b>Memorial Fund</b>				
	The Atlantic	Subscription Renewal		34.95
	AWE Acquisition, Inc.	Educational Computers for Youth Services		16,617.50
	Baker & Taylor - Adult Books	Adult Books		1,055.95
	Baker & Taylor - Automatically Yours	Popular authors		264.36
	Baker & Taylor - Children's Books	Children's Books		53.73
	Blackstone Audio	Audio Books		107.44
	Bloomberg Businessweek	Businessweek Subscription		99.00
	Center Point	Large Print		49.14
	FPL - General Fund	Library Materials (Visa 6259)		847.65
	Frischeisen, Hans	Adult books		25.00
	Greenhaven Publishing	Opposing Viewpoints - Fall 2022		224.10
	Library Ideas	Children's Audio Book		44.95
	School Library Journal	School Library Journal subscription - January-Dec		136.99
		<b>Total for Memorial Fund</b>		<b><u>\$19,525.81</u></b>
<b>FPL Foundation</b>				
	Baker & Taylor - Mandarino Award	Adult books		48.45
	Baker & Taylor - Mandarino Worn YS	Children's Books		33.02
	FPL - Memorial Fund	Grant - AWE computers for YS section		14,497.00
		<b>Total for Foundation Fund</b>		<b><u>\$14,578.47</u></b>

## COMMUNICATIONS – No report

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

- Director Schmidt Mickunas discussed progress regarding non-functioning parts of the building, including replacing the light bulbs. He would like to make the upgrade to LED lights if there is funding available. Trustee Porter recommending using the Foundation for long-term capital improvement projects.
- Director Schmidt Mickunas and Trustee Porter met regarding purchasing new Apple computers for the library.
- Trustee Broz inquired about the \$20,000 gift mentioned in the report; Director Schmidt Mickunas shared that it was being held for us by Fidelity. Trustee Broz inquired whether it was too late to have it routed to the Foundation; Director Schmidt Mickunas will talk to Fidelity this week.
- Trustee Broz inquired about the audit. Director Schmidt Mickunas shared that it went smoothly and that there were no issues.
- Trustee Garchik inquired about Johnson Controls and the issues with the temperature in the library.
- Director Schmidt Mickunas shared his discussion with Southeast District Consultant's Becky Heil's regarding the bookkeeping for the library and that in most towns, the library bookkeeping is handled by City Hall. Administrative Assistant Shapter shared that Becky Heil stated no public employee should be paid to do work for a private foundation.
- Director Schmidt Mickunas discussed his proposal for new staffing, including title changes and the idea of transcending the 19<sup>th</sup> century image of a librarian to reflect how the profession has changed.
- Director Schmidt Mickunas presented his proposal for staff wage increases. Trustee Porter said he would like to see the Foundation purchasing more of the materials so there is more money for the staff.

Trustee Porter moved to approved the new organizational chart; Trustee Broz seconded the motion. The motion carried unanimously.

Trustee Broz moved to approve the wage increases for the position titles proposed by Director Schmidt Mickunas, effective pay period beginning 9/25/2022; Trustee Flinspach seconded the motion. The motion carried unanimously.

- Director Schmidt Mickunas gave an update on how the interview process for new staff members is progressing; he reported hiring two new employees, Julianna Fritz for one of the part time shelving positions and Kristin Kelpinger for the part time front desk position. He has made an offer of employment for the Children's Services Specialist position.

### REPORT OF COMMITTEES

**Personnel** – No recommendations for next year's budget.

**Building** – Trustee Porter reported that he had been talking with Director Schmidt Mickunas about building concerns. The director has spoken with Tim and Linda of TL Cleaning and Tim feels there are more pressing things than replacing the carpet. They also discussed issues with the HVAC.

**Finance** – Trustee Broz stated that she was available to meet with any committee head regarding next year's budget.

## **OLD BUSINESS**

- Director Schmidt Mickunas reported on Apple computer purchases; he is in favor of purchasing new Mac Minis. Trustee Porter is interested in asking the Foundation to purchase software. They are still in the process of creating a proposal.
- Trustee Smith said she would take the signed minutes from August 15, 2022 to the banks so that Director Schmidt Mickunas can be added as a signer.

## **NEW BUSINESS**

- Director Schmidt Mickunas and the trustees discussed the vacation accrual policy as it applies to part-time employees moving into full-time positions. Trustee Smith would like Director Schmidt Mickunas to discuss the policy with the city because she believes the existing policy addendum regarding longevity addresses the issue. Director Schmidt Mickunas believes the addendum is unclear and needs to be rewritten.
- Trustees discussed the DVD and CD limits, including the lack of a grace period and the higher fines. Trustee Smith would like to revisit fines in general. Trustees decided to add the issue to the agenda for October.
- Director Schmidt Mickunas discussed his desire to revise the policy for reserving the meeting room, as he feels it is underutilized. Trustees discussed the pros and cons of making the room available to groups on a regular, ongoing basis. Trustee Broz discussed that there were two different aspects to the policy: fees and scheduling.
- Trustee Smith reminded Director Schmidt Mickunas and the board that if there are any revisions to be made to policies, the topic needs to be added to the agenda ahead of time. The meeting room policy will be added to October's agenda.

## **ADJOURNMENT**

Trustee Broz moved to adjourn. Meeting adjourned. 7:49 pm.

Respectfully submitted,

Sharon Flinspach  
Secretary