



Minutes of Library Board Meeting
July 18, 2022

CALL TO ORDER

Vice President Joe Stever called the meeting to order at 5:15 pm.

Trustees present: Sharon Flinspach , Sam Garchik, Joneane Parker, Sherri Smith, Joe Stever, Kate Van Pelt

Trustees absent: Kimberly Broz, Michael Porter, Brandon Nelson

Also present: Director Alec Mickunas, Stephanie Temple

PUBLIC ADDRESS – none

APPROVAL OF MINUTES

Trustee Flinspach moved to approve the minutes from June 20, 2022, Trustee Van Pelt seconded the motion. The motion carried unanimously.

APPROVAL OF BILLS

Trustees discussed July bills, including the decision to pay the landscaping bill out of the Book Sale Fund and that Interim Director Arri’s term ended July 1 but that she would get one more payment.

Trustee Smith moved to approve the July bills, Trustee Flinspach 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
	Iowa Communications		
6373	Network	Telecommunications - 6/1/2022 - 6/30/2022	17.80
6373	LISCO	Telecommunications 1/1/2022 - 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	442.54

Total for Booksale Fund \$ 6,509.42

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

COMMUNICATIONS - none

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

- Director Mickunas discussed making a transition from the Transparent Languages electronic resource to Mango Languages. Over the course of the next three month Director Mickunas 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.
- Community has been happy with the landscaping improvement.
- Trustee Stever noted the need to have some things refreshed in the library and encouraged that the improvements be identified and a budget made for them.
- Trustees discussed the interlibrary loan process. Trustee Flinspach inquired about the financial process; Director Mickunas stated that he believed there is a reimbursement for this and that Iowa Shares helps with the courier system and return process.
- Director Mickunas shared that participation in programs is not back to pre-pandemic levels. Participation among children below age 5 is extremely low and possible causes could be poverty levels, Covid, and the Maharishi School having a summer camp at the same time.

REPORT OF COMMITTEES

Personnel

Youth Services Position – An updated job description has been shared with administrators at the University of Iowa’s School of Library Science. There has only been one applicant and acceptance of applications closes on July 31, 2022. Trustees discussed the shortage of applicants as well as the selection process and the need for support from the board for Director Mickunas, the possibility of using volunteers, and the current model used in the Youth Services area.

OLD BUSINESS

- Trustees discussed the issue with the email hacking and spam. Director Mickunas let the board know that passwords have been changed and the problem is being addressed and is not threatening.
- Trustee Garchik inquired about the flag pole and the reasoning behind getting a new pole instead of repairing the old pole. At this time, the flag cannot be lowered.

NEW BUSINESS

- Director Mickunas shared that Trustee Garchik has an inquiry into using WorldCat (OCLC) for international loans and shipping costs.

Officer Nominations

Trustees discussed Board roles and made officer nominations.

- Trustee Van Pelt nominated Trustee Smith for President; Trustee Parker seconded the nomination. Trustee Smith accepted the nomination.
- Director Mickunas inquired into Trustee Stever being President; Trustee Stever declined and stated his willingness to accept the nomination for Vice President.
- Trustee Van Pelt nominated Trustee Broz for Treasurer; Trustee Garchik seconded the nomination. Trustee Broz has previously accepted the nomination.
- Trustees Parker and Van Pelt nominated Trustee Flinspach to be Secretary; Trustee Smith seconded the nomination. Trustee Flinspach accepted the nomination of Secretary.
- Trustee Parker moved that the slate of officer nominations be accepted. Trustee Van Pelt seconded the motion. The motion carried unanimously.

Concerns with Collection

- Trustee Parker spoke about the concern of pro-life books being in the book sale and the need for balance and equality of the topic. Director Mickunas responded that books are removed from the collection due to a lack of circulation as well as age. Trustee Garchik confirmed that the circulation statistics determine whether or not a book is pulled.
- Trustess discussed prevention of bias within the library, including the topic of LGBTQIA.
- Trustee Parker inquired about additions that can be discussed in the next meeting.

ADJOURNMENT

Trustee Smith moved to adjourn. Trustee Van Pelt seconded the motion. Meeting adjourned. 6:23 pm.

Respectfully submitted,

Sherri Smith
Secretary