



Minutes of Library Board Meeting
May 16, 2022

CALL TO ORDER

President Kimberly Broz called the meeting to order at 5:18 pm.

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

Trustees absent: Joe Stevers

Also present: Interim Director Kathy Arri, YS Librarian Alec Mickunas, Lauryn Shapter, Guests Paula Armstrong (Fairfield Beautification Committee), David Thebodo (neighbor and former volunteer with Friends of the Library)

PUBLIC ADDRESS

1) Paula Armstrong of the Fairfield Beautification Commission said that in the past she has organized volunteer workdays at the library, but she believes the work is beyond the scope of what volunteers can do. The Commission encourages the library to include landscaping in the budget as part of building maintenance. Paula toured the building with Jim Shaw, an experienced local landscaper, and has recommendations for suggested improvements. The Commission believes the library can be a showcase for the city. Paula estimated a one-time cleanup might cost \$800. She will help look into options for further work on the library's grounds.

2) David Thebodo expressed his continuing support for the library. He is a member of the local Masons that have helped in the past with events like "When the Lights Go Out". He offered their help in the future, for example, donating prizes for the Summer Reading Program, and commended the library for programs beyond just checking out books.

APPROVAL OF MINUTES

Trustee Broz pointed out that the April minutes incorrectly stated Trustee Broz moved to adjourn but it should have been Trustee Van Pelt. The minutes of the April 18, 2022 would stand as corrected.

APPROVAL OF BILLS

Trustee Garchik requested that the name on the Morrisey Law Office be removed from the May Bills. Trustee Flinspach moved to approve the bills with that change, Trustee Porter seconded the motion. The motion carried unanimously.

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BILLS TO BE APPROVED

General Fund

6499	Access Systems	Monthly Contract for IT Support - May 2022	1,517.25
6310	All American Pest Control	General pest control/3XYR	75.00
6371	Alliant Energy	Gas Expense (last year: \$462.31)	405.16
6371	Alliant Energy	Electricity (Last year: 247.79)	480.99
6499	Arri, Kathy	Interim Director, April 15 - May 15, 2022	3,000.00
6499	Bailey Office Outfitters	Monthly Lease/maint. fee for 3 Sharp Copiers - May (Invoice 104982)	288.02
6502	Baker & Taylor - Adult Books	Adult Books	1,300.21
6502	Baker & Taylor - Auto Yours	Popular Authors	227.32
6502	Blackstone Audio	Audio Books	228.75
6507	Envisionware	RFID tags	5,000.00
6310	GrassHoppers	Spring fertilizer & crabgrass control	82.00
6373	Iowa Communications Network	Telecommunications - 4/1/2022 - 4/30/2022	17.80
6373	LISCO	Telecommunications - 5/1/2022 - 6/1/2022	42.86
6240	Mickunas, Alecs	Mileage reimbursement for Pop YS conference	169.63
6508	Morrissey Law Offices	Priority Mailing Documents	8.95
6373	NATEL	Telecommunications - 5/1/2022 - 6/1/2022	142.77
6508	Postmaster	Roll of 100 stamps	58.00
6506	Quill	Copy paper (3 cartons)	108.96
6310	TL Cleaning, LLC	Monthly Cleaning Contract, fuel reimbursement	1,813.28
6502	VISA	Library Materials	649.28
6508	VISA	Postage and Shipping	9.95
Total for General Fund			<u>\$ 15,626.18</u>

Booksale Fund

	Eulenspiegel Puppet Theatre Co.	Summer Reading Program - puppet show	411.00
	Rios, Jesus	Summer Reading Program - magic show	200.00
	T.O.'s Mobile Music	Summer Reading Program - castle	180.00
	VISA	Button maker, misc supplies, lawn sign for SRP	663.34
Total for Booksale Fund			<u>\$ 1,454.34</u>

Memorial Fund

	Baker & Taylor - Adult Enter	Adult DVD	27.98
	Baker & Taylor - Children's Books	Children's Books	521.99
	Blackstone Audio	Audio Books	351.07
	Center Point	Large Print	47.94
	Motion Picture Licensing Corp.	MPLC umbrella movie license 7/1/21 - 7/1/22	138.88
Total for Memorial Fund			<u>\$ 1,087.86</u>

FPL Foundation

	Baker & Taylor - Mand Core	Adult Books	9.60
	Baker & Taylor - Mand Worn YS	Children's Books	20.06
	FPL - General Fund	Library Materials (Visa 7070)	43.79
	FPL - Memorial Fund	Second disbursement of \$40,000 of 11/21 grant	10,000.00
Total for FPL Foundation			<u>\$ 10,073.45</u>

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

- Trustee Flinspach asked about the status of the non-fiction weeding program; Kathy Arri estimated that 25% still needs to be weeded .
- Trustee Flinspach asked what the Director's Shelf was. It was explained that unique historical items are kept in the director's office but are available for the public to use in the library upon request.
- Interim Director Arri reported that usage as shown in the Quarterly Usage Report was up in most categories. Changes in statistics for Adult Programs and attendance were still impacted by Covid-19 during much of this fiscal year. Trustee Garchik questioned why we were not yet having Friday night movies. Interim Director Arri agreed to we resume the movies as soon as staff is available, as well as programs such as How-to Tuesdays.

REPORT OF THE YOUTH SERVICES DIRECTOR

YS Director Mickunas discussed this year's Summer Reading Program.

- Kickoff Day is 6/4, and registration has already been opened up to families.
- All events will be on the calendar by the end of the day 5/17/2022.
- Outreach events are planned at all area schools. Trustee Garchik pointed out an upcoming event Tuesday 5/24 at the High School.
- We have raised \$3,975 so far for the reading program.
- The theme is related to summer camp, so there will be science and camp-themed events, including a tinkering workshop and an art camp with two local artists. The calendar is nearly finalized.
- YS Director Mickunas recognized staff members Lauryn Shapter and Joy Craig for their help and Interim Director Arri for her encouragement.
- Trustee Broz recognized the success of the Dungeons & Dragons event on Saturdays.

REPORT OF COMMITTEES

Finance Committee Report:

Trustees Stevers and Van Pelt met to review the remainder of the budget; payroll is the only thing we may have to shift, possibly from other areas; they plan to meet more frequently. Trustee Broz pointed out that we need to be able to explain to the city why we have money that will be rolled over.

Trustees discussed budget and state law, including the State Library of Iowa Continuing Education's video on Budget and Finance; Trustee Broz brought up the importance of watching the video.

- Trustee Porter pointed out that any money that comes in belongs to the city, not the library, but if it's earmarked for a particular project, the city has agreed to carry it forward, otherwise it gets folded back into the city's general fund.
- Trustee Broz pointed out that in the past the budget has largely been what the library wants from the General Fund and why, and that the Iowa State Bank account is considered a "special revenue fund" that the city allowed the library to set up in the 1960s. This fund should be managed by the city but it is currently managed by the library; the trustees should not be signing checks on the ISB

- account, as per budget law. The new director will need to work out a transition plan for how money is handled.
- Trustee Broz also pointed out that the budget should be decided on as early as October and that once it is approved it can only be amended by the City Council.
 - The city knows that the proceeds from the sale of the rental house will be used to purchase a self-checkout system for the library.
 - The next audit will be not be done by a state auditor, as they are prioritizing larger cities because of federal grant money.
 - Trustee Porter wants to contact donors to rewrite checks to the FPL Foundation, but there was concern that the donation would not be re-written.

Turstee Smith made a motion to wait until we have a new director to make any changes; Trustee Garchik seconded the motion. The motion carried unanimously.

Personnel

Director Search Update:

- The application deadline closed on 5/15. The search committee is made up of Trustees Flinspach, Garchik and Parker, who are meeting on Wednesday 5/18 to narrow candidates to their top three. Interviews will be scheduled for June 1st, 2nd, and 3rd. Trustees Broz, Porter and Smith would like to be involved and the committee wants to include at least two staff members in the interview process.
- Trustee Flinspach requested board members to come up with situations for candidates and to email ideas to her within the next 10 days.
- YS Librarian Mickunas shared some ideas for improving the job description to attract more candidates.

OLD BUSINESS

Trustee Broz has met with Trustee Van Pelt, Interim Director Arri, YS Librarian Mickunas and Administrative Assistant Lauryn Shapter regarding the end of fiscal year review.

NEW BUSINESS

Trustee Parker asked when we would begin accepting book donations again; Interim Director Arri will speak to staff who process book donations and resume as soon as possible.

ADJOURNMENT

Trustee Van Pelt moved to adjourn. Trustee Parker seconded the motion. Meeting adjourned. 6:54 pm

Respectfully submitted,

Sherri Smith
Secretary

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