



Minutes of Library Board Meeting
December 9, 2024

CALL TO ORDER

President Joneane Parker called the meeting to order at 5:15 pm

Trustees present: Wayne Ades, Rachel Brown, Brenda Diers, Sharon Flinspach, Ann Gookin, Joneane Parker, Sherri Smith and David Thebodo.

Trustees absent: Sam Garchik

Also present: Director Alecs Schmidt Mickunas and Karen Blakley

PUBLIC ADDRESS - None

CALL FOR ADDITIONS TO THE AGENDA - None

APPROVAL OF MINUTES FOR NOVEMBER

Trustee Thebodo moved to approve the November minutes as presented. Trustee Diers seconded the motion. The motion passed unanimously.

TREASURER'S REPORT -

Trustee Smith reviewed the revenues and expenditures statements and noted the director will reinvest the cd maturing in December.

Trustee Gookin moved to accept the Treasurer's Report. Trustee Brown seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS FOR DECEMBER

Trustee Smith moved to approve the bills for December. Trustee Flinspach seconded the motion. The motion passed unanimously.

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6371	Alliant Energy	Electricity Expense (last year \$625.85)	62.60
6371	Alliant Energy	Gas Expense (last year \$475.74)	244.06
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
6310	Continental Fire Sprinkler	Repair and replace sprinkler deficiencies, rebuild and test backflow	1,920.66
6220	MidWestOne Bank	Net Nanny subscription	54.99
6499	MidWestOne Bank	Open AI, Zoom subscriptions	22.00
6506	MidWestOne Bank	Cables, Easel pads, Giant check, Pens, Paper	246.24
6508	MidWestOne Bank	Monthly Postage Fee	9.95
6506	Quill	Copy paper	143.72
6506	Quill	Copy paper	124.47
6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
		Total for General Fund	4,775.75
B	Fairfield Public Library - General Fund	Programming 7739	350.09
B	Fairfield Public Library - General Fund	Programming - Sara	89.03
B	HyVee	Programming supplies	59.17
		Total for Book Sale Fund	498.29
F	Baker & Taylor - Mandarin Core	Adult books	9.60
F	Fairfield Public Library - General Fund	Library Materials 7739	138.44
F	Fairfield Public Library - Memorial Fund	Grant from Foundation for Baby Changing Station & liners, Child Safety Seat	1,123.57
F	Fairfield Public Library - Memorial Fund	Grant from Foundation for replacement of two televisions	1,049.97
		Total for Foundation Fund	2,321.58
M	Baker & Taylor - Adult Books	Adult Books	985.78
M	Baker & Taylor - Adult Entertainment	Adult DVDs	13.99
M	Baker & Taylor - Automatically Yours	Popular Authors	264.99
M	Baker & Taylor - Children's Books	Children's Books	274.70
M	Center Point	Large print	50.34
M	Fairfield Public Library - General Fund	Library Materials 7739	1,594.47
M	InfoUSA Marketing	Fairfield Directory 2024	210.00
M	Library Journal	Subscription - annual	157.99
M	School Library Journal	Subscription - annual	136.99
M	Tech Soup	5 Hotspots for Mobile Beacon 4G Internet Service	90.00
M	The Campbell Logan Bindery	Book Repairs	425.00
M	The Library Corporation	Scanner and stand	1,374.00
M	Wanderer's Haul	Library Materials	15.00
M	WEBstaurant Store LLC	Baby Changing Station, Child Seat, Table Liners	1,123.57
		Total for Memorial Fund	6,716.82
C	MSRDesign	Professional Services thru 11/30/24 - Library Assessment	9,985.00
		Total for Capital Fund	9,985.00

COMMUNICATIONS

- a. Book Challenge Submission – A community member has submitted a Request for Consideration Form after listening to a book on cd, asking that the item be destroyed. Director Schmidt Mickunas will meet with the patron and explain the library's policy.

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

Director Schmidt Mickunas shared that the City Streets Department cleaned the Library's gutters and flushed the downspouts. Trustee Thebodo mentioned that the gutters should be resealed. The Director suggested the Building Committee discuss and make a decision to reseal or wait and replace. Trustee Parker asked about product control in the new dispensers installed in the restroom. Trustee Parker also asked about progress on the skylight project. Trustee Ades suggested a game area for patrons to play video games. Director Schmidt Mickunas will follow up with Youth Services Librarian.

Continued Education – State Library New Board Member Video Series Part 5: Planning for the Future - Video was viewed.**REPORTS OF COMMITTEE –**

- a. Report of Personnel Committee-Trustee Parker reported the committee is waiting for evaluations from trustees. Trustee Parker stated the Director is working to balance the staff workload, possibly adding more fulltime staff to the front desk and supporting the part time staff.
- b. Report of Building & Grounds Committee –Director Schmidt Mickunas mentioned a valve on the heating/cooling system is making noise. He has reached out to Johnson Controls. Trustee Ades expressed concern about a possible ice hazard in front of the main entrance. Trustee Thebodo asked if the architects might have a vendor for the skylight project.
- c. Report of Finance Committee –Trustee Smith discussed the budget and the need to keep major events of the Building and Grounds Committee to a minimum as we work with MRS Designs.

UNFINISHED BUSINESS –

- a. Appointment of New FPL Trustee to Foundation – Trustee Parker asked if Trustee Ades was still willing to be the Library's representative. Trustee Ades asked for clarification on duties and details of the Foundation and its trustees. Trustee Parker appointed Trustee Ades as the new FPL Trustee to the Foundation.
- b. Privacy & Confidentiality Policy – Director Schmidt Mickunas shared that trustees had an updated version with the final paragraph having been removed as being redundant. Trustee Thebodo asked for examples of third party providers and what information they would have access to. Director Schmidt Mickunas provided examples and stated their access is limited to checkout history, stating he feels all are trustworthy. Trustee Brown asked if information collected was to provide recommendations for patrons or data for the library. Director Schmidt Mickunas confirmed information was used for both purposes. Trustee Brown moved to accept the Privacy & Confidentiality Policy as presented. Trustee Smith seconded the motion. The motion carried unanimously.
- c. Photography in the Library Policy – Director Schmidt Mickunas shared the policy is based closely on Iowa City Public Library's policy and has been reviewed by the City Attorney with no objections noted. Trustee Brown asked if this policy was being presented as a proactive measure or as a result of complaints. Director Schmidt Mickunas explained there has always been a question about needing a

consent from children attending programs and this policy would allow staff more freedom to promote activities and events at the library. Trustee Ades cautioned there are people suing public entities if they are not allowed to photograph while in their buildings.

Trustee Ades moved to approve the Photography in the Library Policy. Trustee Diers seconded the motion. The motion carried unanimously.

- d. Breastfeeding in the Library – Trustee Ades asked about the staff's ability to correct disruptive behavior. Trustee Smith asked if this would be part of the Library Use Policy. Trustees Smith and Parker agreed a policy needs to be in place to give staff and director support. Trustee Parker asked if we wanted to check with other libraries about their policies. Director Schmidt Mickunas will continue to research and draft something for next month.

NEW BUSINESS

- a. FY26 Budget Draft Update – Director Schmidt Mickunas shared there are two main areas for potential change, salaries and purchase of library materials. With the planned financial transition to the City, the Library's budget will need to be adjusted. Trustee Ades asked if we needed to wait to hear back from City Hall in response to questions posed. Trustee Parker expressed concern about having the numbers needed to approve the budget. Director Schmidt Mickunas suggested approving the budget while allowing Trustee Smith as Treasurer to make possible changes as the board's representative.

Trustee Thebodo approved the FY 26 Budget Draft Update approving raw figures, ignoring percentages, and giving the Financial Committee latitude to make adjustments for the board. Trustee Diers seconded the motion. The motion carried unanimously.

- b. Strategic Plan 2023-27 Review - Tabled.
- c. How to Build Community Sign – Director Schmidt Mickunas shared that HyVee has agreed to fund the Library's sign, which would be placed on the front of the building.

Trustee Ades moved to approve, pending HyVee's funding. Trustee Thebodo seconded the motion. The motion carried unanimously.

- d. Date for January meeting – Date for January's meeting was set for Thursday, January 23rd due to the holiday on the regular meeting date.

ADJOURNMENT

The meeting was adjourned at 7:15 with a motion by Trustee Smith.

Respectfully submitted,

Sharon Flinspach
Secretary