



Minutes of Library Board Meeting
October 17, 2022

CALL TO ORDER

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

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

Trustees absent: Sam Garchik

Also present: Director Alecs Schmidt Mickunas, Lauryn Shapter

PUBLIC ADDRESS – none

CALL FOR ADDITIONS TO THE AGENDA – none

APPROVAL OF MINUTES

Trustee Smith stated that as there were no changes to the minutes, the September 17, 2022 minutes would stand as written.

TREASURER'S REPORT

- Trustee Broz shared that the library is 25% of the way through the fiscal year and expenditures are at about 25%. Payouts in the summer caused personnel spending to go up, but Trustee Broz explained spending in that area should come down.
- Director Schmidt Mickunas requested clarification on what the city pays for and what the Memorial/Booksale Account (ISB) can be used for. Trustee Broz explained that the ISB account belongs to the city but is not necessarily considered in making the budget. Trustee Broz explained that the library does have a buffer in the ISB account, but the city is aware of some of the uncommon things that we have paid for.
- Trustee Porter addressed the idea that in some cities the library's foundation pays for all of the library materials; he encouraged having our foundation do the same thing so that there is more money from the city to pay for increased wages.

APPROVAL OF BILLS

- Trustee Stever moved to approve the October bills; Trustee Porter seconded the motion. The motion carried unanimously.

October 17, 2022				
General Fund				
	6499	Access Systems	Monthly contract for IT support - October 2022	1,543.05
	6371	Alliant Energy	Gas Expense (last year: \$224.62)	313.52
	6371	Alliant Energy	Electricity Expense (last year: \$1,042.19)	1,301.71
	6499	Bailey Office Outfitters	Monthly Lease/Maintenance for 3 Sharp Copiers - October	288.02
	6310	Brockway	Repair of AC after power outage	760.34
	6506	Demco	Non-Glare Label Protectors	90.16
	6310	GrassHoppers	Early fall fertilizer & broadleaf control	82.00
	6373	Iowa Communications Network	Telecommunications - 9-1-2022 -9/30/2022	17.80
	6373	LISCO	Telecommunications - 10/1/2022 - 11/1/2022	42.86
	6508	MidWestOne Bank	Postage & Shipping (Endicia)	9.95
	6373	NATEL	Telecommunications - 10/1/2022- 11/1/2022	143.01
	6502	OverDrive, Inc.	FY 2022-23 BRIDGES E-Book Subscription Content Fee	2,277.36
	6310	Plumbco LLC	Unclog drain, repair leak, hot water issue, repair toilets	779.84
	6506	Quill	Copy paper	125.97
	6310	TL Cleaning, LLC	Monthly Cleaning Contract	1,800.00
			Total for General Fund	\$9,575.59
Booksale Fund				
		FPL - General Fund	September sign up/130th Anniversary Celebration (Visa 625	82.00
		WMPF Group, LLC	Advertising for Book Sale (Fairfield Ledger)	137.85
			Total for Booksale Fund	\$219.85
Memorial Fund				
		Baker & Taylor - Adult Acct	Adult books	1,117.03
		Baker & Taylor - Adult Ent.	Adult DVD and BluRay	160.17
		Baker & Taylor - Auto Yours	Popular authors	452.68
		Baker & Taylor - Children's Acct	Children's books	73.31
		Blackstone Audio	Audio Books	279.96
		Center Point	Large Print	49.14
		FPL - General Fund	Library Materials (Visa 6259)	31.16
		Junior Library Guild	Library Journal Subscription	63.99
		LinkedIn Corporation	Renewal of LinkedIn Learning database - 9/30/22 - 9/29/23	2,500.00
		Mayo Clinic Health Letter	Subscription renewal 2023	24.00
		Time USA LLC	Subscription renewal 2023-24	25.00
			Total for Memorial Fund	\$4,776.44

NEW BUSINESS

- Replacement of Trustee Porter – Trustee Porter recommended nominating David Thebodo, as he has been an active volunteer, has done many things over the years, and has also helped raise money for the library. Trustee Porter spoke to him and he is willing to join the board. Trustee Flinspach relayed that Trustee Garchik recommended nominating David Thebodo as well. Two other names were suggested.
- Trustee Nelson moved to nominate David Thebodo and Trustee Broz seconded the motion. The motion carried unanimously. Trustee Porter will speak to David Thebodo and Trustee Smith will contact the Mayor.

COMMUNICATIONS

- Book Sale Promotional email – Director Schmidt Mickunas explained that a promotional email was inadvertently sent out without blind cc'ing the recipients. Director Schmidt Mickunas and Trustee Smith received calls and emails regarding the error. Director Schmidt Mickunas spoke to State Library Consultant Becky Heil and State Law Librarian Mandy Easter, both of whom reassured him that there was no concern regarding the legality of the error. Director Schmidt Mickunas will be looking into using a mail service like MailChimp or MailerLite where patrons need to opt in and will have the option to unsubscribe.

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

- Director Schmidt Mickunas shared that there was a lot to celebrate, including that the book sale was an enormous success and brought in potential future Friends of the Library, and that the open positions are being filled and two employees will be assisting the director with the selection of new books.
- Director Schmidt Mickunas discussed his meeting with Johnson Controls. Trustees discussed the benefits and possibility of using a local service provider, as Johnson Controls typically services much larger institutions. Trustee Broz recommended touching base with City Engineer Melanie Carlson, as she might have a greater understanding of the situation.
- Director Schmidt Mickunas shared his experience at the Annual Iowa Libraries Association Conference and recommends one or two board members attend next year. He shared his vision to make policy changes, particularly regarding access, and that changes can be made incrementally. Trustee Parker suggested making it goal for the board and the director to target a different policy each month. Trustee Smith recommended having a reference for any major policy change.
- Trustee Flinspach requested an explanation on the suggested decrease in the number of self-checkout stations planned. Director Schmidt Mickunas explained that there are rarely lines and that multiple books can be checked out simultaneously and instantaneously, so he does not see a need for more RFID checkout stations. He will be making a proposal at November's board meeting.
- Office Coordinator Shapter gave clarification on the Iowa Communications Network monthly invoice. The invoice is for long distance access for 7 landline numbers that do not seem to be active, plus a secondary domain. According to the rep at ICN, we most likely do not need to continue paying for the landline PIC fees. Office Coordinator Shapter is waiting for a return email regarding the secondary domain.
- Trustee Nelson requested clarification for Access Systems account. Trustees discussed the possibility of using local tech support and Trustee Broz recommended bringing up any possible changes prior to the finalization of Access Systems' contract with the City.

REPORT OF COMMITTEES

Trustee Smith relayed that the budget forms from the City will not be available until November.

Personnel – Trustee Parker reported that with the wage increases and reorganization in place, the personnel committee is prepared to move forward with the budget for 2023-24. Trustee Parker asked about employees moving from part-time to full-time and their concerns surrounding vacation accrual. Director Schmidt Mickunas has emailed existing policy addendums to the city administrator but has not heard back from him yet. Director Schmidt Mickunas will bring a draft of a policy to discuss with the board next month

Building – no report

Finance – no report

OLD BUSINESS

- Apple computers progress report – Director Schmidt Mickunas is recommending the library purchase an iMac with the M1 chip and 16 GB RAM for Adobe Creative Suite, and two other iMacs for general use. Director Schmidt Mickunas also recommended that we buy a new flatbed scanner, as well as an external hard drive for staff use on the Adobe work station. He will have a quote before the next board meeting.
- RFID progress report – Director Schmidt Mickunas will need to continue doing research before he chooses a vendor. He thinks the conversion can be completed in 2-3 months.
- CD and DVD check-out limit policy – Director Schmidt Mickunas recommended that the discussion be tabled until the trustees begin revising library policies.

CLOSED SESSION – Trustee Nelson moved to go into closed session. Trustee Stever seconded the motion. The motion carried unanimously.

The meeting went into closed session at 6:45 p.m.

The meeting came out of closed session at 7:23 p.m.

Trustee Stever made the following motion: *I move to proceed as discussed in the closed session.* Trustee Van Pelt seconded the motion. The motion was carried unanimously.

ADJOURNMENT

Trustee Stever moved to adjourn. Meeting adjourned at 7:25 pm.

Respectfully submitted,

Sharon Flinspach
Secretary