



Minutes of Library Board Meeting
November 21, 2022

CALL TO ORDER

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

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

Trustees absent: Michael Porter, Joe Stever

Also present: Director Alecs Schmidt Mickunas, Lauryn Shapter, Sara Martindale, Jessica Garchik, Nancy Mihlon

PUBLIC ADDRESS –

- Jessica Garchik, librarian at Fairfield Public High School, asked the board to consider waiving fines. She stated that fines are a barrier to access to information, particularly for low income patrons, and that fines have the potential to create difficult relationships between patrons and library employees. Ms. Garchik also asserted that the job of the library was to facilitate lifelong learning, not teach personal responsibility. She shared alternatives to fines, such as offering waivers to patrons who give feedback regarding the library or offering an amnesty period at certain times of the year.
- Nancy Mihlon, who recently became a Fairfield resident, also advocated for waiving fines. Members of Ms. Mihlon's family have a disability which makes it difficult to return library materials by their due date. Ms. Mihlon requested that the board work to change the relationship between the library and the community by eliminating fines.

CALL FOR ADDITIONS TO THE AGENDA – none

APPROVAL OF MINUTES

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

TREASURER'S REPORT

Trustee Broz shared the following:

- As of the October statement of funds, the Iowa State Bank account had approximately 43K in it.
- As of the end of October, the library is a little less than 1/3 of the way through our budget but 1/3 of the way through the fiscal year.
- The Direct State Aid from State Library of Iowa had not yet arrived and requested that someone look into when we can expect it.

APPROVAL OF BILLS

- Trustee Flinspach moved to approve the November bills; Trustee Nelson seconded the motion. The motion carried unanimously.

November 21, 2022				
General Fund				
6499	Access Systems	Monthly contract for IT support - November 2022	1,543.05	
6310	All American Pest Control	General Pest Control/3XYR	75.00	
6371	Alliant Energy	Gas Expense (last year: \$142.53)	239.97	
6371	Alliant Energy	Electricity Expense (last year: \$1036.66)	408.04	
6499	Arri, Kathy	Contractual support for weeding project	701.25	
6499	Bailey Office Outfitters	Monthly Lease/Maintenance for 3 Sharp Copiers - Nov	288.02	
6310	Brockway	Repair of heating unit, Replace Motor on AHU #2	3,816.20	
6373	Iowa Communications Network	Telecommunications 10/1/2022 - 10/31/2022	17.80	
6310	Johnson Controls, Inc	Repair system issues	752.50	
6373	LISCO	Telecommunications - 11/1/2022 - 12/1/2022	43.06	
6240	MidWestOne Bank (VISA)	Iowa Library Association Annual Conference	354.15	
6506	MidWestOne Bank (VISA)	Belkin adaptor, tissues, gold stars, index card holder	103.48	
6508	MidWestOne Bank (VISA)	Postage and shipping (Endicia)	19.95	
6373	NATEL	Telecommunications - 11/1/2022- 12/1/2022	142.64	
6310	TL Cleaning, LLC	Monthly Cleaning Contract	1,800.00	
Total for General Fund			\$10,305.11	
Booksale Fund				
B	Baker & Taylor - Adult Books	DEI Book club selection	62.58	
B	FPL - General Fund	Supplies for Monster Movie, Halloween Story Time, Day of the Dead (Visa 6259)	188.00	
B	Janus Films	Screening of Babette's Feast	100.00	
Total for Booksale Fund			\$350.58	
Memorial Fund				
M	Baker & Taylor - Adult Books	Adult books	498.18	
M	Baker & Taylor - Adult Entertainment	Adult DVDs/BluRays	308.12	
M	Baker & Taylor - Auto Yours	Popular Authors	300.24	
M	Baker & Taylor - Youth Books	Children's Books	40.01	
M	Blackstone Audio	Audio Books	462.28	
M	EBSCO	Annual magazine subscriptions renewal	5,108.54	
M	FPL - General Fund	Library Materials (Visa 6259)	1,041.96	
M	InfoGroup	Polk City Directory - Fairfield Area, IA	212.40	
M	Iowa Poetry Association	Lyrical Iowa 2022	12.75	
M	Poetry Foundation	New Subscription - one year	20.00	
Total for General Fund			\$8,004.48	
FPL Foundation				
F	Baker & Taylor - Mandarino Award	Adult books	72.06	
F	Baker & Taylor - Mandarino Core	Adult books	15.20	
F	FPL - Memorial Fund	4th Disbursement of 11/21 \$40K grant for library materials	10,000.00	
F	TD&T Financial Group, P.C.	Tax Preparation for Year Ending Dec. 31, 2021	2,295.00	
Total for General Fund			\$12,382.26	

COMMUNICATIONS

- Trustee Smith brought up the change in date for the December board meeting, due to the lack of a second City Council meeting in December. Trustees discussed options for a different date, as there would not be enough trustees for a quorum on December 5th. Trustees decided to schedule the December board meeting for December 7th at 5:15 pm.
- Trustee Smith discussed the November 30th email from the State Library email regarding a webinar on library policy provided through the Iowa Learns website. All trustees were encouraged to attend the webinar.

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

- Trustees discussed the quotes for the HVAC system. Director Schmidt Mickunas shared the recommendations from Brockway. Woodman Controls was most recommended by Brockway, as well as ENTEC. Director Schmidt Mickunas spoke with a representative from ENTEC. Director Schmidt Mickunas is also working with city engineer Melanie Carlson.
- Trustee Flinspach inquired about whether the city would be paying for the upgrade to LED lighting. Trustee Broz said that switching to LED lighting would require clarity from the City as to how it would be funded. Trustee Broz also raised the possibility of funding the LED lighting with money left over after the purchase of the self-checkout system.
- Director Schmidt Mickunas discussed new information regarding the cost of the self-checkout system, specifically in regards to recurring service contracts, and that he would like to have the proposal postponed until he had more information.
- Sara Martindale, the new youth services librarian, introduced herself and shared her background, including her volunteer library work. Ms. Martindale shared what she is doing with story time events and how she is publicizing them, and about book selection. She has been making it a point to get out in the community, reaching out to the schools, as well as the homeschool and St. Mary's preschool. Ms. Martindale discussed the upcoming Winter Reading Program, which will involve working with Joy Craig to provide a reading program for adults.

REPORT OF COMMITTEES

Director Schmidt Mickunas received budget materials from the City and the City just wants to know the total amount we will be spending.

Director Schmidt Mickunas reported that the draft of the budget will be due on the 13th and then he will meet with the city administrator Aaron Kooiker and city clerk Rebekah Loper to go over the draft. The City Council will approve the budgets in early March; therefore, the budget for the library can be approved at the January library board meeting. Trustee Broz recommended that the draft be as close to final as possible at that time. She would like committees to meet as soon as possible so that there is clarity for the finance committee.

OLD BUSINESS

- FPL Foundation Request Proposal for Apple Computers – Director Schmidt Mickunas received a quote from SHI who specializes in selling computers to government, non-profits, and educational institutions. Director Schmidt Mickunas made his recommendation for the purchase of the Apple Studio computer, a 27-inch monitor with 4K resolution, a subscription to Adobe Creative suite, and two additional iMacs with the M1 chip. He stated that we could track usage and adjust accordingly at the end of the Adobe subscription. Director Schmidt Mickunas would like the AV room converted to an FPL studio space, where the Apple Studio would be kept.

- Trustee Parker moved to request funds from the FPL Foundation for the Apple computers and Adobe Create Suite; Trustee Broz seconded the motion. The motion carried unanimously.
- Update on Library Board Member Replacement – David Thebodo will officially be a trustee of the board as of the January 20, 2023 meeting. Trustee Smith requested a new board member packet for David prior to the January meeting.

NEW BUSINESS

- Fine-free policy adoption proposal – Director Schmidt Mickunas discussed his proposal for removing fines. Accounts would only be blocked after an item had been marked lost; thus, the loan policies will be simplified, in that the lost policy is double the loan policy for that particular type of material. The new policy would send accounts to collections and/or patrons would be sent a certified letter after 120 days. Once an account reaches \$10 in lost materials, the account would be blocked. Current fines will be forgiven.
 - Trustee Parker moved that we adopt a fine-free culture and approve the two policies submitted after they have been modified, effective January 1, 2023; Trustee Broz seconded the motion. The motion carried unanimously.
 - Director Schmidt Mickunas will follow up with the city administrator to make sure it is on the City Council Agenda.
- Trustees discussed the ALA Budgeting and Finance Course enrollment for Director Schmidt Mickunas and determined there was no need for board approval and payment of the course would be covered under budget line 6240.
- Trustees discussed reinstating the cell phone partial reimbursement for Director Schmidt Mickunas.
 - Trustee Broz moved that the cell phone reimbursement of \$50 a month be reinstated for the director; Trustee Van Pelt seconded the motion. The motion carried unanimously.
 - Trustee Smith requested that Lauryn Shapter check in with City Hall about how to proceed with the reinstatement of the cell phone benefit.
- Director Mickunas thanked Lauryn for her role as office coordinator. She will become the Front Desk Manager.

ADJOURNMENT

Trustee Van Pelt moved to adjourn. Meeting adjourned. 7:07 pm.

Respectfully submitted,

Sharon Flinspach
Secretary