



Minutes of Library Board Meeting  
December 7, 2022

**CALL TO ORDER**

President Sherri Smith called the meeting to order at 5:18 pm

**Trustees present:** Kimberly Broz, Sam Garchik, Brandon Nelson, Joneane Parker, Sherri Smith

**Trustees absent:** Sharon Flinspach, Michael Porter, Joe Stever, Kate Van Pelt

**Also present:** Director Alecs Schmidt Mickunas, David Thebodo (future trustee)

**PUBLIC ADDRESS** – No public addresses.

**CALL FOR ADDITIONS TO THE AGENDA** – No additions to the Agenda

**APPROVAL OF MINUTES**

Trustee Smith stated that as there were no changes to the minutes, the November 21, 2022 minutes would stand as written. Trustee Broz moved to approve the minutes; Trustee Parker seconded the motion. The motion carried unanimously.

**TREASURER'S REPORT**

Treasurer Broz reported the following:

- The library has around \$40,000 dollars in our ISB account.
- The library has received a check from the state for Direct State Aid.
- The library has completed 41% of our year, and we are under 40% of our budget spent, so we are in great budget shape.
- Director Schmidt Mickunas said that we have received two more bills from our OPAC vendor, one was for \$6,000 and the second bill was for \$1,300. We have overspent above 80% of our "contractual services" account. Director Mickunas will double check with them before we pay those bills. This fee was for moving our data to the cloud, and enrichment of library records.

**APPROVAL OF BILLS**

Trustee Parker moved to approve the December bills; Trustee Nelson seconded the motion. The motion carried unanimously.

|                                  |      |  |   |                   |
|----------------------------------|------|--|---|-------------------|
| <b>December 7, 2022</b>          |      |  |   |                   |
|                                  |      |  |   |                   |
| <b>General Fund</b>              |      |  |   |                   |
|                                  | 6499 | Access Systems                           | Monthly contract for IT support - December 2022     | 1,543.05          |
|                                  | 6371 | Alliant Energy                           | Electricity Expense (last year: \$869.39)           | 1,057.87          |
|                                  | 6373 | Alliant Energy                           | Gas Expense (last year: \$446.42)                   | 639.27            |
|                                  | 6499 | Bailey Office Outfitters                 | Monthly Lease/Maintenance for 3 Sharp Copiers - Dec | 288.02            |
|                                  | 6220 | Fairfield Area Chamber of Commerce       | Annual membership - 2023                            | 352.00            |
|                                  | 6414 | Frontline Print and Web                  | Business cards - S. Martindale, movie poster        | 67.00             |
|                                  | 6373 | Iowa Communications Network              | Telecommunications 11/1/2022 - 11/30/2022           | 7.72              |
|                                  | 6373 | LISCO                                    | Telecommunications -12/1/2022 - 1/1/2023            | 43.06             |
|                                  | 6508 | MidWestOne Bank                          | Endicia monthly service charge + postage            | 109.95            |
|                                  | 6373 | NATEL                                    | Telecommunications -12/1/2022 - 1/1/2023            | 134.98            |
|                                  | 6310 | TL Cleaning, LLC                         | Monthly Cleaning Contract                           | 1,800.00          |
| <b>Total for General Fund</b>    |      |  |   | <b>\$6,042.92</b> |
|                                  |      |  |   |                   |
| <b>Booksale Fund</b>             |      |  |   |                   |
|                                  | B    | FPL - General Fund                       | Books for DEI book club (Visa 6259)                 | 56.94             |
| <b>Total for Booksale Fund</b>   |      |  |   | <b>\$56.94</b>    |
|                                  |      |  |   |                   |
| <b>Memorial Fund</b>             |      |  |   |                   |
|                                  | M    | Baker & Taylor - Adult Books             | Adult books   | 1,272.15          |
|                                  | M    | Baker & Taylor - Adult Entertainment     | Adult Entertainment                                 | 106.10            |
|                                  | M    | Baker & Taylor - Automatically Yours     | Popular authors                                     | 179.29            |
|                                  | M    | Baker & Taylor - Children's Books        | Children's books                                    | 436.00            |
|                                  | M    | Blackstone Audio                         | Audio Books   | 41.59             |
|                                  | M    | Center Point                             | Large Print   | 49.14             |
|                                  | M    | Fairfield Ledger                         | Subscription Renewal: 12/21/22-12/20/23             | 149.00            |
|                                  | M    | Fairfield Public Library - General Fund  | Library Materials (Visa 6259)                       | 596.61            |
|                                  | M    | Farm & Home Publishers                   | Business listing in Jefferson Co. directory         | 180.00            |
|                                  | M    | Grey House Publishing                    | The Autism Spectrum Handbook & Resource             | 162.00            |
|                                  | M    | Junior Library Guild                     | Easy Reading, Juvenile Graphic Novels               | 698.20            |
| <b>Total for Memorial Fund</b>   |      |  |   | <b>\$3,870.08</b> |
|                                  |      |  |   |                   |
| <b>FPL Foundation</b>            |      |  |   |                   |
|                                  | F    | Baker & Taylor - Mandarin Award          | Adult books   | 18.95             |
|                                  | F    | Fairfield Public Library - Memorial Fund | Grant for purchase of Apple Computers               | 7,905.68          |
|                                  | F    | Fairfield Public Library - Memorial Fund | Grant for purchase of Adobe Creative Suite          | 302.50            |
| <b>Total for Foundation Fund</b> |      |  |   | <b>\$8,227.13</b> |

## COMMUNICATIONS

No communications

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

Director Schmidt Mickunas talked about strategic planning and mentioned that the board should meet over 3 to 5 months. Ideally, the board would meet with community members. Board members would have a single meeting afterwards. Director Schmidt Mickunas talked about a single strategic planning meeting with only board members, and in 2023-2024 there would be a more extensive strategic planning meeting incorporating community stakeholders. He suggested a more extensive strategic planning meeting in January, which would then be submitted to the state in February. The strategic planning group will include Trustees Parker, Broz and Thebodo as well as Director Mickunas.

**OLD BUSINESS**

Director Mickunas did some homework to better understand long term costs and advantages of RFID for the library. He believes that the benefit is not that great at this point. Director Mickunas believes that there are other more pressing needs. After a discussion, the board asked director Mickunas for more information for a later decision.

**NEW BUSINESS**

Director Mickunas presented the budget for this coming year. Due to staff changes, the budget is coming in less than the past year, but the library also has a new salary structure and new positions. The board suggested that Director Mickunas add additional funds to buildings and bring this to the city in future weeks. Secondly, Director Mickunas asked us to support the hiring of an additional part-time front desk person. Trustee Garchik moved to accept the revised budget; Trustee Nelson seconded the motion. The motion carried unanimously.

**ADJOURNMENT**

Trustee Garchik moved to adjourn. Trustee Nelson seconded and the meeting adjourned. 7:13 pm.

Respectfully submitted,

Sam Garchik  
Secretary Pro-Tem