



Minutes of Library Board Meeting
January 16, 2023

CALL TO ORDER

President Sherri Smith called the meeting to order at 5:13 pm

Trustees present: Sharon Flinspach, Sam Garchik, Brandon Nelson, Sherri Smith, David Thebodo, Kate Van Pelt

Trustees absent: Kimberly Broz, Joneane Parker, Joe Stever,

Also present: Director Alecs Schmidt Mickunas, Karen Blakley

PUBLIC ADDRESS – No public addresses.

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

APPROVAL OF MINUTES

Trustee Nelson stated that as there were no changes to the minutes, the December 7, 2022 minutes would stand as written. Trustee Garchik seconded the motion. The motion carried unanimously.

TREASURER'S REPORT

Treasurer was absent from meeting. Revenue & Expense Report to stand as written

APPROVAL OF BILLS

Trustee Thebodo moved to approve the January bills; Trustee Van Pelt seconded the motion. The motion carried unanimously.

(INSERT JANUARY BILLS HERE AFTER MEETING.)

COMMUNICATIONS

Bhavia Wagner and Resources for at-Risk Community Members

Director Schmidt Mickunas met with community member Wagner to discuss concerns for at-risk community members and resources FPL provided or could make available. Director Schmidt Mickunas will report back next month after researching training for staff and posters for placement in public restrooms.

REPORT OF LIBRARIAN

Trustee Flinspach asked which Jefferson County community needed to be added to the community contracts. It was determined that Batavia is part of Jefferson County and should be added to our community contracts.

Trustee Garchik suggested Director Schmidt Mickunas check the SILO site before selecting book to add to the collection as Book Club Sets.

Art Advisory Committee

Director Schmidt Mickunas shared why support of the arts by the library is important and clarified details

concerning the “Art to Go” Collection. Trustee Nelson discussed insurance coverage for newly acquired valuable pieces of art.

OLD BUSINESS

RFID Research Progress Report

Director Schmidt Mickunas has done additional research regarding management software and self-check systems and determined that the library management software we currently use includes a built-in self-check interface. The library would simply need to acquire a computer or tablet, a barcode scanner, and receipt printer in order to set up the station. Because the self-checkout system is incompatible with the current magnetic security strip and EM gate system, Director Schmidt Mickunas recommended a 1-year trial of a new security system that would not utilize the current gate system. The Director also suggested looking into improvements to the security camera system as this would allow for the library to identify theft should it occur. Discussion ensued among board members regarding valuable books and possible loss. Trustee Garchik suggested a complete inventory be done prior to the transition, and mentioned concerns about our “expensive” books.

Trustee Smith discussed FPL’s house account and its lack of interest with the possibility of placing it in a one-year CD. Following a brief discussion, a decision was made to place this on next month’s agenda when Treasurer Broz is present.

MOTION 1

To approve the investigation of TLC’s self-checkout system with stipulation that a complete inventory of holdings be done prior to taking action.

Trustee Garchik motions to approve. Second by Trustee Flinspach. All ayes. Motion passed.

A request was made by Trustee Smith for Director Schmidt Mickunas to discuss selling the RFID tags purchased by the library and report back next month.

Strategic Planning Progress Update

Director Schmidt Mickunas reported on a recent Strategic Planning workshop held by staff. Members of the board will meet next week to make a plan for the next year and determine objectives the library would like to accomplish before the February 28th deadline for submission.

NEW BUSINESS

FPL Renewal Initiative Introduction

Director Schmidt Mickunas shared his vision for a renewal of the library and suggested a one-year project where the library’s public image would be refreshed in order to increase library use. The Director would like to discuss this next month in more detail. Additionally, he shared that he would also like to hire a graphic designer to design a new logo, prepare a style sheet, and other marketing materials. Trustee Nelson agreed this would be an improvement. The Director shared that he would like to use the Memorial Fund to repair damaged areas of the building, update target areas such as the public restrooms, and improve the look of the library’s grounds. Trustee Garchik mentioned the need to repaint the parking area. Director Schmidt Mickunas went through a short list of possible projects. Director Schmidt Mickunas would like to form a sub-committee of board members to help with this initiative. Trustee Thebodo, Trustee Flinspach and Trustee Smith will form a committee called the Renewal Initiative Committee. Director Schmidt Mickunas will set up a meeting.

FPL Art Advisory Board Policy Proposal

The Board reviewed the policy as submitted. Director Schmidt Mickunas read the policy aloud for review. The Director has spoken with possible board members from the community. Trustee Garchik asked about youth members on the committee and will follow up on this. It was suggested that a board member could also be a committee member. The first meeting is to be held in mid-March. By April 1st the lending collection could be available with new art on the walls by that time as well. After discussion, it was decided that as long as the art could be hung on a wall, we could include all types of art. The Director would like to establish funds to annually purchase art from local artists. Discussion included regarding community input for library selections/collection. Trustee Smith shared that she and the Director revised the policy to ensure that the Library Board would have final approval for donations and art on display. Trustee Garchik clarified the reconsideration policy. Trustee Nelson suggested reminding the committee that the art work was for the public library which would be seen by children as well as adults. Trustee Thebodo discussed nonprofit organizations doing similar work. Director Schmidt Mickunas will bring Art Advisory Committee recommendations for advisory board next month.

MOTION 2

To approve the adoption of the FPL Art Advisory Board Policy

Trustee Thebodo moved to vote on proposal. Second by Trustee Garchik. All ayes. Motion passed.

Trustee Nelson left the meeting.

Library Policy Revisions Proposals

Borrower's Policy

Trustee Flinspach asked for clarification regarding the Borrower's Policy for temporary cards and temporary housing and for those who might not have a physical address. Director Schmidt Mickunas clarified current policy. Trustee Garchik and Trustee Flinspach asked about internet usage and whether patrons currently need a library card for this. Trustee Flinspach asked about "restricted access" vs. "no access" in the section about Cards for Juveniles. The Director agreed to change the language suggested by Trustee Flinspach.

MOTION 3

To approve the revised Borrower's Policy

Trustee Garchik motion to approve, Van Pelt second. All ayes. Motion passed.

Loan and Replacement Fee Policy

MOTION 4

To approve the revised Loan and Replacement Fee Policy

Trustee Thebodo motion to approve, Trustee Garchik second. All ayes. Motion passed.

Collection Development Policy

Director Schmidt Mickunas clarified what "digital materials may be supplied through . . ." under "Criteria for Selection of Materials" means. Following discussion on wording, Trustee Garchik, suggested leaving "content aggregator" in the policy change. Trustee Smith asked if selections were still done by staff rather than the librarian. Director Schmidt Mickunas clarified that he has the final decision on selections. Trustee Garchik discussed school vs public libraries and their responsibilities toward materials available to children and teens.

MOTION 5

To approve the revised Collection Development Policy

Motion by Trustee Garchik to approve. Second by Trustee Van Pelt. All ayes. Motion passed.

Bulletin Board Policy

Trustee Garchik asked when this policy was last revised or adopted. Trustee Thebodo asked if there were currently any issues. Discussion ensued on what can be included and the length of time on the board. Director Schmidt Mickunas indicated some things were left up longer but every three months might be a good timeframe for removal/updating.

MOTION 6**To approve the revised Bulletin Board Policy**

Motion by Trustee Van Pelt. Second by Trustee Garchik. All ayes Motion passed.

Esther Plum Gift Proposal

Trustee Smith advised the board that the library has been gifted \$50,000 from Esther Plum following her recent passing. Discussion ensued regarding funds going to the Library or the Foundation and Esther's intent. The State Library and Mr. Morrissey support the Foundation receiving the funds.

MOTION 7**To approve the Esther Plum Gift goes to the FPL Foundation**

Motion by Trustee Garchik. Trustee Thebodo second. All ayes. Motion passed.

MOTION 7**Motion to adjourn**

Trustee Van Pelt motioned to adjourn. Trustee Thebodo second. Meeting adjourned at 6:57 p.m.

ADJOURNMENT

Respectfully submitted,

Sharon Flinspach
Secretary