



Minutes of Library Board Meeting
February 20, 2023

CALL TO ORDER

Vice President Joe Stever called the meeting to order at 5:15 pm

Trustees present: Kimberly Broz, Sharon Flinspach, Sam Garchik, Joneane Parker, Joe Stever, David Thebodo

Trustees absent: Sherri Smith, Brandon Nelson, Kate Van Pelt

Also present: Director Alecs Schmidt Mickunas, Karen Blakley, Dee Bosold, Eva Schmidt Mickunas, Sandy, Stimson, Bob Shrem.

PUBLIC ADDRESS

Dee Bosold addressed the board asking that the library consider housing a community refrigerator.

Trustee Stever suggested putting this on next month's agenda.

Bob Shrem is a local resident and frequent library patron who wanted to attend a meeting to see how the board operated.

FAIRFIELD PUBLIC LIBRARY ART ADVISORY COMMITTEE MEMBER INDUCTION

The five prospective members are Susan Metrican, Chad Starling, Sandy Stimson, Eva Schmidt Mickunas and David Thebodo. Four of the five prospective members were present to offer brief statements about themselves and share their willingness to serve on the board. This committee will meet quarterly.

Trustee Broz moved to accept the five members plus Director Schmidt Mickunas. Second by Trustee Parker. All ayes. Motion passed.

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

APPROVAL OF MINUTES

Trustee Thebodo moved to approve January minutes. Second by Trustee Garchik. All ayes. Motion passed.

TREASURER'S REPORT

Trustee Broz stated the library is staying well within budget for general fund. Update on ISB checking account. Discuss house account later as a line item.

Trustee Parker moved to approve Treasurer's Report. Second by Trustee Thebodo. All ayes. Motion passed.

APPROVAL OF BILLS

Trustee Garchik discussed a programming invoice.

Trustee Flinspach moved to approve the January bills. Trustee Broz second. The motion carried unanimously.

February 20, 2023				
General Fund				
	6499	Access Systems	Monthly contract for IT support - February 2023	1,543.05
	6371	Alliant Energy	Electric Expense (last year \$2315.03)	2,061.66
	6371	Alliant Energy	Gas Expense (last year \$1069.02)	1,415.79
	6499	Bailey Office Outfitters	Monthly lease/maintenance 3 Sharp Copiers	288.02
	6506	Brodart	Magazine Covers	26.14
	6373	low a Communications Netw ork	Secondary DNS 1/1/23 - 1/31/23	2.75
	6310	Johnson Controls Fire Protection LP	Repair System Issues	1,446.73
	6373	LISCO	Telecommunications February service	43.27
	6506	MidWestOne Bank	Light bulbs, Labels, Cable & Adapter, Clips, Break room supplies, B	371.97
	6508	MidWestOne Bank	Endicia Monthly Service Charge	9.95
	6373	NATEL	Telecommunications 2/1/2023 - 3/1/2023	141.80
	6506	Quill	Office chair x2	301.34
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
	6506	Wilson Paper	Furnace filters	976.84
Total for General Fund				\$10,429.31
Booksale Fund				
	B	Baker & Taylor - Adult Books	Adult Books	108.00
	B	Envisionw are	Envisionw are Suite Client Package	822.15
	B	Envisionw are	Envisionw are Encryption Service and Professional Services	645.00
	B	Fairfield Public Library - General Fund	Library Materials (6259)	1,019.77
	B	Frischeisen, Hans	Slide Presentation - A Biking Adventure across Iran	100.00
	B	Gemini Audio Video	Internet Wiring & Equipment	365.00
	B	InfoUSA Marketing	License Agreement 1 year	1,640.00
	B	SHI	Studio Display Adjustable Stand	1,624.69
	B	SHI	Apple Pencil 1st Gen stylus for tablet	186.00
	B	SHI	Apple iPad	640.00
	B	Tech Soup	Mobile Beacon 4G	75.00
Total for Booksale Fund				\$7,225.61
Memorial Fund				
	M	Baker & Taylor - Adult Books	Adult Books	1,895.77
	M	Baker & Taylor - Adult Entertainment	Adult DVDs	66.46
	M	Baker & Taylor - Automatically Yours	Popular Authors	145.23
	M	Baker & Taylor - Children's Books	Children's Books	896.94
	M	Bottom Line Health	1 year subscription	29.95
	M	Center Point	Large Print	49.14
	M	Fairfield Public Library - General Fund	Library Materials (6259)	817.93
	M	MidWestOne	Restore credit card reserve fund to \$500	511.99
Total for Memorial Fund				\$4,413.41
FPL Foundation				
	F	Baker & Taylor - Mandarino Aw ard	Adult Books	106.20
	F	Baker & Taylor - Mandarino Worn YS	Children's Books	43.51
	F	Fairfield Public Library - General Fund	Library Materials (6259)	12.59
Total for Foundation Fund				\$162.30

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

Positive comments on discussion with Ingram, board game collection and new VOX program. Trustee Garchik suggested contacting Fairfield High School to make them aware the students and teachers would be able to access the Wall Street Journal through the FPL website. Discussion on LED lighting bids received and needed. Trustee Parker mentioned coverage in local newspaper.

OLD BUSINESS

Trustees discussed the possibility of investment of the house account funds. Trustee Broz has spoken with the City as well as the State Library regarding investing. Trustee Stever suggested speaking with City Hall again. Trustees felt investment should be short term to allow for accessibility of funds should they be needed. Director Schmidt Mickunas will contact local banks for rates. Discussion to continue next month.

Director Schmidt Mickunas gave an update on the library inventory project which is progressing well. Trustee Garchik asked when the last inventory was done and indicated schools do this regularly. Director Schmidt Mickunas stated he did not believe a digital inventory was done before and would like to do this annually in the future depending on volunteers available.

NEW BUSINESS

Director Schmidt Mickunas reviewed the Strategic Planning & Policy Revisions Proposals. Trustee Stever asked how often this was or should be done. Trustee Garchik asked if comments and suggestions could still be considered. Director Schmidt Mickunas and Trustee Flinspach clarified points in the policy. Trustees discussed how best to use this policy and agreed to review it quarterly as part of the Librarian's Report.

Motion by Trustee Broz to accept this plan with revisions. Second by Trustee Garchik. All ayes. Motion passed.

Revisions to policies were reviewed. Study Room and AV policy to include no drinks or food. Also no phones. Trustee Flinspach suggested a change in wording on the sign up sheets for Study and AV rooms. Unattended Children Policy – no revisions made. Internet Use Policy – Trustee Flinspach asked for clarification regarding unsupervised children and loss of privilege. Trustee Stever felt current policy allowed for Director and staff to use their discretion.

Motion by Trustee Thebodo to pass three policies. Second by Trustee Broz. All ayes. Motion passed.

Director Schmidt Mickunas outlined a proposal to expand library hours. Trustee Parker appreciated staff was receptive to a change in hours. Trustee Broz asked how this might affect the budget. Trustee Stever and Trustee Thebodo felt extended hours would be helpful to patrons and be well received.

Motion by Trustee Thebodo to approve. Second by Trustee Parker. All ayes. Motion passed.

Trustee Stever reviewed items for next month's agenda.

ADJOURNMENT

Trustee Thebodo motioned to adjourn. Meeting was adjourned at 6:52 p.m.

Respectfully submitted,

Sharon Flinspach
Secretary