



Minutes of Library Board Meeting  
April 17, 2023

**CALL TO ORDER**

President Sherri Smith called the meeting to order at 5:14 pm

**Trustees present:** Kimberly Broz, Sharon Flinspach, Sam Garchik, Brandon Nelson, Joneane Parker, Sherri Smith, Joe Stever, David Thebodo, Kate Van Pelt

**Trustees absent:** None

**Also present:** Director Alecs Schmidt Mickunas, Karen Blakley and Youth Services Librarian Sara Martindale.

**PUBLIC ADDRESS** – None

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

**APPROVAL OF MINUTES**

Trustee Thebodo moved to approve the March 20, 2023 minutes as presented. Trustee Parker seconded the motion. The motion carried unanimously.

**TREASURER'S REPORT**

Treasurer Broz reported we have completed 75% of our budget year and have used approximately 70% of the budget so we are doing well. Trustees shared ideas on how to increase public awareness and visibility of the library. Director Schmidt Mickunas reported on his visit to Lockridge City Council.

**APPROVAL OF BILLS**

Trustee Stever motioned to approve the bills as presented. Trustee Thebodo seconded the motion. The motion carried unanimously.

**COMMUNICATIONS**

Nothing to share

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

Director Schmidt Mickunas reviewed his report and shared information gathered from a recent Leadership Symposium attended by three staff members. Trustees requested that the Director create a map based on library usage for rural Jefferson County to share with County Supervisors and contracting towns. Children's Librarian Sara Martindale volunteered to assist. Schmidt Mickunas. The Director Schmidt Mickunas shared that his intention is to have contracting towns sign 1-year agreements at the current rate with the intention of revisiting the five towns next year to propose a rate increase for a 3-year contract. Lockridge has agreed to re-sign at the current rate.

Youth Services Librarian Sara Martindale was present to review her monthly report. She is planning more programs for older youth and exploring more outreach opportunities as well as working on the summer reading program.

<b>April 17, 2023</b>				
<b>General Fund</b>				
	6499	Access Systems	Monthly contract for IT support - March 2023	1,543.05
	6371	Alliant Energy	Gas Expense (last year \$707.75)	945.46
	6371	Alliant Energy	Electric Expense (last year \$794.42)	999.62
	6499	Bailey Office Outfitters	Monthly lease/maintenance on 3 Sharp copiers	288.02
	6310	Brockway	Furnish and Install Actuator for Damper	774.20
	6310	Clean Wash	Building and Sidewalks Washed	854.00
	6310	Gemini Audio Video	Balance - Network hub, Indoor cameras, Outdoor cameras, Cable	3,720.00
	6240	Iowa Library Association	ILA Membership - Joy Craig and ILA Spring Symposium Member Rate	55.00
	6373	LISCO	Telecommunications April service	43.07
	6506	MidWestOne Bank	Yearly Calendar, Receipt paper, Color Code Tape, Scotch Tape, Scanner, Pencil Pouches, CD/DVD Cases	600.24
	6373	NATEL	Telecommunications 4/1/23 to 4/30/23	143.63
	6506	Quill	Astro paper	10.87
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
<b>Total for General Fund</b>				<b>\$11,777.16</b>
<b>Booksale Fund</b>				
	B	Fairfield Public Library - General Fund	Library Materials 7739	25.00
	B	HyVee	Valentine's Day Programs	50.52
<b>Total for Booksale Fund</b>				<b>\$75.52</b>
<b>Memorial Fund</b>				
	M	Baker & Taylor - Adult Books	Adult Books	805.39
	M	Baker & Taylor - Adult Entertainment	Adult DVDs	314.11
	M	Baker & Taylor - Automatically Yours	Popular Authors	245.01
	M	Baker & Taylor - Children's Books	Children's Books	755.38
	M	Center Point	Large Print	49.14
	M	Fairfield Public Library - General Fund	Library Materials 7739	1,232.06
	M	The New York Times	1 year Subscription	2,090.40
	M	USA Today	Subscription Renewal 1 year	398.56
<b>Total for Memorial Fund</b>				<b>\$5,890.05</b>
<b>FPL Foundation</b>				
	F	Baker & Taylor - Mandarin Worn YS	Children's Books	15.17
<b>Total for Foundation Fund</b>				<b>\$15.17</b>

## **OLD BUSINESS**

House Account Funds CD Proposal –

Director Schmidt Mickunas shared local interest rates available for certificates of deposit. Trustees felt a short-term investment was preferable.

Trustee Stever moved to invest in a 6-month certificate of deposit at ISB at the best available rate with the Library Director and President Sherri Smith and Treasurer Kimberly Broz as signers. Trustee Parker seconded the motion. The motion carried unanimously.

Meeting Room Policy Revision Proposal –

The policy revision removes hourly maintenance fees for events presented by non-profit groups and events open to the public. For-profit groups and organizers for private events will still pay an hourly maintenance fee.

Director Schmidt Mickunas shared that he would like to see the library remove barriers to access and increase use of the meeting room by community members. Trustees discussed the proposal and suggested changes and additions.

Trustee Stever motioned to accept the policy revision with changes as requested, reviewing and monitoring the policy as needed. Trustee Nelson seconded. The motion carried with eight ayes and one nay.

## **NEW BUSINESS**

Nomination of Trustee to Foundation Board -

Trustee Van Pelt motioned to nominate David Thebodo. Second by Trustee Broz. The motion carried unanimously.

Removal of Interlibrary Loan Fees Proposal –

Director Schmidt Mickunas would like to remove these fees as they are a barrier to access. Following discussion, Director Schmidt Mickunas will change wording to reflect that everyone in the library's service area may request up to five items at a time.

Trustee Stever motioned to approve with changes. Trustee Parker seconded. The motion passed unanimously.

## **ADJOURNMENT**

Trustee Thebodo motioned to adjourn. Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Sharon Flinspach  
Secretary