



Minutes of Library Board Meeting  
March 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, Brandon Nelson, Joneane Parker, Joe Stever, David Thebodo

**Trustees absent:** Sherri Smith and Kate Van Pelt

**Also present:** Director Alecs Schmidt Mickunas, Karen Blakley, Dee Bosold and Mayor Connie Boyer.

**PUBLIC ADDRESS**

See Old Business

**CALL FOR ADDITIONS TO THE AGENDA** – Trustee Broz asked for clarification on the term co-sponsor versus endorse in regard to Library events. Director Schmidt Mickunas clarified.

**APPROVAL OF MINUTES**

Trustee Parker moved to approve February minutes. Second by Trustee Thebodo. Motion passed unanimously.

**TREASURER'S REPORT**

Trustee Broz appreciated the library is staying under budget and felt FPL should have room in the budget for the lighting project pending quotes. House account to be discussed in Librarians Report. Director Schmidt Mickunas reminded board members of unexpected HVAC repairs and issues. Mayor Boyer said City of Fairfield is looking at IT upgrades.

Trustee Nelson moved to approve Treasurer's Report. Second by Trustee Flinspach. Motion passed unanimously.

**APPROVAL OF BILLS**

Trustee Broz had questions about invoices for SWANK and Ancestry.com. Director Schmidt Mickunas clarified.

Trustee Broz moved to approve the March bills. Second by Trustee Thebodo. Motion passed unanimously.

- a. Notification of County Funding Decrease – Director Schmidt Mickunas shared the reasoning behind the County Funding Decrease and his concern that once the amount is lowered it may be difficult to raise it in the future. Following discussion, Trustee Stever suggested visiting FPL's contracting cities to share this information and ask how the library can best serve them.

<b>March 20, 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 \$861.00)	1,178.79
	6371	Alliant Energy	Electric Expense (last year \$1259.93)	895.55
	6499	Bailey Office Outfitters	Monthly lease/maintenance 3 sharp copies Invoice 106412	288.02
	6310	Bradfield Blasting	Paint Public Restrooms - Balance	1,250.00
	6310	Bradfield Blasting	Paint Public Restroom Deposit	1,250.00
	6310	Brockway	Repair humidifier	5,884.51
	6506	Brodart	Magazine covers	10.90
	6506	Demco	10 rolls filament tape	97.91
	6310	Gemini Audio Video	Network hub, Indoor cameras, Outdoor cameras, Cable - Deposit	4,755.00
	6240	Howa Library Association	Youth Services Membership - Sara Martindale	75.00
	6373	LISCO	Telecommunications March service	43.27
	6506	MidWestOne Bank	Ice Melt, Cardstock, Boom Box (2)	111.24
	6508	MidWestOne Bank	Endicia Monthly Service Charge and Postage	109.95
	6373	NA TEL	Telecommunications 3/1/23 to 4/1/23	137.41
	6506	Quill	Copy paper/white and color Invoice 30787030	133.16
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
<b>Total for General Fund</b>				<b>\$19,563.76</b>
<b>Booksale Fund</b>				
	B	Cacioppo, Michael	Set up 3 Mac workstations w/networking, mgmt console, reservation	575.25
	B	Fairfield Public Library - General Fund	Keyboard & Mouse, Backgammon Sets, Wall Charger, Popcorn Bag	316.00
	B	Swank Movie Licensing USA	Site license 3/23/23 to 3/22/26	876.00
<b>Total for Booksale Fund</b>				<b>\$1,767.25</b>
<b>Memorial Fund</b>				
	M	Baker & Taylor - Adult Books	Adult Books	917.71
	M	Baker & Taylor - Adult Entertainment	Adult DVDs	206.23
	M	Baker & Taylor - Automatically Yours	Popular Authors	166.97
	M	Baker & Taylor - Children's Books	Children's Books	475.14
	M	Center Point	Large Print	49.14
	M	Dow Jones & Company Inc	Wall Street Journal online subscription	500.00
	M	EBSCO	Consumer Reports online subscription - one year	889.22
	M	Fairfield Public Library - General Fund	Library Materials (6259)	964.90
	M	ProQuest	Ancestry.com 1 year subscription	1,750.00
	M	SHI	Meeting Owl 13 - wireless, color conference camera	952.00
<b>Total for Memorial Fund</b>				<b>\$6,871.31</b>
<b>FPL Foundation</b>				
	F	Baker & Taylor - Mandarin Worn YS	Children's Books	13.58
	F	Fairfield Public Library - Memorial Fund	1st Disbursement of 11/22 \$40K grant for library materials	10,000.00
<b>Total for Foundation Fund</b>				<b>\$10,013.58</b>

## COMMUNICATIONS

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

Trustee Parker commented on all the activities happening at the library and hopes to see more. Director Schmidt Mickunas shared complimentary comments from patrons concerning the choice of computers available. He also hopes to add star gazing events and is working with a company that would provide telescopes available for check out.

## **OLD BUSINESS**

- a. Community Refrigerator –Dee Bosold has requested the library house a community refrigerator. Director Schmidt Mickunas would discourage this due to the service of providing food not being aligned with the library’s primary mission. Trustees offered suggestions for alternative locations and encouragement of the project.

## **NEW BUSINESS**

- a. Meeting Room Revision Proposal-Trustee Parker questioned the section regarding tobacco use citing the need to expand the language. Director Schmidt Mickunas will do so. Trustee Broz suggested an attorney’s perspective might be helpful in section I. Mayor Boyer mentioned the City of Fairfield uses specific language that possibly should be considered. Trustee Nelson felt the Library Director and staff should have discretion. Following discussion, Trustee Stever suggested the City Attorney review and make suggestions. Item to be placed on next month’s agenda.

- b. Change to Annual Holiday Hours Proposal – Update is in regard to the Employee Handbook which still refers to Sunday hours and holiday pay associated with a Sunday holiday. As the library is no longer open on Sundays, Director Schmidt Mickunas will remove Sunday hours completely from the document.

Trustee Garchik motioned to accept changes as highlighted and remove Sunday hours. Second by Trustee Nelson. Motion passed unanimously.

Director Schmidt Mickunas will present updated document to City’s Personnel Committee.

- c. Nomination of Foundation Board Members-Two FPL board members on the Foundation Board will be stepping down.

Trustee Broz motioned to nominate Trustee Flinspach to replace Trustee Stever on the board. Second by Trustee Parker. Motion passed unanimously.

- d. Advantage Archives Funding Request for Foundation- Director Schmidt Mickunas outlined for the board the need to have all microfilm information transferred to digital format as soon as possible to preserve the history stored there. Trustee Garchik asked if newspapers.com already did this. Trustee Parker mentioned Wapello County helped fund a similar project. Discussion and suggestions on possible sources for funding. Director Schmidt Mickunas recommends requesting \$10,000 from the Foundation.

Trustee Parker motioned to approach the Library Foundation to get started. Second by Trustee Thebodo. Motion passed unanimously.

## **ADJOURNMENT**

Trustee Broz motioned to adjourn. Meeting was adjourned at 6:36 p.m.

Respectfully submitted,

Sharon Flinspach  
Secretary