



Minutes of Library Board Meeting
September 21, 2026

CALL TO ORDER

President Sam Garchik called the meeting to order at 5:15 pm

Trustees Present: Rachel Brown, Brenda Diers, Sam Garchik, Joneane Parker, Sherri Smith and David Thebodo.

Trustees joining via ZOOM: Wayne Ades and Sharon Flinspach

Trustees absent: Ann Gookin

Also present: Director Alecs Schmidt Mickunas, Afton Pedrick and Karen Blakley.

PUBLIC ADDRESS – None

COMMUNICATIONS – Director Schmidt Mickunas shared correspondence received.

CALL FOR ADDITIONS TO THE AGENDA – None

APPROVAL OF MINUTES –

Trustee Smith moved to approve the August 17, 2026 minutes as presented. Trustee Thebodo seconded the motion. The motion passed unanimously.

TREASURER’S REPORT –

Trustee Brown reviewed the statements of revenue and expenditure noting revenue is in line for the fiscal year. She asked if expenditures in subscriptions were high due to renewal dates falling at the start of our fiscal year. Director Schmidt Mickunas confirmed. Trustee Brown asked for clarification on the balance in contractual services. Director Schmidt Mickunas explained the cost of preparing outdated staff computers for sale to the public went into that fund. Trustee Parker moved to approve the treasurer’s report. Trustee Diers seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

Trustee Brown reviewed the Statement of Funds and asked about the recently renewed CD. Director Schmidt Mickunas clarified. Trustee Parker suggested the board be thinking about the CD that will mature in January. Trustee Thebodo moved to approve the September Bills to be Approved. Trustee Smith seconded the motion. The motion passed unanimously.

September 21, 2026				
	6310	All American Pest Control	Bi-Monthly Pest Control	80.00
	6371	Alliant Energy	Gas Expense (last year \$272.66)	73.89
	6371	Alliant Energy	Electric Expense (last year \$1736.97)	64.84
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6310	Brockway	Quarterly Preventative Maintenance	353.98
	6310	Chemsearch	Contract Water Treatment Program	477.09
	6310	Crow Electric	Retrofit LED cans, LED recessed downlight	420.00
	6310	Department of Inspections	Annual certification fee	40.00
	6506	ELM USA Inc.	Plastic center pin	64.79
	6310	Johnson Controls Fire Protection LP	Alarm & detection monitoring	569.01
	6499	Kevin Farley	Computer set up and reset 7-11-26 to 9-11-26	1,583.75
	6373	Liberty Communications	Telecommunications 9-1-26 to 9-30-26	129.00
	6373	LISCO	Telecommunications 9/1/26 to 10/1/26	43.49
	6310	Menards-Ottumwa	Building repair supplies	67.48
	6230	MidWestOne Bank	Annual membership ALA, membership renewal ILA	540.00
	6310	MidWestOne Bank	Brackets, bit set, recycling fee	42.40
	6506	MidWestOne Bank	Paper towels, batteries, kiosk iPad stand, acrylic sign holders, flyer display, markers	440.16
	6508	MidWestOne Bank	Monthly postage, ILL postage	55.52
	6310	Noerenberg, Christina	Monthly cleaning contract	1,875.00
	6506	Office Express	Copy paper	149.95
	6508	Postmaster	2 rolls first class stamps	164.00
	6414	The Iowa Source	1/4 pg color ad	250.75
	6310	Wilson Paper	Can liner black	32.82
			Total for General Fund	7,664.98
	B	Demco	Large Easels	65.44
	B	Fairfield Public Library - General Fund	Educational Programming	155.67
	B	Fairfield Public Library - General Fund	Educational Programming	46.75
	B	HyVee	Refreshments Fix-It Friday	34.55
	B	Kevin Mason	Educational Programming - Notes on Iowa	100.00
	B	Mickunas, Ales	Snacks educational programming	14.28
	B	OverDrive, Inc.	Educational programming - Libby	28.50
			Total for Book Sale Fund	445.19
			Total for Capital Improvements Fund	0.00
			Total for Foundation Fund	0.00
	M	Bottom Line Health	Annual subscription	29.95
	M	Center Point	Large Print	51.54
	M	Des Moines Register	Annual service 9-1-26 to 8-31-27	797.06
	M	Fairfield Public Library - General Fund	Library Materials 0257	1,046.87
	M	Ingram Library Services	Library Materials - Auto Yours	148.13
	M	Ingram Library Services	Library Materials	2,157.19
	M	Kanopy Inc.	Monthly invoice	218.00
	M	OverDrive, Inc.	Libby - New to Collection	267.55
	M	OverDrive, Inc.	Libby - Holds Fulfillment	886.31
	M	The Atlantic	Annual subscription (last year \$53.45)	58.80
			Total for Memorial Fund	5,661.40

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

Director Schmidt Mickunas reviewed the recent book sale held at the library. Trustee Parker asked for an update on a possible off-site retail book store. Director Schmidt Mickunas continues to pursue this. Trustee Garchik discussed using AI as a cataloging aide

Continued Education – Boardroom Essentials: Boards & Standards

Director Schmidt Mickunas played the video for trustees, noting the library is pursuing re-accreditation this winter and continued education will help with that. Trustee Smith asked about the bylaws and continued education. Director Schmidt Mickunas clarified that it is required for re-accreditation. Continued Education is listed as an agenda item in the bylaws but could be better explained.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee-Trustee Parker reported the committee has met twice on two different issues. Trustee Flinspach addressed the first issue, terms of board members. The committee presented a suggestion to align the library's bylaws with the city ordinance. All terms would be staggered and end in June. Trustee Parker addressed the second issue, changes to employee dress code. Director Schmidt Mickunas shared a copy of the updated code, noting he has spoken with staff regarding the updates. Trustee Parker suggested clarifying where and how name badges should be worn. Trustee Flinspach noted the library's bylaws regarding absences may need to be changed to match the city ordinance.
- b. Report of Building & Grounds Committee – Trustee Ades reported the committee briefly discussed repairs to the building and vacuum options. Director Schmidt Mickunas feels the riding vacuum is an essential piece of equipment for the library and it shouldn't be a requirement for a custodian to purchase and own one. Trustee Smith asked about funding.
- c. Report of Finance Committee –Trustee Smith reminded trustees October is normally the month committees begin working on the budget, suggesting the Personnel and Building & Grounds committees meet in October to present recommendations to the Finance committee.

OLD BUSINESS –

- a. Motion to Approve Revision to Bylaws–Trustee Parker moved to approve the changes shared in board trustee packets without any additional changes. Trustee Diers seconded the motion. The motion passed unanimously.

NEW BUSINESS –

- a. Motion to Approve Updated Loan & Fee Schedule- Director Schmidt Mickunas reviewed updates. Trustee Thebodo moved to approve the updated Loan & Fee Schedule. Trustee Smith seconded the motion. The motion passed unanimously.
- b. Motion to Approve Request for Revision to City Ordinance for Library Trustees- Director Schmidt Mickunas read wording adding the trustees also suggested a revision to trustee absences from meetings to align library bylaws with city ordinances. Trustee Smith moved to approve revisions. Trustee Thebodo seconded the motion. The motion passed unanimously.

- c. Motion to Approve Revised Terms for FPL Trustees - Trustee Parker moved to approve revised terms for FPL trustees. Trustee Diers seconded the motion. The motion passed unanimously.
- d. Motion to Approve Purchase of Commercial Vacuum – Trustee Thebodo moved to approve the purchase of a commercial vacuum from SouthEast Supply. Trustee Ades seconded the motion. The motion passed unanimously.
- e. Motion to Approve Updated Library Addendum to Dress Code for City Employee Handbook – Trustee Diers moved to approve the updated library addendum to dress code for city employee handbook. Trustee Smith seconded the motion. The motion passed unanimously.

Trustees discussed the current agenda format and possible ways to update or change future agendas. Director Schmidt Mickunas will follow up on this.

ADJOURNMENT

The meeting was adjourned at 6:55 p.m. with a motion by Trustee Parker.

Respectfully submitted,

Brenda Diers
Secretary Pro Tem