



Minutes of Library Board Meeting
May 19, 2025

CALL TO ORDER

President Joneane Parker called the meeting to order at 5:15 p.m.

Trustees Present: Wayne Ades, Rachel Brown, Brenda Diers, Sam Garchik, Ann Gookin, Joneane Parker and Sherri Smith.

Trustees joining via ZOOM: None

Trustees absent: Sharon Flinspach and David Thebodo.

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

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA - None. Trustee Parker noted she will be unable to attend the June meeting and asked if Trustee Garchik could preside in her absence.

APPROVAL OF MINUTES -

Trustee Gookin moved to approve the April 21st minutes as presented. Trustee Diers seconded the motion. The motion passed unanimously.

TREASURER'S REPORT –

Trustee Smith reviewed the revenues and expenditures statements, noting the postage and shipping is a bit high but this has been addressed in next year's budget. She also noted Maintenance and Repair expenses were high. Director Schmidt Mickunas advised trustees he had met with the Building and Grounds committee to discuss the roof. The committee recommended hiring Heartland Construction to have the roof repaired. An estimate was reviewed. Trustees discussed the cds maturing in June and August in regard to the planned improvement projects. Director Schmidt Mickunas mentioned using funds for plans from MSR Design and flooring in the meeting room. Trustee Ades will research possible grants. Trustee Parker referred trustees to the Projects Spreadsheet in their packet.

Trustee Smith moved to cash the cd maturing in June and deposit it into the checking account. Trustee Ades seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS FOR MAY

Trustee Gookin moved to approve the bills for May. Trustee Brown seconded the motion. The motion passed unanimously.

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	6371	Alliant Energy	Electric Expense (last year \$268.02)	38.39
	6371	Alliant Energy	Gas expense (last year \$313.61)	210.37
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6310	Johnson Controls, Inc	Troubleshoot and replace valve	1,183.00
	6373	LISCO	Telecommunications 5/1/25 to 6/1/25	43.49
	6499	MidWestOne Bank	Zoom annual fee, Open AI Chatgpt subscription	179.90
	6506	MidWestOne Bank	Door stoppers, Sharpie Markers Set	36.40
	6508	MidWestOne Bank	Monthly postage fees	110.99
	6373	NATEL	Telecommunications 5/1/25 to 6/1/25	144.00
	6508	Postmaster	Two rolls first class stamps	146.00
	6506	Quill	Copy paper	184.65
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
	6310	Wilson Paper	Hand cleaner, Brown towel rolls, Jumbo tissue	678.53
			Total for General Fund	4,902.78
	B	Absolute Science	Summer Reading Program - Presenter	400.00
	B	Blank Park Zoo	Summer Reading Program - Educational Program	200.00
	B	Brian's Balloon Twisting	Summer Reading Program - Educational Programming	70.00
	B	Lila Quests	Crack the Carnegie Code - replacement check	300.00
	B	Mikayla Oz	Summer Reading Program - Educational Programming	400.00
	B	MSRDesign	Library Service Assessment and Capital Plan Professional Services 3-31-25	350.08
	B	T.O.'s Party Rentals	Summer Reading Program - Presenter	185.00
			Total for Book Sale Fund	1,905.08
	F	Baker & Taylor - Mandarin Worn YS	Children's Books	14.24
	F	Fairfield Public Library - General Fund	Library Materials 7739	9.34
	F	Fairfield Public Library - Memorial Fund	Grant disbursement 2nd qtr calendar year 2025	11,500.00
			Total for Foundation Fund	11,523.58
	M	Baker & Taylor - Adult Books	Adult books	975.47
	M	Baker & Taylor - Adult Entertainment	Adult DVDs	17.49
	M	Baker & Taylor - Automatically Yours	Popular authors	137.34
	M	Baker & Taylor - Children's Books	Children's Books	231.16
	M	Center Point	Large print	50.34
	M	Fairfield Public Library - General Fund	Library Materials 7739	1,302.73
	M	Freeform Art Gallery	Library Materials - Artwork	350.00
	M	Motion Picture Licensing Corporation	Annual license fee 7-1-25 to 6-30-26	170.75
	M	Wanderer's Haul	Library Materials	107.75
			Total for Memorial Fund	3,343.03
	C	MSRDesign	Library Service Assessment and Capital Plan Professional Services 3-31-25	2,357.42
May 19, 2025			Total for Capital Fund	2,357.42

COMMUNICATIONS - None

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

Director Schmidt Mickunas gave an update on services the State Library will no longer provide. Trustees discussed flooring options for the meeting room. Director Schmidt Mickunas advised trustees an approved update to part time staff benefit hours had not been received and implemented at City Hall. He will follow up and report back to the board with an addendum to the employee manual.

Continued Education –Boardroom Series (September 2023) Intersections (Part 1): Facilities (10 minutes) Video was viewed and discussed.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker noted progress made with hiring a substitute staff member.
- b. Report of Building & Grounds Committee – Nothing further.
- c. Report of Finance Committee – Nothing further.

UNFINISHED BUSINESS –

- a. Art Object Loan Form –Director Schmidt Mickunas stated the form has been reviewed and approved by the City Attorney. Trustee Diers moved to adopt. Trustee Smith seconded the motion. The motion passed unanimously.
- b. Trustee Volunteerism – Director Schmidt Mickunas suggested trustees volunteer during the Summer Reading Challenge. Trustee Parker asked that a schedule of events be emailed to the trustees.
- c. Library Partnerships – Director Schmidt Mickunas has been speaking with the Chamber of Commerce staff about developing relationships with area businesses. The library would promote the businesses that provide funding to the library.

NEW BUSINESS

- a. Town Contracts – Director Schmidt Mickunas reviewed a spreadsheet he created regarding payments from contracting towns in the county.
- b. Meeting Room Flooring Replacement – See Treasurer’s Report and Report of Director above
- c. Adoption of New Policy- Sex offender policy – Director Schmidt Mickunas explained this was a standard policy missing from our current policies. Trustees discussed the policy. Trustee Ades moved to adopt the policy. Trustee Garchik seconded the motion. The motion passed unanimously.
- d. New Standard Procedures for Violations to Library Use Policy – Trustee Garchik asked for clarification between regular and recurring and if two pages were necessary. Director Schmidt Mickunas clarified. Trustee Parker asked how incidents were recorded. Director Schmidt Mickunas explained every policy violation is listed on a report.
- e. Library Cleaning Contract - Director Schmidt Mickunas advised trustees the current contractors would be retiring. Trustees discussed advertising the position and how best to proceed.

ADJOURNMENT

Trustee Garchik moved to adjourn the meeting at 7:04 pm. Trustee Diers seconded the motion. The motion passed unanimously.

Respectfully submitted,

Rachel Brown
Secretary Pro-Tem