



Minutes of Library Board Meeting
January 22, 2026

CALL TO ORDER

President Sharon Flinspach called the meeting to order at 5:15 pm

Trustees Present: Rachel Brown, Sharon Flinspach, Ann Gookin, Joneane Parker, Sherri Smith and David Thebodo.

Trustees joining via ZOOM: Wayne Ades

Trustees absent: Brenda Diers, Sam Garchik

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

PUBLIC ADDRESS – None

COMMUNICATIONS – Sharon Sinton Email

Trustee Parker asked about the policy for unaccompanied children in the library. Director Schmidt Mickunas displayed and reviewed the policy. Trustee Smith suggested the policy could be clearer. Trustee Parker asked about the minimum age to apply for a library card. Director Schmidt Mickunas noted there is no minimum age but as he has researched other libraries the average minimum age, when a library has one, is five years old. He also suggested keeping discussion at this time to the email received.

Trustee Flinspach referred to the paragraph in the email discussing computers in the Youth Services area, noting trustees had previously discussed this. Director Schmidt Mickunas shared that Ms. Stinton would be available and would like to make a public address at the board's next meeting.

At Trustee Smith's request, Director Schmidt Mickunas clarified the checkout policy and length of time before a book is considered lost. Trustee Smith asked about the notification process for patrons. Director Schmidt clarified there is a notification a few days before and a week after an item is due. Trustee Brown asked how often books are lost on this patron's account. Director Schmidt Mickunas was unsure but noted the patron usually returns the items. Trustee Parker felt books have great value and patrons need to be conscientious borrowers.

Trustee Flinspach referred to the paragraph in the email discussing library parking. Trustee Parker asked if there had been discussion with library staff regarding parking. Director Schmidt Mickunas felt there were mixed feelings among staff. Trustee Smith felt staff were parking toward the back of the building rather than taking spaces nearer the front or near the front door that patrons use. Trustee Smith thought this should be put on the agenda for the next meeting. Trustee Brown asked if more than one complaint had been received about the borrower policy. Director Schmidt Mickunas confirmed this was the only complaint received but it had been ongoing for over a year.

CALL FOR ADDITIONS TO THE AGENDA - None

APPROVAL OF MINUTES –

Trustee Thebodo moved to approve the December 8, 2025 minutes as presented. Trustee Brown seconded the motion. The motion passed unanimously.

TREASURER’S REPORT –

Trustee Smith reviewed the statements of revenue and expense, asking for clarification on the grants received line item. Director Schmidt Mickunas reminded trustees that the budget had been completed assuming all grants would be deposited with the city. Following a trial period, the board voted to deposit grants as they had been in the past, to the Memorial or Book Sale Funds. Trustees discussed recently matured cds. Trustee Parker asked about rates on high interest savings accounts. Director Schmidt Mickunas will check on this.

Trustee Gookin moved to move the Iowa State Bank cd ending in 851 to a 60-month cd at 3.85%. Trustee Thebodo seconded the motion. The motion passed unanimously.

Trustee Brown moved to approve the treasurer’s report. Trustee Thebodo seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

Trustee Smith asked about the invoice for the automatic doors. Director Schmidt Mickunas explained the door and opener were not communicating so service had been requested.

Trustee Thebodo moved to approve the January bills. Trustee Smith seconded the motion. The motion passed unanimously.

January 22, 2026			
6220	Adobe Inc.	Acrobat Pro subscription 12-13-25 to 12-12-26	239.88
6310	All American Pest Control	Bi-monthly pest control	81.20
6371	Alliant Energy	Electric Expense (last year \$76.01)	2,613.26
6371	Alliant Energy	Gas Expense (last year \$968.65)	658.61
6310	ASSA ABLOY Entrance Systems US Inc	Repair automatic entrance doors	2,204.85
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers plus annual overage	911.42
6310	Brockway	Installed filter tank	3,249.79
6310	Chemsearch	Contract water treatment program	455.10
6310	low a Prison Industries	Custom sign - Library Returns Only	37.40
6373	Liberty Communications	Telecommunications 1/1/26 to 1/31/26	99.00
6373	LISCO	Telecommunications 12/1/25 to 1/1/26	43.49
6373	LISCO	Telecommunications 1/1/26 to 2/1/26	43.49
6499	MidWestOne Bank	OpenAI ChatGPT subscription	21.40
6506	MidWestOne Bank	Binder dividers, dry erase markers, book tape, double sided tape	137.59
6508	MidWestOne Bank	Monthly postage	110.99
6506	Office Express	Sharps Medical Waste Container	4.23
6506	Office Express	Copy paper	139.95
6506	Quill	Customized envelopes	40.78
6310	Roto Rooter	Camera line run in restroom	174.00
6310	Sarah Ferguson	Reimbursement Keosauqua Lumber	22.54
6310	The Kitchen Organization & Kilted Squeegee	Monthly cleaning contract	1,998.33
6310	The Kitchen Organization & Kilted Squeegee	Reimbursement for cleaning supplies ordered	587.07
6499	The Library Corporation	PAC saved list	600.00
		Total for General Fund	14,474.37
B	Fairfield Public Library - General Fund	Educational Programming	200.00
B	Fairfield Public Library - General Fund	Educational Programming	176.10
B	Mickunas, Alecs	Educational Programming reimbursement	71.62
		Total for Book Sale Fund	447.72
F	Fairfield Public Library - General Fund	Library Materials	116.25
F	Ingram Library Services	Mandarino Award	36.65
F	Ingram Library Services	Mandarino Core	12.47
F	Ingram Library Services	Mandarino Worn	42.43
F	Ingram Library Services	Mandarino Worn YS	11.99
		Total for Foundation Fund	219.79
M	Center Point	Large Print	51.54
M	EBSCO	Annual subscription renew als	3,090.95
M	Fairfield Public Library - General Fund	Library Materials	1,068.58
M	Grey House Publishing	Library Materials	148.50
M	Hoopla	Library Materials	447.50
M	InfoUSA Marketing	Fairfield City Directory 2025	210.00
M	Ingram Library Services	Children's Books	459.58
M	Ingram Library Services	Adult Books	301.03
M	MidWestOne	Restore credit card account 1138642 to \$500	243.35
M	Sky & Telescope	Annual renew al (Last year \$57.75)	59.46
		Total for Memorial Fund	6,080.49
		Total for Capital Fund	0.00

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

Director Schmidt Mickunas highlighted items on his report, specifically the energy usage and proposal for computers. He will be speaking with the City Engineer regarding a hot water pump that may need to be replaced.

Trustees discussed the Youth Services report and the annual library report.

Continued Education –Iowa Library Trustee’s Handbook

Chapter 6: Developing and Adopting Policies pp. 34-37

Trustee Smith pointed out this section noted flexibility with policies and situations, while having the option for staff to make exceptions while staying within the code. Director Schmidt Mickunas felt it was better to anticipate challenges than respond in the moment.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker shared the committee is working on the director’s evaluations and will set up a time to meet with him to review.
- b. Report of Building & Grounds Committee – Trustee Ades would like to continue to communicate with the city for help and direction.
- c. Report of Finance Committee – Trustee Smith reported the budget has been submitted. Director Schmidt Mickunas asked when the next cds would be maturing. Trustees Flinspach and Smith confirmed there were two maturing in May.
- d. Report of Fundraising Steering Committee – Trustee Flinspach shared the committee has not met. Director Schmidt Mickunas shared an update regarding the Capital Plan and Samuels Group, mentioning MSRDesign has suggested we send out requests for proposals to other firms for the Youth Services upgrade. Trustee Smith clarified that the next step would be finding a company to do the actual layout. Trustee Parker expressed concern and the need for having a clear path moving forward. Director Schmidt Mickunas mentioned the steering committee should also consider whether a phased project was preferred.

OLD BUSINESS –

- a. Tool Lending Collection – Trustee Flinspach asked where the funds would come from to purchase tools. Director Schmidt Mickunas has a portion of the library materials budget allotted to the Library of Things (LOT) expenses. Trustee Parker asked if the staff was supportive and if this is in alignment with the library’s mission. Director Schmidt Mickunas shared the library’s mission and feels this is the direction libraries are headed. He would like to build the collection slowly and carefully with staff and trustee input. Trustees Parker and Smith asked about the ability to track usage. Trustee Flinspach asked about space for the collection. Director Schmidt Mickunas stated all items would be checked out so tracking usage would be possible and this collection would be stored in the back of the library for convenience. Trustee Flinspach asked about a waiver, which Director Schmidt Mickunas will discuss with the City Attorney.
Trustee Smith moved that we have Director Schmidt Mickunas work on a tool-lending program. Trustee Thebodo seconded the motion. Following discussion, Trustee Smith withdrew her motion.
Trustees discussed what type of tools might be purchased and the need for trustee approval to move forward. Director Schmidt Mickunas shared he was discussing this with trustees due to safety concerns previously expressed and the program’s fit with the mission of the library. Trustee Flinspach suggested waiting until the library was fully staffed and notifying Eric Randall we would have a small collection.

- b. Proposal to Revise Privacy and Confidentiality Policy- Trustee Smith asked if the policy should state an age limit, as some 13 or 14 year olds might prefer privacy for the items they are borrowing. Director Schmidt Mickunas shared some systems allow a graduated access as youth age. Trustee Flinspach suggested revising the policy to read 'late/lost'. Director Schmidt Mickunas supports this change in wording. He suggested more community input before making bigger changes. Following discussion, Trustee Flinspach suggested informing older teenagers of our policy, perhaps when a card is renewed. Trustee Flinspach suggested tabling this to next month.
- c. Proposal to Revise Borrower Policy – Director Schmidt Mickunas felt a change to this policy was directly linked to changing the minimum age for a library card account. Trustee Smith noted when a change is made to the Privacy and Confidentiality Policy there was possibly an overlap to the Borrower Policy. Trustee Flinspach felt the second paragraph needed clarification.
No action taken at this time.

NEW BUSINESS

- a. Proposal for Date of February 2026 Meeting – Due to the President’s Day holiday, the next meeting will be Thursday, February 19 at 5:15 pm.
- b. Discussion of Capital Plan – See above.
- c. Discussion of Samuels Group Phased Plan & Construction Management Service – See above.

ADJOURNMENT

The meeting was adjourned at 7:57 p.m. with a motion by Trustee Thebodo.

Respectfully submitted,

Rachel Brown
Secretary