



Minutes of Library Board Meeting
December 8, 2025

CALL TO ORDER

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

Trustees Present: Wayne Ades, Brenda Diers, Sharon Flinspach, Ann Gookin, Joneane Parker and Sherri Smith.

Trustees joining via ZOOM: David Thebodo

Trustees absent: Sam Garchik and Rachel Brown

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

PUBLIC ADDRESS – None

COMMUNICATIONS – Adult Services Librarian Joy Craig

The trustees were updated on adult programming, including partnerships with ISU Extension and Outreach. Adult Services Librarian Joy Craig noted there are many additional programs run by Director Schmidt Mickunas and other volunteers.

President Flinspach asked for a secretary pro tem in the secretary's absence. Trustee Gookin agreed to act as secretary pro tem for this meeting.

CALL FOR ADDITIONS TO THE AGENDA - None

APPROVAL OF MINUTES –

Trustee Gookin moved to approve the November 17, 2025 minutes as presented. Trustee Diers seconded the motion. The motion passed unanimously.

TREASURER'S REPORT –

Trustee Smith reviewed the statements of expenditure and revenue and shared there is no statement of funds this month due to the earlier meeting date. Trustee Thebodo moved to accept the treasurer's report. Trustee Parker seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

Trustee Flinspach clarified the amended bills list for September reflected the removal of a check previously issued and never received. The December bills list includes a reissued replacement check. Trustee Thebodo moved to approve the amended bills list for September. Trustee Smith seconded the motion. The motion passed unanimously.

Trustee Parker asked about the December Alliant Energy invoice. Director Schmidt Mickunas explained he believes the rise in usage is an HVAC issue and is pursuing this. Trustee Parker

moved to approve the December bills list as presented. Trustee Gookin seconded the motion. The motion passed unanimously.

September 15, 2025			
6371	Alliant Energy	Electric Expense (last year \$21.04)	272.66
6371	Alliant Energy	Gas Expense (last year \$53.58)	1,736.97
6310	ASSA ABLOY Entrance Systems US Inc	Service on entrance doors	618.75
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp Copiers	147.06
6499	Baker & Taylor - Title Source	Review s PW, Video Lib, Voice of Youth Adv 7/1/24 to 6/30/25	447.53
6310	Brockway	Furnish and install 6 ceiling grille boxes	1,425.00
6310	Chemsearch	Filter housing, Harmsco HIF-7 Ck for \$1,288.95 not rec'd, reissued 12/88/25	
6310	Johnson Controls Fire Protection LP	Alarm & Detection Monitoring contract 10-1-25 to 9-30-26	569.01
6310	Jorge's Law n & Landscaping	Mow ing July and August, weeding, trimming, edging, clean up	1,240.00
6499	Kevin Farley	Update Chrome, Edge brow sers, update start pages to Library and Koha	217.00
6373	Liberty Communications	Telecommunications 9/1/25 to 10/1/25	144.00
6373	LISCO	Telecommunications 9/1/25 to 10/1/25	43.49
6240	MidWestOne Bank	ILA Conference Registration & Lodging	306.00
6499	MidWestOne Bank	Library Materials 7739	20.00
6506	MidWestOne Bank	Library Materials 7739	622.15
6508	MidWestOne Bank	Monthly postage expense	210.99
6506	Office Express	Copy paper and paper clips	45.85
6506	Quill	10X13 envelopes	30.29
6310	The Kitchen Organization & Killed Squeege	Monthly cleaning contract	1,998.33
		Total for General Fund	10,095.08
B	Baker & Taylor - Adult Books	Adult books	47.85
B	Fairfield Area Chamber of Commerce	Barnyard Bash Booth Sponsor	150.00
B	Fairfield Public Library - General Fund	Library Materials 7739	98.43
B	Fairfield Public Library - General Fund	Educational Programming - Sara	167.67
B	The low a Source	Ad for Library Sign-Up Month	250.75
B	WMPF Group, LLC	Library Card Sign-Up Ad SE IA Union	229.00
		Total for Book Sale Fund	943.70
F	Baker & Taylor - Mandarino Award	Mandarino Award	34.20
F	Fairfield Public Library - General Fund	Library Materials 7739	48.66
F	TD&T Financial Group, P.C.	Tax Preparation 2024	2,175.00
		Total for Foundation Fund	2,257.86
M	Baker & Taylor - Adult Books	Adult books	578.65
M	Baker & Taylor - Automatically Yours	Popular Authors	104.30
M	Baker & Taylor - Children's Books	Children's Books	63.81
M	Bottom Line Health	Annual Subscription	29.95
M	Center Point	Large Print	51.54
M	ConverSight	My Libro subscription 9/1/25 to 8/31/26	2,475.00
M	Fairfield Public Library - General Fund	Library Materials 7739	1,055.72
M	H. W. Wilson	Children's Core Collection	180.00
M	The Atlantic	Annual Subscription	53.45
M	Waukee Public Library	Replacement Cost The Philosophy Book	17.95
		Total for Memorial Fund	4,610.37
September 15, 2025			

December 8, 2025				
	6371	Alliant Energy	Electric Expense (last year \$62.60)	1,937.35
	6371	Alliant Energy	Gas Expense (last year \$244.06)	331.16
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6310	Brockway	Replaced ignition cable following flame failure alert on boiler	574.18
	6310	Chemsearch	Reissue check	1,288.95
	6373	Liberty Communications	Telecommunications 11/1/25 to 12/1/25 and 12/1/25 to 1/1/26	288.00
	6220	MidWestOne Bank	Net Nanny subscription	54.99
	6310	MidWestOne Bank	Light bulbs	181.12
	6499	MidWestOne Bank	Chat GPT Monthly subscription	21.40
	6506	MidWestOne Bank	Rubber bands, tissues, paper punch, tape, adapter, first aide kit, backpacks, rece	471.11
	6508	MidWestOne Bank	Monthly postage fees	110.99
	6508	Postmaster	2 rolls of first class stamps	156.00
	6310	The Kitchen Organization & Killed Squeege	Monthly cleaning contract	1,998.33
			Total for General Fund	7,560.64
	B	Demco	Easels	394.62
	B	Fairfield Public Library - General Fund	Educational Programming	152.33
	B	Fairfield Public Library - General Fund	Educational Programs	93.57
			Total for Book Sale Fund	640.52
	F	Fairfield Public Library - General Fund	Library Materials	73.63
	F	Ingram Library Services	Library Materials	54.48
			Total for Foundation Fund	128.11
	M	Center Point	Large Print	51.54
	M	Fairfield Public Library - General Fund	Library Materials	1,314.32
	M	H. W. Wilson	Middle & Junior High Core Collection 17th Ed	221.25
	M	Ingram Library Services	Library Materials	285.94
	M	Library Journal	Annual renewal	157.99
	M	School Library Journal	Annual Subscription Renewal	136.99
			Total for Memorial Fund	2,168.03
			Total for Capital Fund	0.00
December 8, 2025				

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

Trustee Parker asked about Hoopla. Director Schmidt Mickunas explained that while Hoopla has a number of active users the cost would continue to rise for the library. He also noted the inability to control the content and the considerable amount of AI-generated content. Trustee Flinspach asked about the documentary screening noted in the report. Director Schmidt Mickunas stated that the film is not sponsored by the library.

Continued Education –Iowa Library Trustee’s Handbook

Chapter 5: Approving and Monitoring the Budget pp. 22-32

Trustee Flinspach noted this was helpful information and asked about amendments to the budget and when they might be necessary. Director Schmidt Mickunas explained he has spoken with city administrators and the budget needs to be amended only when the expenditures exceed the budgeted amount. He also reminded trustees that each city is different and the handbook reflects recommendations on how the State Library feels things should be handled.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker reviewed and distributed director evaluations to trustees.
- b. Report of Building & Grounds Committee –Trustee Ades reported the Building and Grounds budget should be ready following a meeting with the city. He also noted the energy bill is a concern.
- c. Report of Finance Committee – Trustee Smith reported the Finance Committee has met and reviewed all areas of the budget with the exception of Building & Grounds, and will meet with them when they are ready.
- d. Report of Fundraising Steering Committee-Trustee Flinspach reported the committee did not meet formally, but members spoke with the Library Foundation at their meeting asking for support. She noted the need for donations to the renovation project be written correctly. Trustee Smith asked how the foundation would track donations. Director Schmidt Mickunas clarified the Foundation treasurer will record and track donations.

OLD BUSINESS –

- a. Tool Lending Collection Update - Tabled to January.
- b. Proposal to Revise Naming & Recognition Policy - Tabled to January.

NEW BUSINESS

- a. Proposal to approve FY27 Library Budget – Director Schmidt Mickunas explained the budget presented is not the final version as Building and Grounds has not made its final recommendations for approval by the finance committee but would do so before the December 19 deadline. Trustee Thebodo moved to approve the budget as presented allowing for changes in Building Maintenance and Repair with final approval by the finance committee. Trustee Diers seconded the motion. The motion passed unanimously.
- b. Proposal to Revise Privacy and Confidentiality Policy-Trustee Flinspach noted some patrons are unsure what titles are missing if they are checked out on their children’s account. Trustee Ades stated this is a protected area so there may not be much trustees can do. Trustee Thebodo suggested parents check items out on the parent’s account rather than the child’s account to avoid this issue. Trustee Flinspach summarized the revision would allow staff to disclose names of items lost and billed. Trustees discussed types of accounts, responsible parties on accounts and different software available. Trustee Ades moved to change the policy to allow parents to know what books were missing or lost, and that this change be reviewed later to see if there are problems or more concessions to be made in six months. Trustee Parker asked if staff supported changes being proposed. Director Schmidt Mickunas noted staff had discussed other changes as well. Following further discussion, Trustee Ades withdrew his motion. Trustee Ades moved that adults be able to know what their children checked out unless there was a request for privacy by the child and to be decided by the director on a case-by-case basis. Director Schmidt Mickunas felt there

had not been enough discussion for a motion. Trustee Ades withdrew his motion.

Trustee Ades moved to allow responsible borrowers of a child to know what books are lost or billed in the children's account with no age limit. Trustee Diers seconded the motion. Trustee Gookin asked if all children who get a library card have a responsible borrower. Afton clarified with juvenile quick cards no responsible borrower was needed. Following discussion Trustee Diers withdrew her second on the motion. Trustee Smith suggested taking a vote. No ayes, three nays, motion did not pass.

Trustee Flinspach suggested trustees review the policy and discussion continue in January.

- c. Proposal for Date of January Board Meeting - Trustee Flinspach noted the regular meeting date in January is a holiday and will need to be rescheduled. January's board meeting will be Thursday, January 22.
- d. Discussion of Continued Funding for Hoopla in 2026-Trustee Flinspach reviewed what was previously discussed regarding Hoopla's usage and quality. Director Schmidt Mickunas felt funds could be better used elsewhere and shared patrons disappointed with losing Hoopla could be redirected to Libby.

Trustee Smith moved to cancel funding for 2026 for Hoopla. Trustee Diers seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:15 pm. with a motion by Trustee Gookin and seconded by Trustee Thebodo.

Respectfully submitted,

Ann Gookin
Secretary Pro Tem