



Minutes of Library Board Meeting
February 20, 2025

CALL TO ORDER

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

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

Trustees joining via ZOOM: Sharon Flinspach and Ann Gookin.

Trustees absent: None

Also present: Director Alecs Schmidt Mickunas, Afton Pedrick and Debra Williamson.

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA - None. Trustee Parker noted a point of discussion, current legislation relating to public libraries.

APPROVAL OF MINUTES FOR JANUARY

Trustee Thebodo moved to approve the January 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 payment from Jefferson County has been received, putting Library Services where they should be for the year. She also asked about Special Assessments, Miscellaneous. Director Schmidt Mickunas indicated he had budgeted nothing for the next fiscal year in this category. He will check further and report back to the board. In reviewing the expenditures, Trustee Smith noted salaries are where they should be for the fiscal year while Other Contractual Services are a bit high due to contracts being paid at the beginning of our fiscal year. Director Schmidt Mickunas feels any unexpected services that may need to be called in through the end of this fiscal year would fall under Building Maintenance and Repair rather than Other Contractual Services. Trustee Smith updated board members on a meeting between City administrators, Director Schmidt Mickunas and Trustee Parker about the budget for fiscal year 2026. City administrators asked all city departments to make further adjustments to their budget proposals. Trustee Parker outlined how the budget system works at the city level. Trustee Diers moved to accept the Treasurer’s Report. Trustee Garchik seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS FOR FEBRUARY

Trustee Garchik moved to approve the bills for February. Trustee Brown seconded the motion. The motion passed unanimously.

February 20, 2025				
	6371	Alliant Energy	Electric Expense (last year \$2278.89)	71.54
	6371	Alliant Energy	Gas Expense (last year \$1038.27)	1,202.94
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6310	Brockway	Install new steam canister in carel humidifier	1,874.85
	6506	Demco	Clear glossy label protectors x5	81.55
	6373	LISCO	Telecommunications 2/1/25 to 3/1/25	43.37
	6220	MidWestOne Bank	ILA membership renewal-Director	135.00
	6499	MidWestOne Bank	Zoom monthly fee, Open AI monthly subscription fee	30.00
	6506	MidWestOne Bank	Glue sticks, Soil moisture meter, Desktop grommet, Desktop cord organizer, flash drive, razor blades, lotion	83.18
	6508	MidWestOne Bank	Monthly postage fees	109.95
	6373	NATEL	Telecommunications 2/1/25 to 3/1/25	155.35
	6508	Postmaster	Two rolls first class stamps	146.00
	6506	Quill	Copy paper	179.65
	6310	Rios Handyman LLC	Install kids' seat and changing station	208.13
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
			Total for General Fund	6,268.57
	B	Fairfield Public Library - General Fund	Educational Programs	132.51
	B	Fairfield Public Library - General Fund	Educational Programs	76.50
	B	Lila Quests	Crack the Carnegie Code YS Programming	400.00
			Total for Book Sale Fund	609.01
	F	Baker & Taylor - Mandarin Award	Mandarin Award	11.99
	F	Fairfield Public Library - General Fund	Library Materials 7739	30.02
	F	Fairfield Public Library - Memorial Fund	Quarterly grant disbursement - library materials - 1st qtr 2025	11,500.00
	F	Fairfield Public Library - Memorial Fund	Grant for Hoopla services	12,000.00
			Total for Foundation Fund	23,542.01
	M	Baker & Taylor - Adult Books	Adult Books	973.80
	M	Baker & Taylor - Automatically Yours	Popular Authors	169.86
	M	Baker & Taylor - Children's Books	Children's Books	401.21
	M	Center Point	Large Print January and February	100.68
	M	EBSCO	Magazine Subscription x5	361.50
	M	Fairfield Public Library - General Fund	Library Materials 7739	2,457.63
	M	Hoopla	Advance digital payment	12,000.00
	M	Lied Public Library - Essex	Replacement	4.99
	M	MidWestOne	Restore credit card account 1138642 to \$500	384.31
			Total for Memorial Fund	16,853.98
	C	MSRDesign	Library Service Assessment and Capital Plan	8,500.00
February 20, 2025			Total for Capital Fund	8,500.00

COMMUNICATIONS - None

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

Library Board Meeting – 2/20/2025

Trustee Parker asked if the Director had received a response from the City Attorney regarding drafts of new policies or procedures. Trustee Garchik asked about filling vacant staff positions. Director Schmidt Mickunas explained the budget for fiscal year 2026 was submitted before the staff schedule was updated.

Continued Education – State Library New Board Member Video Series Part 6: Evaluating Service & Advocating for Advancements - Video was not shown due to technical issues.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker noted the committee would be meeting with the director.
- b. Report of Building & Grounds Committee – Trustee Thebodo highlighted a Zoom meeting with MSR Designs. Director Schmidt Mickunas indicated the final documents have been received on the renewal project and offered to share the link to the Zoom meeting for trustees to view at their convenience. Trustee Thebodo asked about the skylight project, staff restroom and lending tools library. Director Schmidt Mickunas feels partnering on a lending tools library at this time would be difficult for staff. Debra Williamson of the Fairfield Beautification Commission expressed appreciation for space at the library to store their tools and looks forward to working with the library in the future.
- c. Report of Finance Committee – Nothing further.

UNFINISHED BUSINESS –

- a. Naming & Recognition Policy – City Attorney is reviewing Policy.
- b. Library Maker Space – Director Schmidt Mickunas felt it would be beneficial to the library to have a flexible space rather than creating a specific space. Trustee Garchik asked about the tools and machines in the current space. Director Schmidt Mickunas would like to see items on the renewal plan take priority over a permanent maker space. Trustee Thebodo requested an update on the art loans document. Director Schmidt Mickunas indicated the City Attorney is reviewing it.
- c. Tool Lending Library – See Report of Building & Grounds Committee above.

NEW BUSINESS

- a. Library Partnerships – Director Schmidt Mickunas outlined his plan for annual sponsors for the library. Trustee Garchik asked if other city departments had similar programs.
- b. Building Renewal Planning Committee - Trustee Parker suggested a board work session with the entire board rather than a committee. Director Schmidt Mickunas felt a public meeting might encourage public input. Trustee Garchik suggested all board members view the video at their convenience prior to the work session. The work session is scheduled for Saturday, April 5 from 9 to 11 a.m.
- c. Change of Library Business Hours – Director Schmidt Mickunas asked for a motion and board approval to change the library's business hours. Trustee Ades asked about possible public feedback. Trustee Flinspach moved to change the

hours so that Monday through Friday the library is open from 9 to 6. Trustee Parker clarified the Saturday hours would not change. Trustee Garchik seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:10 pm.

Respectfully submitted,

Rachel Brown
Secretary Pro Tem