



Minutes of Library Board Meeting  
February 19, 2026

**CALL TO ORDER**

President Sharon Flinspach called the meeting to order at 5:17 pm

Trustees Present: Sharon Flinspach, Joneane Parker, Brenda Diers and Sam Garchik.

**Trustees joining via ZOOM:** Wayne Ades, David Thebodo

**Trustees absent:** Rachel Brown, Ann Gookin and Sherri Smith.

**Also present:** Director Alecs Schmidt Mickunas and Afton Pedrick.

**PUBLIC ADDRESS** – None

**COMMUNICATIONS** – Trustee Flinspach noted the meeting was being recorded and Trustee Diers would be acting as Secretary Pro Tem in the Secretary's absence.

Director Schmidt Mickunas has met with the director of the Carnegie Museum to discuss all or some of the genealogy collection being moved to the museum. Trustee Parker asked if it was possible to digitize this collection. Director Schmidt Mickunas explained it would be a massive and expensive project but the Washington Public Library has the capability should we ever want to pursue digitization. Trustee Thebodo asked about an alternative to Hoopla for patrons. Director Schmidt Mickunas will work with staff and Overdrive to purchase more titles.

**CALL FOR ADDITIONS TO THE AGENDA** – Director Schmidt Mickunas asked that discussion of the Carnegie 250 gift be added to the agenda. The library received a monetary gift and he would like trustees to discuss how those funds should be allocated. Trustee Parker verified the gift was unentailed. She also mentioned the 250<sup>th</sup> anniversary of the country and wondered if the library would be celebrating with an event or activity. Director Schmidt Mickunas asked if the board would like to be involved in that planning or task the staff with developing something. Trustee Garchik asked if the city was planning a celebration. Trustee Parker did not think so yet.

**APPROVAL OF MINUTES** –

Trustee Flinspach noted under Reports of Committees in the January 22, 2026 minutes MSR Designs was incorrectly listed as MRS Designs. Trustee Thebodo moved to approve the January 22, 2026 minutes as corrected. Trustee Parker seconded the motion. The motion passed unanimously.

### **TREASURER'S REPORT –**

Trustee Garchik asked about the Alliant bill. Director Schmidt Mickunas confirmed it is still higher than normal. Trustee Flinspach asked about the interest income on the Statement of Funds. Director Schmidt Mickunas explained the interest was not paid or reported for the life of the cd, only noted when it was cashed. Trustee Parker noted a cd would mature in May. Trustee Flinspach reminded trustees they were waiting to speak with city auditors regarding the capital fund. Director Schmidt Mickunas stated the auditors were scheduled for March and he hoped to get a clear recommendation at that time. Director Schmidt Mickunas reviewed the statements of revenue and expenditure in the Treasurer's absence, noting the library under budgeted for electrical use. Trustee Garchik asked if other city departments were having similar issues. Director Schmidt Mickunas felt our issues were due in part to a poor year for solar power and the need to clean our panels. Trustee Parker confirmed a cleaning has been planned. Trustee Garchik and the Director made plans to check usage over a weekend. Trustees Garchik and Parker asked about reports showing solar input vs output. Director Schmidt Mickunas will share a detailed report of solar panel generation next month. Trustee Ades reminded trustees Alliant recently raised their rates.

Trustee Parker moved to approve the Treasurer's Report. Trustee Garchik seconded the motion. The motion passed unanimously.

### **APPROVAL OF BILLS**

Trustee Flinspach asked for clarification of the meeting room renovation invoices. Director Schmidt Mickunas explained one invoice was for preparation and the other was for the actual carpet.

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

Trustee Garchik left the meeting, he will join via ZOOM next month.

Trustees verified there was still a quorum with two members on ZOOM and Trustee Brown expected to join the meeting at any time.

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	6499	Advantage Archives, LLC	Digitization Project Fairfield Tribune and Industrial Era	4,132.00
	6310	All American Pest Control	Bi-Monthly Pest Control	80.00
	6371	Alliant Energy	Electric Expense (last year \$71.54) (2024 \$2278.89)	2,437.90
	6371	Alliant Energy	Gas Expense (last year \$1202.94) (2024 \$1038.27)	981.52
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6220	Fairfield Area Chamber of Commerce	Annual Membership 2026	340.75
	6310	Jorge's Law n & Landscaping	Raking leaves & clean up, Mow ing Sept, Oct, Nov 2025	530.00
	6373	Liberty Communications	Telecommunications 2/1/26 to 2/28/26	144.00
	6373	LISCO	Telecommunications 2/1/26 to 3/1/26	43.49
	6220	MidWestOne Bank	Library Materials 0174	195.00
	6499	MidWestOne Bank	Library Materials 0174	21.40
	6506	MidWestOne Bank	Library Materials 0174	119.27
	6508	MidWestOne Bank	Library Materials 0174	10.99
	6508	Postmaster	First class stamps, 2 rolls	156.00
	6506	Quill	laminating film	231.66
	6310	The Kitchen Organization & Kilted Squeegee	Monthly cleaning contract	1,998.33
	6310	Wilson Paper	Soap dispenser, replacement dispenser tank	30.25
			<b>Total for General Fund</b>	<b>11,599.62</b>
	B	Fairfield Public Library - General Fund	Educational Programming 0174	128.68
	B	Fairfield Public Library - General Fund	Educational Programming	115.99
	B	School Specialty	Educational Programming	889.51
			<b>Total for Book Sale Fund</b>	<b>1,134.18</b>
	C	Floor to Ceiling	Meeting Room Carpet Replacement Project	10,928.34
	C	Floor to Ceiling	Meeting Room Carpet Replacement Project	1,851.60
			<b>Total for Capital Improvements Fund</b>	<b>12,779.94</b>
	F	Fairfield Public Library - Memorial Fund	Grant for Library Materials - 1st quarter 2026	11,500.00
	F	Fairfield Public Library - General Fund	Library Materials 0174	42.21
	F	Ingram Library Services	Library Materials	231.66
			<b>Total for Foundation Fund</b>	<b>11,773.87</b>
	M	Center Point	Large Print	51.54
	M	EBSCO	Annual subscription - Acres USA	49.00
	M	Fairfield Public Library - General Fund	Library Materials 0174	1,309.01
	M	Ingram Library Services	Library Materials	2,072.34
	M	Kanopy Inc.	Library Materials	72.00
	M	School Specialty	Educational Programming	225.00
			<b>Total for Memorial Fund</b>	<b>3,778.89</b>

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

Trustee Flinspach asked about the front desk cash register malfunctioning and the possible need for a new machine. Director Schmidt Mickunas explained the register is how cash is taken in and recorded, providing a daily total for balancing. He will continue researching options.

Trustee Parker asked the purpose of the banned books club. Director Schmidt Mickunas explained the club would discuss censorship in historical perspective, discuss historically banned books and offer a forum for respectful communication. He felt changing the club's title to celebrate patrons' right to read would be helpful. Trustee Parker asked if the Tool Lending Library would be completely located at the Restore. Director Schmidt Mickunas confirmed there are no immediate plans for the library to purchase tools for checkout.

## **Continued Education –Demonstration of Library Website**

Director Schmidt Mickunas gave a demonstration of the library’s website.

## **REPORTS OF COMMITTEE –**

- a. Report of Personnel Committee- Trustee Parker reported the director’s evaluation and review of salaries have been completed. The director advocated for the library at the meeting of the City Ways and Means Committee.
- b. Report of Building & Grounds Committee – Trustee Ades had nothing to add. Director Schmidt Mickunas reported Heartland Construction was interested in moving forward with the gutter replacement project.
- c. Report of Finance Committee – Nothing more to report.
- d. Report of Fundraising Steering Committee – Director Schmidt Mickunas reported the request for proposal has not been developed yet. He also recommended a ‘do not exceed’ amount for the master plan.

## **OLD BUSINESS –**

- a. Proposal to Revise Privacy and Confidentiality Policy – Director Schmidt Mickunas reviewed the policy and gave an overview of how staff have historically handled it. He also discussed similar policies at other Iowa libraries. After reviewing the reason for the policy revision, he noted Iowa code does not differentiate between juvenile and adult records in terms of confidentiality, with the vast majority of public libraries in Iowa not sharing titles with parents. The revision would allow staff to share titles for lost, damaged or billed items.  
Trustee Brown joined the meeting.  
Director Schmidt Mickunas recommended informing parents every account is confidential and it is not legal at this time to share checkout information with anyone other than the cardholder. He continued to recommend that staff be allowed to share titles for lost, damaged and billed materials with parents. He further recommended not assigning an email address to a juvenile account unless it is the juvenile’s email. Trustee Flinspach referred to number four in the trustee packet asking if the director would like to strike that now. Director Schmidt Mickunas confirmed. Trustee Brown asked if the director were saying the library could share the title if the material was lost. Director Schmidt Mickunas is in favor of that change, for lost or damaged items. Trustee Parker asked if the change was fair, equitable and consistent. Trustees discussed possible wording changes. Director Schmidt Mickunas read part four aloud. Trustee Parker moved to accept the addendum. Trustee Brown seconded the motion. The motion passed unanimously.
- b. Proposal to Revise Borrower Policy – Director Schmidt Mickunas reported that he is not in favor of making a change to the Borrower Policy following discussion with staff. Trustee Flinspach asked for clarification on the juvenile quick cards currently available to patrons. Director Schmidt Mickunas explained a letter is sent to the family making parents aware a juvenile has applied for a card. Trustee Flinspach asked if a sentence could be added to the policy noting a letter would be sent to the family. Trustee Parker moved to accept the addition to the Juvenile Quick Card section of Juvenile Cards that a letter will be sent. Trustee Brown seconded the motion. The motion passed unanimously.

## NEW BUSINESS –

- a. Discussion of Carnegie gift – Director Schmidt Mickunas explained the gift received. Trustee Parker asked about the computer upgrade project and how that would be funded. Director Schmidt Mickunas noted he has a quote and the upgrade will be more expensive than he initially expected. He will request assistance from the Foundation to fund this project but the Carnegie gift could cover any shortfall. Trustee Parker asked if there was a sense of the total contribution the library could expect from the Foundation for the year. Director Schmidt Mickunas felt if the Foundation covered the cost of the computer upgrade and our quarterly grants they could reach their cap for the year. Trustees Parker and Flinspach felt retaining the Carnegie gift to cover possible shortages with the computer upgrade would be a good idea. Trustee Ades asked about the fundraising committee raising funds for technology specifically. It was decided the fundraising committee should focus more on the building itself and the renewal project. Trustee Flinspach asked if a vote was needed. Director Schmidt Mickunas suggested adding this item to next month's agenda for a vote.
- b. Proposal to Request Funds from Foundation for Computers-Director Schmidt Mickunas gave an overview of the computer upgrade with quotes for the total project and a smaller scale project. Trustee Parker moved to have the director request funds from the Foundation for computers. Trustee Thebodo seconded the motion. The motion passed unanimously.
- c. Proposal to Revise Study Room & AV Room Policy – Director Schmidt Mickunas explained the change expands the reservation potential for the AV Room where there is not a clear purpose to the use of the room. Trustee Flinspach noted the other part of the revision explained what the AV Room's uses were. Director Schmidt Mickunas read the revision. Trustee Brown asked if there were any drawbacks the director could see. Director Schmidt Mickunas felt the change would be good for the community and easier for staff. Trustee Brown moved to accept the proposal. Trustee Thebodo seconded the motion. The motion passed unanimously.
- d. Proposal to Revise Meeting Room & Conference Room Policy – Trustee Flinspach asked who would give approval regarding incidental sales noted in number two. Director Schmidt Mickunas noted sales are generally not permitted unless he gives his approval. Authors donating a copy of their book to the library have historically been allowed to use the space for a presentation and sale of their books. Trustee Parker suggested adding 'library director', and asked about who might give approval in his absence. Director Schmidt Mickunas suggested adding 'or designee'. Trustee Flinspach confirmed it would read 'incidental sales such as books related to a lecture may be permitted at the discretion of the library director or designee.' Trustee Flinspach asked if, in regard to the meeting room, there needed to be an addition stating the library uses the room when needed. Director Schmidt Mickunas confirmed the library has priority over the space and thought that was noted in the current policy. Trustee Parker shared that was number four

in the policy and suggested moving number four to number one. Director Schmidt Mickunas noted part b, conference room was the primary reason the policy was being revised. He would like to make the conference room more accessible by removing the security deposit. Trustee Brown verified there would continue to be a security deposit for the meeting room. Trustee Flinspach asked for clarification of fundraisers being hosted if no sales were allowed. Director Schmidt Mickunas explained fundraisers could be gatherings, parties or presentations. Trustee Parker asked about potentially messy or damaging activities. Trustee Flinspach asked if number five on the back of the policy would help with that. Director Schmidt Mickunas did not think the policy had any reference to the spaces being left in the condition they were found in. Trustee Diers noted when renting an apartment the deposit was not returned if damage was found. Trustee Parker directed trustees to number five. Trustee Brown suggested 'deposit will not be refunded if damages are assessed, related to the event, upon inspection'. Trustee Flinspach reviewed the additions and changes trustees suggested. Trustee Parker suggested the director make the changes and additions and present the updated policy for a vote next month.

- e. Proposal to Extend Long-Overdue Lost Date - tabled
- f. Discussion of Staff Parker - tabled

#### **ADJOURNMENT**

The meeting was adjourned at 7:15 p.m. with a motion by Trustee Diers. Trustee Ades seconded the motion.

Respectfully submitted,

Brenda Diers  
Secretary Pro Tem