



Minutes of Library Board Meeting
November 17, 2025

CALL TO ORDER

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

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

Trustees joining via ZOOM: None

Trustees absent: David Thebodo

Also present: Director Alecs Schmidt Mickunas, Dani Hannes, Karen Blakley, Joella Corrie and Eric Randall.

PUBLIC ADDRESS –

- a. Joella Corrie – Imagination Library – Joella provided an update on the Imagination Library and a request for continued funding.
- b. Eric Randall – Library Tool Lending – Eric presented a proposal for a tool lending library to be located in the library. Following brief discussion between Eric and the trustees, Trustee Flinspach suggested placing this on the December agenda for further discussion and action.

COMMUNICATIONS –

- a. Dani Hannes – Book Vendor Transition – Dani reviewed her job duties and provided details on the recent transition from the library’s long-time book vendor, Baker & Taylor to Ingram. She noted that while the transition has not been ideally smooth, things are improving and the transition should not affect patrons. She has spoken with other libraries using Ingram and has a plan moving forward. Trustee Garchik shared that he works with Ingram and while it did take time to get set up, there are advantages.

CALL FOR ADDITIONS TO THE AGENDA - None

APPROVAL OF MINUTES -

Trustee Garchik moved to approve the October 20, 2025 minutes as presented. Trustee Brown seconded the motion. The motion passed unanimously.

TREASURER'S REPORT –

Trustee Smith reviewed the revenues and expenditures for the past month. Revenues look as they should through this point of the fiscal year. Expenditures appear to be a bit higher in other contractual services but she felt that was a timing of payments issue. She also reviewed the Statement of Funds, noting a recent donation received and a cd that was cashed and deposited to the Capital Fund as trustees had directed. Trustee Smith also asked about the high yield account trustees requested be established at Iowa State Bank. Director Schmidt Mickunas explained he is waiting for direction from the City's auditors. Trustee Smith mentioned a cd maturing in November that Director Schmidt Mickunas will cash and deposit to the Capital Fund. Trustee Brown moved to accept the treasurer's report. Trustee Parker seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

Director Schmidt Mickunas clarified invoices for a conference he attended. Trustee Flinspach asked about an invoice from Johnson Controls. Director Schmidt Mickunas explained funds to pay that invoice would come from the General Fund. Trustee Parker moved to approve the bills for November. Trustee Brown seconded the motion. The motion passed unanimously.

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6371	Alliant Energy	Electric Expense (last year \$22.20)	1,539.81
6371	Alliant Energy	Gas Expense (last year \$120.05)	229.07
6506	Aunt Flow	Refills, hygiene products	172.00
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
6506	Brodart	Laser spine labels	57.53
6310	Johnson Controls Fire Protection LP	Services for fire alarm and sprinkler	598.31
6310	Johnson Controls, Inc	Annual contract 2025-2026	3,372.00
6373	LISCO	Telecommunications 11-1-25 to 12-1-25	43.49
6414	Megan D Robinson	FPL November Update - submitted to low a Source	65.00
6220	MidWestOne Bank	Adobe subscription	254.27
6240	MidWestOne Bank	ILA Conference Director	112.51
6240	MidWestOne Bank	ILA Conference Director	112.71
6499	MidWestOne Bank	Chat GPT Subscription	21.40
6506	MidWestOne Bank	Pencil pouches, zip ties, luggage tags, paper towels	35.59
6508	MidWestOne Bank	Endicia monthly postage fees	110.99
6506	Quill	Copy paper	182.95
6310	The Kitchen Organization & Kilted Squeege	Monthly cleaning contract	1,998.33
6310	Wilson Paper	Furnace filters	573.53
		Total for General Fund	9,626.55
B	Fairfield Public Library - General Fund	Educational Programs	48.62
B	Fairfield Public Library - General Fund	Educational Programs	194.13
B	Zoobean Inc	Beanstack Plus 12-20-25 to 12-19-26	1,080.45
		Total for Book Sale Fund	1,323.20
F	Fairfield Public Library - General Fund	Library Materials	31.61
F	Fairfield Public Library - Memorial Fund	Grant disbursement 4th quarter calendar year 2025	11,500.00
F	TD&T Financial Group, P.C.	Preparation of tax return 2024	450.00
		Total for Foundation Fund	11,981.61
M	AtoZdatabases	Subscription, annual 3rd year of 3 8-1-25 to 7-31-26	1,200.00
M	Baker & Taylor - Adult Books	Adult Books	37.04
M	Center Point	Large print	51.54
M	Fairfield Public Library - General Fund	Library Materials	5,010.62
M	Grant Watch	Reissue check - license fee	450.00
M	H. W. Wilson	Core Collection - Graphic Novel, Fiction, Senior High, Public Library	991.25
M	Mobile Beacon	Renew al 8 Franklin T	960.00
		Total for Memorial Fund	8,700.45
		Total for Capital Fund	0.00
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REPORT OF DIRECTOR (A copy of the report is attached.)

Trustee Garchik asked about the HVAC system. Director Schmidt Mickunas explained recommendations to reduce humidity in the meeting room had been followed causing increased use of electricity. He has adjusted the air conditioning schedule and will check electricity usage to see if there is a reduction. Director Schmidt Mickunas shared the custodian would like to hire an assistant. Trustee Ades asked if there would be an additional cost. Director Schmidt Mickunas clarified the previously approved cost would not change. He also shared his plan to upgrade computers in 2026.

Continued Education –“Why Shop? In Maine, the Library of Things Has It All (Almost).”
Aug. 20, 2025 *New York Times*

Director Schmidt Mickunas shared highlights of this free New York Times article, noting other libraries check out tools. He suggested purchasing items that would be highly utilized by the community while considering staff time and cataloging time. Trustee Ades reminded trustees something similar may have been done in the past but items weren't in public view so patrons may have been unaware they were available. Trustee Parker expressed concern about staff, safety and available space. Trustee Garchik suggested speaking with Rustin Lippincott at the High School as a resource for volunteers. Trustee Diers suggested speaking with the woodshop teacher at the High School. Director Schmidt Mickunas mentioned Habitat for Humanity had expressed interest in tool lending and might be a more natural location for a tool-lending site. Trustee Smith felt the library lacked available space and a lending library might be better suited to its own building and employee. Trustee Flinspach suggested placing this on the agenda for further discussion next month.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee – No report
- b. Report of Building & Grounds Committee – Trustee Ades would like to meet with city representatives to discuss City responsibilities. Trustee Smith asked if the committee was ready to bring their budget to the finance committee. Director Schmidt Mickunas mentioned the roof and gutter repairs and the timeline to complete those. He will follow up and try to arrange a meeting with the city.
- c. Report of Finance Committee – Trustee Smith shared that the finance committee has met twice since the last board meeting and approved the personnel budget presented. The finance committee will meet again next week to work on the budget but will leave building maintenance and repair for a separate meeting in order to give the Building & Grounds Committee additional time.
- d. Report of Fundraising Committee – Trustee Flinspach reported the committee had recently met with the Library Foundation president to work on a donor list and discuss corporate donors. They also reviewed and added talking points and are hopeful the finance committee will set funding expectations for certain areas of the building. A committee representative will speak with the Foundation at their next meeting.

OLD BUSINESS –

- a. Proposal to Update Meeting Room Deposit Procedure – Director Schmidt Mickunas did not have a document to share but updated trustees on a policy change being proposed. He proposed the library no longer keep deposits when a room was reserved and then not used. Trustee Parker asked the reason for this change and if there were times patrons were unable to use a room due to a last minute cancellation. Director Schmidt Mickunas explained the change was due to patrons having unforeseeable situations that changed their plans and there have been conflicts with room rental dates but not frequently. Trustee Ades moved to update the form and procedure. Trustee Diers seconded the motion. The motion passed

unanimously.

- b. Proposal to Adjust Checkout Limit – Director Schmidt Mickunas would like to remove the 50 item total checkout limit while maintaining collection-specific limits. He suggested the change go into effect in January with a review in April. Patrons would be told this was a temporary change. Director Schmidt Mickunas shared that children’s accounts have been a workaround for families who would actually prefer to have a single account. Trustee Ades suggested making the limit based on borrower checkout history. Director Schmidt Mickunas stated that the limit should not show favoritism to any borrowers. Trustee Garchik felt it was better to have books being checked out rather than sitting on the shelves. Trustee Smith asked how this might affect the library’s collection. Trustee Garchik suggested if all copies of a book were continually checked out it would indicate a need to purchase more copies. Trustee Garchik moved to remove the checkout limit for a six-month trial period. Trustee Diers seconded the motion. The motion passed unanimously.
- c. Discussion of Library Monetary Donations –Trustee Garchik clarified that all donations over \$500.00 would go to the Capital Improvement Fund to pay for renovations. Trustee Flinspach asked if this would be a permanent change. Director Schmidt Mickunas suggested keeping the new procedure in place and transferring funds in the future if necessary. Trustee Parker clarified the change would not relate to designated donations. Director Schmidt Mickunas confirmed. Trustee Smith made the motion ‘The Board authorizes the Director to record any untailed gift of \$500 or more in the Capital Fund; Otherwise, untailed gifts may be deposited in the Gift & Memorial Funds. Trustee Diers seconded the motion. The motion passed unanimously.
- d. Proposal to Revise Naming & Recognition Policy - Trustee Flinspach referenced the policy particularly sections III, IV, and VII. The Fundraising Committee would like suggestions from the Finance Committee regarding amounts for areas in the library that may be named for donors. She also referred to section VIII which addresses rights or interest. Director Schmidt Mickunas clarified he has made corrections but has no recommendations for additions. He suggested the trustees consider what level of sponsorship would allow for naming of a space. Trustee Parker noted the option to have a space named may make a difference to potential donors. Trustee Garchik asked if the fundraising consultant could assist with this. Director Schmidt Mickunas will check in with them.

NEW BUSINESS

- a. Proposal to Renew Materials Grant from Foundation for 2026 - Director Schmidt Mickunas reiterated the value of revisiting the materials budget this winter in light of new resources being offered by the library and the need to sustainably support them. Trustee Garchik asked if there was a way to specify a percentage of patrons using digital vs physical resources. Director Schmidt Mickunas was unsure but felt possibly 25% of borrowers were using digital, 25% were using physical with 50% using a mix. Trustee Ades wondered about promoting resources. Trustee Parker moved to accept Director Schmidt Mickunas’ recommendation from the Director’s report. ‘I recommend the Board roll funding for Kanopy and Hoopla into the quarterly materials grants for 2026 increasing the funding from \$46,000 to \$54,800 in 4 installments of \$13,700 in February, May, August & November.

Additionally, I recommend one annual funding request for Mandarin Funds in January in the sum of \$5,250 for Award, Core, Worn YS, and Worn Adult Fiction titles.’ Trustee Garchik seconded the motion. The motion passed unanimously.

- b. Proposal to Request Foundation Grant for Novelist for FY26 - Director Schmidt Mickunas explained Novelist. Trustee Smith asked where funds for this would come from. Director Schmidt Mickunas would like to ask the foundation to reimburse the library for the amount already paid this year for this resource. In the future this expense might possibly be paid for from the General Fund. Trustee Smith moved to request \$2500 for Novelist for FY26. Trustee Diers seconded the motion. The motion passed unanimously.
- c. Proposal to Approve Statement for Fundraising Partnership with FPL Foundation - Director Schmidt Mickunas explained this would be a one-time grant from the foundation. Trustee Ades moved to accept the recommendation ‘I recommend that the Board approve sharing a statement with the Foundation that the Library request the following: 1) The creation of a Money Market or other account specifically to store donations for the Capital Fundraising Campaign, 2) The FPL Foundation direct all future gifts toward the Library Renewal Project, unless specified otherwise, until the 1.5 million dollar fundraising goal is met, and 3) The FPL Foundation contribute matching funds with the library’s contribution to kick off fundraising.’ Trustee Gookin seconded the motion. The motion passed unanimously. Trustee Smith asked if the foundation taking more fundraising leadership duties was separate from this. Trustee Flinspach indicated the fundraising committee would talk to the foundation about that.

Trustee Flinspach reminded trustees the next meeting would be December 8 at 5:15 p.m.

ADJOURNMENT

Trustee Garchik moved to adjourn the meeting at 7:23 p.m.

Respectfully submitted,

Rachel Brown
Secretary