



Minutes of Library Board Meeting
June 16, 2025

CALL TO ORDER

Vice President Sam Garchik called the meeting to order at 5:15 pm

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

Trustees joining via ZOOM: Joneane Parker

Trustees absent: None.

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

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA - No additions to the agenda. Trustee Smith and Director Schmidt Mickunas reminded trustees that the board's annual meeting was scheduled for June 2025 but they suggested postponing until July when all members could be present.

APPROVAL OF MINUTES -

Trustee Gookin moved to approve the May 19, 2025 minutes as presented. Trustee Brown seconded the motion. The motion passed unanimously.

TREASURER'S REPORT –

Trustee Smith reviewed the statements of expenditures and revenues, noting we should finish the year close to budget. Trustee Smith and Director Schmidt Mickunas reviewed their meeting to discuss the change to the library's bill paying process and the deposit of funds from a matured cd.

Trustee Brown moved to approve the Treasurer's Report. Trustee Diers seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

Trustee Gookin asked for clarification on an invoice, which Director Schmidt Mickunas provided. The director also clarified the invoices for our new library cards and the cost per card. Trustee Thebodo moved to approve the bills for June. Trustee Smith seconded the motion. The motion passed unanimously.

June 16, 2025				
	6310	All American Pest Control	General pest control 3x/yr	80.00
	6371	Alliant Energy	Gas expense (last year \$148.88)	58.22
	6371	Alliant Energy	Electric expense (last year \$21.70)	71.54
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6499	Baker & Taylor - Title Source	Electronic Database Title Source 360 7/1/25 to 6/30/26	460.96
	6310	Brockway	Quarterly preventative maintenance May 2025	1,784.00
	6506	Demco	CD Album pages	69.52
	6506	Demco	Filament tape	206.48
	6310	Heartland Construction	Patch & caulk roof repair gutters & gutter guard	1,145.00
	6310	Johnson Controls Fire Protection LP	Fire alarm sprinkler service	317.37
	6373	LISCO	Telecommunications 6/1/25 to 7/1/25	43.49
	6414	Lucas Holdings LLC	Library patron cards	904.40
	6414	Lucas Holdings LLC	Library patron cards	418.81
	6310	MidWestOne Bank	Flat, knob for lamp shade	129.75
	6499	MidWestOne Bank	Chat GPT Plus Subscription	20.00
	6506	MidWestOne Bank	Tissues, wipe out, paper clips, cable floor cover	397.96
	6508	MidWestOne Bank	Monthly postage fees	110.99
	6373	NATEL	Telecommunications 6/1/25 to 7/1/25	144.00
	6310	Person & Person	Sump pump	105.00
	6508	Postmaster	Two rolls first class stamps	146.00
	6506	Quill	All rubber bands and Baronial Ivory paper	34.24
	6506	Quill	Copy paper	184.65
	6506	Quill	Copy paper, 8.5X14 and 11x17	68.97
	6220	SCLS-Sustainable Libraries Initiative	Annual membership renewal	50.00
	6414	The Iowa Source	1/2 page display ad, color	420.75
	6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
			Total for General Fund	9,319.16
	B	ByWater Solutions	Koha annual support and hosting 7-14-25 to 7-13-26	5,250.00
	B	Eulenspiegel Puppet Theatre Co.	Educational Programming SRP	560.00
	B	Fairfield Public Library - General Fund	Educational Programming	1,705.93
	B	HyVee	Educational Programming - Adult Craft & Connect and Barn Art Reception	116.49
			Total for Book Sale Fund	7,632.42
	F	Fairfield Public Library - General Fund	Library Materials 7739	165.30
			Total for Foundation Fund	165.30
	M	Baker & Taylor - Adult Books	Adult books	993.65
	M	Baker & Taylor - Automatically Yours	Popular Books	272.44
	M	Baker & Taylor - Children's Books	Children's Books	125.29
	M	Center Point	Large Print	50.34
	M	EBSCO	Magazine rate adjustment Week - US Edition	33.00
	M	Fairfield Public Library - General Fund	Library Materials 7739	1,637.67
	M	Old House Journal	1 year subscription renewal	28.00
	M	Ottumwa Courier	1 year subscription renewal	227.88
			Total for Memorial Fund	3,368.27

COMMUNICATIONS –

Director Schmidt Mickunas recounted a meeting with the former head of Singing Cedars School regarding removing computers in the Youth Services area. Trustee Garchik asked if there was concern about specific children. Director Schmidt Mickunas clarified her concern is for children in general. Trustee Thebodo felt it was up to the parents whether to allow computer use or not. Trustee Diers asked if there was a time limit on computer use. Trustee Thebodo asked if the

patron could be invited to the next board meeting. Director Schmidt Mickunas will invite her to attend. Trustee Parker felt it was the parent's responsibility and noted not all children have access to computers. Trustee Garchik reminded the board of the library's policy on unattended children which Director Schmidt Mickunas shared and reviewed.

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

Trustee Flinspach asked if the Read to Recovery Collection was nationwide and if it would contain multiple copies of items. Director Schmidt Mickunas shared it is a nationwide program that has been featured in the American Libraries Magazine and is a well-received program. The collection will contain multiple copies of publications from substance abuse agencies.

Continued Education –Boardroom Series (September 2023) Intersections (Part 1): Facilities (10 minutes)

A continuation of last month's video was viewed - trustees watched 10 minutes of this video and will continue next month.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker asked Director Schmidt Mickunas to clarify his statement on speaking to staff regarding salaries for fiscal year 2025-2026. The director will be meeting individually with staff in the coming week.
- b. Report of Building & Grounds Committee – Trustee Thebodo shared the roof patching is done and he is waiting for bids on the meeting room flooring project.
- c. Report of Finance Committee – Nothing other than Treasurer's Report above.

UNFINISHED BUSINESS –

- a. Library Cleaning Contract –Director Schmidt Mickunas continues to search for a new contractor and asked for suggestions from trustees on possible replacements to contact. The director also mentioned the need to consider an I.T. contractor. Trustee Garchik suggested adding this to July's agenda.
- b. Meeting Room Flooring Replacement – Director Schmidt Mickunas shared the preference is currently for carpet tile. Trustee Garchik asked about tile choices. The director stated no tiles had been shared with him yet. Trustee Smith felt the board was capable of making flooring choices without further recommendations from MSR Design.

NEW BUSINESS

- a. MSRDesign Quotation for Design Services – Trustee Garchik asked if the quote was for flooring or something else. Director Schmidt Mickunas clarified the quote contained two parts; he was in favor of accepting the first part, which addressed the youth services update. Trustee Garchik asked about total cost and if the funds would come from the recently cashed cd. Director Schmidt Mickunas clarified they would but he was unsure of the actual cost. Trustee Brown asked about local firms who could provide these services. Director Schmidt Mickunas reminded trustees that MSRDesign is a library architectural firm and designed our current building. Trustee Ades moved to approve the fee of \$7,000 for the first part of the quote from MSRDesign. Trustee Diers seconded the motion. The motion passed unanimously.

Director Schmidt Mickunas reviewed the plan and noted changes could still be made. Trustee Thebodo clarified this plan does not include the proposed teen area. Trustee Smith felt the youth services area was probably the largest and most labor-intensive project of the plan and completing that might help motivate community support. Trustee Garchik asked if there would be three floor plans based on what was approved. Trustee Brown clarified there would be three renderings of one floor plan. Director Schmidt Mickunas added there would be different views.

- b. Updated City Employee Handbook Library Addendum-Trustee Flinspach asked for clarification on the longevity bonus for library employees. Director Schmidt Mickunas clarified it was a per pay period rate. Trustees discussed full time versus part time employees, the last time this rate may have been adjusted and how many employees were currently affected. Trustee Smith noted the need to follow the City's example. Trustee Flinspach would prefer to make part time equal to full time rate. Trustee Garchik asked if this would require a discussion with the City. Director Schmidt Mickunas is willing to speak with City administrators. Trustee Ades suggested lowering the length of time to qualify as an incentive for employee retention. Trustee Garchik suggested the director speak with the city and do some research then adding this to the next agenda.

ADJOURNMENT

Trustee Thebodo moved to adjourn. Trustee Gookin seconded the motion. Meeting adjourned. 6:45 p.m.

Respectfully submitted,

Sharon Flinspach
Secretary