



Minutes of Library Board Meeting
August 18, 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, Joneane Parker and David Thebodo.

Trustees joining via ZOOM: Sherri Smith

Trustees absent: Ann Gookin

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

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA - None

APPROVAL OF MINUTES -

Trustee Diers moved to approve the July 21, 2025 minutes as presented. Trustee Thebodo seconded the motion. The motion passed unanimously.

TREASURER'S REPORT –

Trustee Smith reviewed the revenues and expenditures noting we are one month into a new fiscal year with accounts looking as they should. Trustee Garchik moved to accept the Treasurer's Report. Trustee Brown seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

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

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	6310	All American Pest Control	General pest control 3x/yr 80.00
	6371	Alliant Energy	Gas expense (last year \$46.57) 289.05
	6371	Alliant Energy	Electric expense (last year \$20.38) 745.07
	6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers 147.06
	6502	Baker & Taylor - Adult Books	Adult books 420.87
	6502	Baker & Taylor - Automatically Yours	Popular Authors 150.45
	6502	Baker & Taylor - Children's Books	Children's Books 204.80
	6502	Center Point	Large Print 51.54
	6310	Chemsearch	Contract Water Treatment Program 455.10
	6502	Des Moines Register	Annual service 9/1/25 to 8/31/26 809.22
	6499	Envisionware	Renewal 1 year maintenance CBA series/EW suite client package 2,704.82
	6506	HyVee	Paper towels, distilled water, dish soap 17.63
	6502	Jefferson County Extension	SRC Kick-off party supplies 80.37
	6310	King Kleen	Building softwash 855.00
	6373	Liberty Communications	Telecommunications 8/1/25 to 9/1/25 144.00
	6502	Lila Quests	SRC Quest design and production 477.57
	6373	LISCO	Telecommunications 8/1/25 to 9/1/25 43.49
	6414	Megan D Robinson	FPL Sept update submitted to Iowa Source 50.00
	6220	MidWestOne Bank	Amazon Prime annual membership fee 139.00
	6310	MidWestOne Bank	Scooter mirrors 17.97
	6499	MidWestOne Bank	Chat GPT Plus Subscription 20.00
	6502	MidWestOne Bank	Library Materials VISA reimbursement 1,355.42
	6506	MidWestOne Bank	Packing tape, Sharpies 20.55
	6508	MidWestOne Bank	Monthly postage fees 10.99
	6499	MSRDesign	Marketing Materials 1,625.00
	6506	Petty Cash	Sympathy cards 5.62
	6310	Plumbco LLC	Repair to water service for fire suppression system 2,900.00
	6508	Postmaster	Roll of first class stamps 78.00
	6506	Quill	Copy paper 189.95
	6310	The Kitchen Organization & Kilted Squeegee	Monthly cleaning contract 1,998.33
		Total for General Fund	16,086.87
		Total for Book Sale Fund	0.00
	F	Fairfield Public Library - General Fund	Grant disbursement 3rd quarter calendar year 2025 11,500.00
	F	Fairfield Public Library - General Fund	Library materials 7739 27.17
	F	Petty Cash	Shipping donor plates 6.90
		Total for Foundation Fund	11,534.07
		Total for Memorial Fund	0.00

COMMUNICATIONS – None

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

Director Schmidt Mickunas shared progress on projects such as meeting room flooring and boiler updates. Trustees discussed the book nook suggestion for contracting towns and felt starting with one in Libertyville would be best. Director Schmidt Mickunas will contact the city clerk. Trustees discussed advertising and placing articles in local newspapers, publications and

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on local radio stations and their websites. Trustees discussed paying writers for library articles and the possibility of using one article in various publications. Director Schmidt Mickunas drew attention to the Youth Services Monthly Report and highlighted accomplishments of the Summer Reading Challenge.

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

Continuation of last month's video was viewed - Trustees watched 10 minutes of this video. Director Schmidt Mickunas mentioned members of the City staff would like to meet with the Library's Building and Grounds Committee.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- None
- b. Report of Building & Grounds Committee – Trustee Ades shared that having carpet samples for the meeting room flooring project would be helpful. Director Schmidt Mickunas will share samples with the staff and trustees.
- c. Report of Finance Committee – Trustee Smith shared the finance committee had met to discuss the building project, maturing cds and finance transition. See Old and New Business below.

UNFINISHED BUSINESS –

- a. Update to Library Bylaws – Trustee Flinspach highlighted the updates adding a change to page one under regular meetings. Director Schmidt Mickunas will check with Trustee Flinspach for wording and make the change. Trustee Brown moved to accept changes to Library Bylaws. Trustee Garchik seconded the motion. The motion passed unanimously.
- b. Meeting Room Flooring Replacement – Director Schmidt Mickunas will have samples next month.
- c. Continued Library Finance Policy Transition – Trustee Flinspach shared that following the July board meeting the finance committee met to discuss the finance policy transition. Library funds from gifts and memorials cannot be put into a separate, restricted account within the City's general fund as was previously thought. The finance committee also had concerns about programs such as the Summer Reading Challenge that began in one fiscal year and ended in another. Trustee Brown moved to amend the finance transition plan from having the city pay all bills to having Fairfield Public Library pay bills as we were doing previously to July 1, 2025. Trustee Garchik requested clarification on the State Library's position which was provided by Director Schmidt Mickunas. Trustee Parker seconded the motion. The motion passed unanimously.

NEW BUSINESS

- a. Amendment of July 2025 Finance Transition Motion – see above
- b. Reinvestment of Library CDs – Trustee Brown moved to ask Director Schmidt Mickunas to roll over the two August cds to two short-term cds at the best rate available. Trustee Garchik seconded the motion. Trustee Ades asked what was considered 'short term'. Trustee Brown suggested six months. Director Schmidt

Mickunas suggested six to nine months. Trustees Ades and Parker asked about placing funds from maturing cds in the Foundation to access higher earning rates. Trustee Flinspach and Director Schmidt Mickunas have spoken with our representatives at Edward Jones and the Foundation who have indicated we are not able to do so. The motion carried unanimously.

- c. Transfer of Capital Funds for Building Projects – Trustee Flinspach shared options for the Capital Funds currently at Iowa State Bank. Trustee Brown moved to move funds to a high interest savings account with no fees for withdrawing funds as needed. Trustee Garchik seconded the motion. The motion passed unanimously.
- d. Unattended Pets on Library Property – Director Schmidt Mickunas reviewed the situation leading to the change in language. Trustee Garchik moved to adopt the new language. Trustee Thebodo seconded the motion. The motion passed unanimously.

Trustee Parker asked if wording should include outside. Trustee Ades asked about non-service animals. Trustee Flinspach suggested language should be inclusive, inside and outside. Trustee Parker suggested wording ‘on library property’. Trustee Flinspach suggested ‘on library grounds’. Trustees agreed a new motion was not necessary to make a slight wording change.

ADJOURNMENT

Trustee Garchik moved to adjourn the meeting at 6:52 pm. Trustee Thebodo seconded the motion.

Respectfully submitted,

Rachel Brown
Secretary