



Minutes of Library Board Meeting
January 23, 2025

CALL TO ORDER

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

Trustees present: Rachel Brown, Ann Gookin, Joneane Parker and Sherri Smith. Brenda Diers joined the meeting at 6:15 pm.

Trustees joining via ZOOM: Wayne Ades, Sam Garchik, David Thebodo.

Trustees absent: Sharon Flinspach

Also present: Director Alecs Schmidt Mickunas, Karen Blakley, Pam Ryerse, Deborah Williamson, Grace Griffin and Megan Robinson.

PUBLIC ADDRESS –

- a. Pam Ryerse of Sew Awesome spoke about the need for a maker space in Fairfield in a more central location with better publicity and promotion. Sew Awesome is currently housed on campus in the library. Trustee Garchik spoke about his experiences with the maker space and what a valuable resource it is for the community. Director Schmidt Mickunas mentioned the possibility of asking the architects to incorporate a space in the library for a maker space to include Sew Awesome as well as other items such as a 3-D printer, wood engraver, etc. Trustee Thebodo questioned where in the building this space might fit.
- b. Debra Williamson of Fairfield Beautification Commission presented a request for a landscaping tools library to be located at the library. The Commission has requested funds from the City to purchase a building and would appeal to the public for tool donations. The library would physically house the items and use the current check in/out system for loaning tools. Trustee Gookin asked about maintenance on the tools, possible loss of items and liability should someone be hurt or injured while using one of the tools. Trustee Parker suggested using the outdoor storage area. Director Schmidt Mickunas said that there was an indoor 5'x7' closet that might be a possibility for tool storage.
- c. Grace Griffin and Megan Robinson with La Leche League spoke about breast-feeding in the library. Breast-feeding in public is covered under Iowa Code. Trustees were not opposed to breast-feeding in the library, but were concerned for privacy and respect for patrons. Trustee Parker suggested working with the architects moving forward to create a welcoming space in the children's area for this.

CALL FOR ADDITIONS TO THE AGENDA - None

APPROVAL OF MINUTES FOR DECEMBER

Trustee Gookin moved to approve the December minutes as presented. Trustee Brown seconded the motion. The motion passed unanimously.

TREASURER'S REPORT -

Trustee Smith reviewed revenues and expenditures at the halfway point of our fiscal year, noting there was nothing unexpected on the revenues. She asked when county funding would be received. Expenditures are doing well and our overall percentage was 53.8. Nothing to note on the statement of funds.

Trustee Brown moved to accept the Treasurer's Report. Trustee Gookin seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS FOR JANUARY

Trustee Gookin asked for clarification on the cleaning invoice.

Trustee Thebodo moved to approve the bills for January. Trustee Smith seconded the motion. The motion passed unanimously.

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6499	Adobe Inc.	Acrobat Pro Subscription Renewal	239.88
6371	Alliant Energy	Electric Expense (last year \$1290.58)	76.01
6371	Alliant Energy	Gas Expense (last year \$628.15)	968.65
6499	Bailey Office Outfitters	January plus annual overage	355.13
6310	Brockway	Install humidity sensor for humidifier	360.00
6310	Chemsearch	Contract Water Treatment Program	424.19
6220	Fairfield Area Chamber of Commerce	2025 Dues	352.00
6310	Hickenbottom, Inc	Mini coil	105.80
6310	Jorge's Lawn & Landscaping	Fall clean up, bush trimming, dispose of trash	825.00
6373	LISCO	Telecommunications 12-1-24 to 1-1-25	43.37
6373	LISCO	Telecommunications 1/1/25 to 2/1/25	43.37
6310	MidWestOne Bank	Outlet covers	6.99
6499	MidWestOne Bank	Zoom monthly subscription, Open AI Chat GPT Plus Subscription	30.00
6506	MidWestOne Bank	Packing tape	62.35
6508	MidWestOne Bank	Monthly postage fees	209.95
6373	NATEL	Service December 2024 and January 2025	318.32
6508	Postmaster	One roll first class stamps	73.00
6506	Quill	Paper - colored	17.84
6310	Rios, Jesus	Install dispensers in restroom	90.00
6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
		Total for General Fund	6,401.85
B	Fairfield Public Library - General Fund	Educational Programs	82.98
B	Fairfield Public Library - General Fund	Educational Programs	137.76
B	HyVee	MSR Community Stakeholder Meeting Refreshments	104.80
B	Petty Cash	Adult programming supplies - Kite paper x2	30.00
		Total for Book Sale Fund	355.54
F	Fairfield Public Library - General Fund	Library Materials 7739	58.09
F	TD&T Financial Group, P.C.	Tax Preparation FPL Foundation	2,522.19
		Total for Foundation Fund	2,580.28
M	Adobe Inc.	Creative Cloud Subscription Renewal	330.00
M	Baker & Taylor - Adult Books	Adult Books	493.41
M	Baker & Taylor - Automatically Yours	Popular Authors	67.83
M	Baker & Taylor - Children's Books	Children's Books	545.78
M	Center Point	Large Print	50.34
M	EBSCO	Annual magazine renewal service	2,659.65
M	Fairfield Public Library - General Fund	Library Materials 7739	3,422.11
M	Frischeisen, Hans	Library Materials	45.00
M	Funny Times Subscriptions	3 year subscription	78.00
M	Junior Library Guild	Library Materials	768.08
M	MidWestOne	Restore credit card account 1138642 to \$500	198.71
M	Sky & Telescope	Annual subscription	57.75
M	The Campbell Logan Bindery	Shipping and handling	28.50
M	Wanderer's Haul	Library Materials	116.25
		Total for Memorial Fund	8,861.41
C 2024030-00003	MSRDesign	Library Service Assessment and Capital Plan	5,128.42
		Total for Capital Fund	5,128.42

COMMUNICATIONS

Book Challenge Update – Director Schmidt Mickunas indicated after meeting with the patron who had filed a book challenge, the complaint has been withdrawn.

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

Trustee Parker asked if the Director had additional estimates for the skylight project. Director Schmidt Mickunas reported he had one estimate for the drywall but would also need an electrician. There are funds in the Building Maintenance and Repair fund to cover this project. Trustee Thebodo asked about the possibility of doing the work when the library was closed. Trustee Smith asked if another estimate was necessary. Trustee Ades suggested asking the contractor to hire and supervise the electrician. Trustee Diers felt another estimate was not necessary.

Director Schmidt Mickunas mentioned he is researching alternative reporting systems for library records. Trustee Garchik asked if he had spoken with other libraries who have made this transition. Trustee Parker asked about experience with different systems.

Continued Education – State Library New Board Member Video Series Part 6: Evaluating Service & Advocating for Advancements

- Trustee Parker asked if the trustees joining via Zoom would be able to view the video. Suggestion to table video and view it next month when more trustees were present.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker reported that the board's evaluations for the director have been processed and the staff's evaluations should be returned next week to meet the February deadline for completion.
- b. Report of Building & Grounds Committee – Trustee Thebodo reported Director Schmidt Mickunas has covered the day-to-day items and asked for comments from the other members of Building & Grounds Committee.
- c. Report of Finance Committee – Trustee Smith reminded the trustees that the City budget meetings with the Ways & Means Committee were coming up.

UNFINISHED BUSINESS –

- a. Strategic Plan 2024-27 Review – Director Schmidt Mickunas asked for questions from the trustees. Director Schmidt Mickunas mentioned the popularity of the new Adult Craft and Connect program. He also shared a request from a patron to start a new book club. Trustee Parker asked about Samuel's Group. The Director shared they have submitted a capital plan in relation to the library's request to MSR Design. Trustee Gookin asked how many active accounts the library currently has. Trustee Parker suggested reviewing this plan again in late spring and late summer.
- b. Breastfeeding in the Library – Trustee Smith reminded trustees our policies must follow Iowa code. Trustee Parker mentioned creating a space to make everyone feel comfortable. Trustee Smith commented the space should be private, yet accessible to any programs taking place.
- c. Agreement Form for Art Loaned to Library – Director Schmidt Mickunas has submitted this form to the City Attorney for review. Trustee Thebodo asked about liability and transportation of art. Trustee Parker clarified transportation of artwork to and from will be the responsibility of the party responsible. Director Schmidt Mickunas shared that the party responsible is the lender. Trustee

Thebodo asked about the damaged art pieces in need of restoration. Director had no update at this time on restoration but the pieces have been stored safely.

- d. February 2025 Meeting Date – Trustee Parker suggested moving the February meeting to Thursday the 20th due to the holiday on the normal meeting date.

NEW BUSINESS

- a. Update to Meeting & Conference Room Policy – Director Schmidt Mickunas explained the update would allow patrons to meet in the Conference Room on a recurring basis. Trustee Parker had concerns about limiting the availability of any space, as they are limited and heavily used. Trustee Brown felt it would be a good source of income and the change would keep patrons coming back and using the space.
Trustee Smith moved to adopt the policy with changes. Trustee Diers seconded the motion. The motion passed unanimously.
- b. Naming & Recognition Policy – Trustee Parker questioned wording in two places. Trustee Gookin asked for clarification of who could be named. Trustee Garchik felt having a policy would prevent the board being taken by surprise if an endowment gift is received. Trustee Brown asked about a possible tier system. Trustee Garchik questioned number nine in the policy. Tabled for lack of a motion.
- c. Trustee Parker noted Director Schmidt Mickunas had included a job description for a public services librarian. Trustee Ades asked if the director had someone in mind for this position. Trustee Thebodo asked for clarification on degree/experience required for position.
- d. Request for Funding for Genevra Bell Artwork – Trustee Parker shared that Director Schmidt Mickunas has spoken with this local artist about art specific to the Youth Services area of the library. The quote is for \$200 for each of four prints. Trustee Thebodo asked if we would be asking the Foundation for funding. Trustee Thebodo moved to ask the Foundation for funding for artwork. Trustee Gookin seconded the motion. The motion passed unanimously.
- e. Request for Funding for Hoopla from FPL Foundation – Trustee Parker clarified Hoopla is one of our regular online databases. Director Schmidt Mickunas shared statistics on this service and stated he expects use to increase over time. Trustee Gookin moved to approve asking the Foundation for Hoopla funding. Trustee Diers seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:35 with a motion by Trustee Thebodo. Trustee Garchik seconded the motion. The motion passed unanimously.

Respectfully submitted,

Ann Gookin
Secretary Pro Tem