



Minutes of Library Board Meeting
October 20, 2025

CALL TO ORDER

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

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

Trustees joining via ZOOM: None

Trustees absent: Wayne Ades

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

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA - None

APPROVAL OF MINUTES -

Trustee Parker moved to approve the September 15, 2025 minutes as presented. Trustee Smith seconded the motion. The motion passed unanimously.

TREASURER'S REPORT –

Trustee Smith reviewed the statements of revenue and expenditures. Trustees discussed the gas and electric bill. Director Schmidt Mickunas will speak with Alliant Energy, Johnson Controls and the solar panel provider in an attempt to clarify the increased costs. Trustee Smith reviewed the Statement of Funds. Trustee Thebodo moved to approve the treasurer's report. Trustee Gookin seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

Trustee Garchik asked about the landscaping bill as it seemed high for the second month in a row. Trustee Flinspach asked if the bill included purchasing mulch. Director Schmidt Mickunas clarified it did. Trustee Garchik asked about the LinkedIn invoice. Director Schmidt Mickunas explained the subscription was for LinkedIn Learning. Trustee Gookin moved to approve the bills for October. Trustee Thebodo seconded the motion. The motion passed unanimously.

October 20, 2025			
6499	Advantage Archives, LLC	Preservation Microfilming Project - FF Tribune June 1879 to Feb 1914, Ind Era 1874	15,763.00
6310	AGC Electric LLC	Lamp repair	100.00
6310	All American Pest Control	Special service visit - meeting room, special service, bi-monthly pest control	230.00
6371	Alliant Energy	Electric Expense (last year \$19.07)	1,321.01
6371	Alliant Energy	Gas Expense (last year \$67.67)	239.84
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
6414	Band Aides of FCSD	Annual membership	100.00
6310	Brockway	Install sight glasses, install recirculating pump, quarterly preventative maintenance	7,338.51
6310	Chemsearch	Contract Water Treatment Program	455.10
6310	Department of Inspections	Certification Fee 1 year	40.00
6310	Johnson Controls, Inc	Repair burnt relay on HWP1-C, adjust air handler temp, lower hot water setpoint	432.80
6310	Jorge's Law n & Landscaping	Weeding, mulching	1,075.00
6373	Liberty Communications	Telecommunications 10/1/25 to 11/1/25	144.00
6373	LISCO	Telecommunications 10/1/25 to 11/1/25	43.49
6310	Live Wire Electric	Replaced bulbs in pole lights	154.80
6310	MidWestOne Bank	AED replacement battery	369.00
6499	MidWestOne Bank	Chat GPT Subscription, Mailer Lite subscription	147.40
6506	MidWestOne Bank	Glass spray bottles	42.65
6508	MidWestOne Bank	Endicia monthly postage fees	10.99
6506	Office Express	Copy paper	93.60
6508	Postmaster	2 rolls first class stamps	156.00
6506	Quill	Personalized envelopes	97.59
6310	The Kitchen Organization & Killed Squeegie	Monthly cleaning contract	1,998.33
		Total for General Fund	30,500.17
B	Demco	Large easels	947.10
B	EBSCO	Novelist Plus and Novelist Select	2,500.00
B	Fairfield Public Library - General Fund	Educational Programs 7739	77.21
		Total for Book Sale Fund	3,524.31
F	Fairfield Public Library - General Fund	Library Materials 7739	84.91
		Total for Foundation Fund	84.91
M	AWE Digital Learning Solutions	1 yr warranty & upgrades	1,725.00
M	Baker & Taylor - Adult Books	Adult Books	414.43
M	Baker & Taylor - Automatically Yours	Popular Authors	57.57
M	Baker & Taylor - Children's Books	Children's Books	286.88
M	Center Point	Large print	51.54
M	Fairfield Public Library - General Fund	Library Materials 7739	3,202.12
M	Farm & Home Publishers	Business listing in Jefferson County directory	176.80
M	Grant Watch	One year subscription	450.00
M	Junior Library Guild	Youth Services library materials	1,489.77
M	Library Pass Inc	Annual subscription 11/1/25 to 10/31/26	1,351.35
M	LinkedIn Corporation	Renewal 9/30/25 to 9/29/26	2,500.00
M	Mayo Clinic Health Letter	Annual subscription renewal	32.00
M	MidWestOne	Restore credit card account 1138642 to \$500	346.29
M	Poetry Foundation	Annual subscription renewal	20.00
M	Time USA LLC	Annual renewal	25.00
		Total for Memorial Fund	12,128.75
C	MSRDesign	Marketing materials	5,325.00
		Total for Capital Fund	5,325.00

COMMUNICATIONS –None

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

Trustee Smith asked about a donation received, requesting next month's agenda include discussion on the procedure for receiving and depositing donations of various amounts. Director Schmidt Mickunas reviewed the library's current Hoopla limits, noting more patrons are using this resource. Trustee Garchik asked about Overdrive Advantage and will work with Director Schmidt Mickunas to compare usage of the two. Trustee Smith clarified Director Schmidt Mickunas would like to continue offering Hoopla while reducing the available titles. Trustee Parker asked about the limit on items patrons may check out at one time. Trustees discussed the limit and suggested Director Schmidt Mickunas discuss with staff. Director Schmidt Mickunas highlighted items from the Youth Services Librarian's report.

Continued Education – “Concerned but Committed: Small and Rural Libraries Feeling the Impact of a Defunded IMLS” – October 2025 *Library Journal*

Director Schmidt Mickunas stated the article highlights the impact that rural libraries in America have seen in the reduction of staffing IMLS and the cancellation of funding through the LSTA. He stated further loss of funding from the state library could present challenges in providing services our patrons have come to rely on.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker noted the Personnel Committee will meet prior to the November board meeting to discuss staff and director evaluations.
- b. Report of Building & Grounds Committee – Director Schmidt Mickunas shared recent plumbing issues and attempts to resolve them. This committee will also meet to discuss the budget.
- c. Report of Finance Committee – Trustee Smith explained the Finance Committee would be meeting to consider allocating funds for advertising through partnerships with other associations and groups. They will also discuss the upcoming budget.
- d. Report of Fundraising Committee – Trustee Flinspach reminded the trustees this committee includes herself, Director Schmidt Mickunas, Trustees Ades and Diers. Trustee Flinspach met with Convention Center staff to discuss fundraising. It was suggested the main reason for donors to support the remodeling project should be summarized in a single sentence. Trustee Flinspach made the following recommendation. ‘Our community needs an updated space for children to gather for educational and social programs which will encourage families to use our library to be lifelong learners’. Trustees discussed fundraising, timelines and ways to recognize and thank donors.

OLD BUSINESS –

- a. Discussion and Selection of Carpet Samples – Trustees reviewed the available carpet samples. Trustee Parker asked what staff preferred. Director Schmidt Mickunas explained the staff had narrowed the choices down to two. Following discussion, Trustee Parker moved to allow staff to choose. Trustee Garchik seconded the motion. The motion passed unanimously.

- b. Discussion of Policy Regarding Tutoring in Library - Director Schmidt Mickunas noted tutoring has historically been done in the library as it is in line with our mission. Trustee Flinspach asked if the policy should address paid vs unpaid tutors and posting or advertising tutoring services. Director Schmidt Mickunas suggested not allowing flyers to be posted for tutoring services. Trustees suggested removing wording referring to solicitation of students. Trustee Smith moved to approve the policy with changes. Trustee Garchik seconded the motion. The motion passed unanimously.
- c. Proposal to Allocate Capital Funds for Professional Fundraising Services - Trustee Diers moved to allocate \$5,000.00 from the Iowa State Bank Capital Fund for fundraising advisors and resources. Trustee Parker seconded the motion. The motion passed unanimously. Trustee Thebodo asked about the advisors being considered. Director Schmidt Mickunas explained a company has not been determined yet.

NEW BUSINESS -

- a. Discussion of Policy for Meeting Room Security Deposit - Director Schmidt Mickunas explained the current policy stating he would be open to removing the forfeiture of the deposit from the current agreement. Trustee Parker asked about patrons who might want the room but were unable to use it due to a rental that had not shown up. Trustee Garchik asked what the financial implications would be if the policy were changed. Director Schmidt Mickunas explained demand for the room is not overwhelming and it is rare that patrons reserve the room then don't show up. He went on to say he feels the deposit is a good thing but patrons should receive the deposit back if the room is left in good condition. Trustee Diers moved to update the policy for the meeting room for security deposit, to give it back. Trustee Thebodo seconded the motion. Director Schmidt Mickunas would like to share a draft of the policy with staff next week. Trustee Diers rescinded the motion, asking that this item be tabled to next month.

ADJOURNMENT

The meeting was adjourned at 7:20 pm with a motion by Trustee Garchik.

Respectfully submitted,

Rachel Brown
Secretary