



Minutes of Library Board Meeting  
March 17, 2025

**CALL TO ORDER**

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

**Trustees Present:** Rachel Brown, Sharon Flinspach, Ann Gookin, Joneane Parker and David Thebodo. Brenda Diers arrived at 5:25 pm.

**Trustees joining via ZOOM:** Sam Garchik

**Trustees absent:** Sherri Smith and Wayne Ades.

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

**PUBLIC ADDRESS** – None

**CALL FOR ADDITIONS TO THE AGENDA** - Under New Business, add Debra Williamson, Fairfield Beautification Commission, Electricity Installation for Outdoor Storage Space.

**APPROVAL OF MINUTES FOR FEBRUARY**

Trustee Thebodo moved to approve the February minutes as presented. Trustee Gookin seconded the motion. The motion passed unanimously.

**TREASURER’S REPORT** – Director Schmidt Mickunas reviewed the revenues and expenditures statements. Trustee Parker suggested discussing the two certificates renewing soon at the April 5 meeting. Trustee Flinspach moved to approve the Treasurer’s Report. Trustee Brown seconded the motion. The motion passed unanimously.

**APPROVAL OF BILLS FOR MARCH**

Trustee Brown moved to approve the bills for February. Trustee Diers seconded the motion. The motion passed unanimously.

Director Schmidt Mickunas clarified invoices for the Samuel’s Group and MSR Design.

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6371	Alliant Energy	Gas Expense (last year \$719.56)	892.68
6371	Alliant Energy	Electric Expense (last year \$1022.64)	822.69
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers, 2 waste toner bottles	257.46
6310	Chemsearch	Contract Water Treatment Program	424.21
6499	Hunter Networks, LLC	Restored Internet service - 3 public computers	100.00
6373	LISCO	Telecommunications 3/1/25 to 4/1/25	43.37
6499	MidWestOne Bank	Chat GGPT Plus Subscription	20.00
6506	MidWestOne Bank	Chrima Label Tape, Sharpies	140.71
6508	MidWestOne Bank	Endicia monthly postage fees	9.95
6373	NATEL	Telecommunications 3/1/25 to 4/1/25	144.00
6310	Plumbco LLC	Unclog basement floor drain - Hydrojetting, unclog sewer and drains	470.00
6508	Postmaster	Two rolls first class stamps	146.00
6506	Quill	Laminating film and cardstock	255.34
6310	The Samuels Group	Capital Plan with Phasing & Cost Estimate	9,765.00
6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
		<b>Total for General Fund</b>	<b>15,291.41</b>
B	Fairfield Public Library - General Fund	Educational Programs	191.86
B	Fairfield Public Library - General Fund	Educational Programs	47.45
B	HyVee	MLK Day Adult Program	33.56
B	Lila Quests	Crack the Carnegie Code YS program	400.00
		<b>Total for Book Sale Fund</b>	<b>672.87</b>
F	Fairfield Public Library - General Fund	Library Materials 7739	16.11
		<b>Total for Foundation Fund</b>	<b>16.11</b>
M	Baker & Taylor - Adult Books	Adult Books	754.27
M	Baker & Taylor - Automatically Yours	Popular Authors	179.53
M	Baker & Taylor - Children's Books	Children's books	242.28
M	Fairfield Public Library - General Fund	Library Materials 7739	1,097.73
M	ProQuest	Ancestry.com subscription 3/1/25 to 2/28/26 Contract payment 3 of 3	1,856.58
M	The New York Times	Subscription 3/6/25 to 3/4/26	2,090.40
M	Wanderer's Haul	Library Materials	38.98
		<b>Total for Memorial Fund</b>	<b>6,259.77</b>
C	MSRDesign	Library Service Assessment and Capital Plan	2,530.00
<b>March 17, 2025</b>			<b>Total for Capital Fund</b>
			<b>2,530.00</b>

## COMMUNICATIONS - None

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

Trustee Flinspach asked about continued Library Foundation funding for the newspaper digitization project. Director Schmidt Mickunas is hopeful they will agree to continue funding. Trustee Parker asked about another request to the Greater Jefferson County Foundation for funding. Trustee Thebodo questioned where we currently were with this project.

**Continued Education – State Library New Board Member Video Series Part 6: Evaluating Service & Advocating for Advancements** – Video was viewed. Trustees Parker and Garchik discussed current legislation being considered in Iowa that could affect library funding. Director Schmidt Mickunas highlighted additional legislation that is concerning to libraries.

## **REPORTS OF COMMITTEE –**

- a. Report of Personnel Committee- Trustee Parker shared that the Director's evaluation has been completed and has been discussed with the director. She also mentioned witnessing positive interchanges at the front desk.
- b. Report of Building & Grounds Committee – Trustee Thebodo asked how expensive the plumbing and sewer repairs would be. Director Schmidt Mickunas is waiting on a quote, but noted that the City Administrator and City Engineer have approved the expense as a necessity.
- c. Report of Finance Committee – Nothing further

## **UNFINISHED BUSINESS –**

- a. Naming & Recognition Policy – Trustee Parker reported the City Attorney reviewed the policy and had good things to say about it. Trustee Flinspach mentioned a date and sentence that need to be corrected. Trustee Thebodo asked about an expiration on sponsorships. Director Schmidt Mickunas clarified the naming and recognition would be permanent unless there was a reason to remove. Trustee Thebodo moved to approve the policy with changes noted. Trustee Diers seconded the motion. The motion passed unanimously.
- b. Library Partnerships – Director Schmidt Mickunas feels it would be good to look at other sources of revenue and funding to offset possible budget cuts in years to come. He also suggested the possibility of hiring a certified staff person with a technology background.
- c. Trustee Parker asked about the Temporary Art Agreement Form. It does not appear on the agenda but was included in the meeting packet. She suggested altering the current agreement to include the City Attorney's suggestions and including it on next month's agenda

## **NEW BUSINESS**

- a. MSR Design Library Services Proposal – Trustee Parker asked that trustees review the presentation prior to the April 5 meeting.
- b. Request for Funding to Migrate to Koha ILS – Trustee Parker reminded trustees that Koha's second year cost would be less without migration costs. Trustee Thebodo asked if other libraries in our area used this service. Director Schmidt Mickunas shared area libraries using Koha and feels their customer service is impressive.  
Trustee Thebodo asked if the migration would require extra staff.  
Trustee Thebodo moved to ask the Library Foundation for the first year's cost plus migration fees. Trustee Gookin seconded the motion. The motion passed unanimously.
- c. Request for Funding to Add Library as AmeriCorps Host Site – Trustee Parker clarified that while the salary would be paid by AmeriCorps, the library would be responsible for a hosting fee and asked about the volunteer's duties. Director Schmidt Mickunas indicated the volunteer would be working with the Youth Services department, communicating with outreach sites, bringing storytimes to outreach, working with programs in the library and helping with additional

shelving during the summer months. He is hopeful with the monthly stipend being offered, a qualified person can be hired.

Trustee Thebodo moved to request the Library Foundation fund the \$800.00 hosting fee. Trustee Brown seconded the motion. The motion passed unanimously.

- d. Proposal to Update Borrowers Policy – Trustee Parker reviewed the changes. Trustee Flinspach asked for clarification on the term “temporary housing”, which Director Schmidt Mickunas provided. Trustee Flinspach asked how patrons verified their information if they did not have their library card with them for checking out materials. Director Schmidt Mickunas provided examples, stating the need to be flexible with patrons while still encouraging them to provide their library card for check outs. Trustee Diers asked if photo IDs or information on cell phones was acceptable.

Trustee Flinspach moved to accept the policy as stated with change under ‘Bring Your Library Card to Check Out Materials’. Trustee Diers seconded the motion. The motion passed unanimously.

- e. Electricity Installation for Outdoor Storage Space – Director Schmidt Mickunas shared that members of the Fairfield Beautification Commission have cleaned out the library’s outdoor storage space to use as storage for their tools. They have asked for electricity to be installed in the space and would be willing to pay the installation fees. Director Schmidt Mickunas felt it would be beneficial to be able to charge tools as needed but wondered about the monthly electrical costs. Trustee Flinspach asked if we might want a policy regarding leaving items plugged in indefinitely as that could pose a safety issue.

Trustee Parker asked about any further network issues the library was experiencing. Director Schmidt Mickunas recommends hiring Hunter Networks. Trustees asked the Director to discuss and negotiate the hourly rate and include on next month’s agenda.

Director Schmidt Mickunas mentioned that Trustee Thebodo has been in touch with local artist Hans Olson who would like to donate a painting to the library. Trustee Parker suggested publicizing this and possibly recognizing the contribution with a nameplate.

Trustee Parker asked that ‘Board Volunteerism’ be added to next month’s agenda.

## **ADJOURNMENT**

The meeting was adjourned by President Parker at 7:11pm.

Respectfully submitted,

Sharon Flinspach

Secretary <https://www.poorpeoplescampaign.org/about/>  
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