



Minutes of Library Board Meeting
September 15, 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, Ann Gookin, Joneane Parker and Sherri Smith.

Trustees joining via ZOOM: None

Trustees absent: David Thebodo

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

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA - None

APPROVAL OF MINUTES -

Director Schmidt Mickunas shared information from a meeting held with the City Clerk and City Administrator regarding a motion made at last month's meeting. City officials suggested meeting with city auditors to be sure the motion was permissible. Trustee Gookin moved to approve the August 18, 2025 minutes as presented. Trustee Diers seconded the motion. The motion passed unanimously.

TREASURER'S REPORT –

Trustee Smith reviewed the statements of revenue and expenditures, noting the staff salaries line was a bit high. Director Schmidt Mickunas will get clarification from the city. Trustee Smith expressed concern about the gas and electric expense, which seemed high again this month. Director Schmidt Mickunas explained this was due to the library's boiler running year round to control the environment in the meeting room. Trustee Smith noted this change was made after the budget was completed and would affect budgeted amounts if it continued. She also questioned the recently reinvested cds on the statement of funds. Director Schmidt Mickunas clarified the statement of funds is correct. Trustee Brown moved to accept the treasurer's report. Trustee Parker seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

Trustee Garchik asked about the Foundation invoices. Director Schmidt Mickunas explained. Trustee Smith moved to approve the bills for September. Trustee Brown seconded the motion. The motion passed unanimously.

September 15, 2025				
6371	Alliant Energy	Electric Expense (last year \$21.04)		272.66
6371	Alliant Energy	Gas Expense (last year \$53.58)		1,736.97
6310	ASSA ABLOY Entrance Systems US Inc	Service on entrance doors		618.75
6499	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp Copiers		147.06
6499	Baker & Taylor - Title Source	Reviews PW, Video Lib, Voice of Youth Adv 7/1/24 to 6/30/25		447.53
6310	Brockway	Furnish and install 6 ceiling grille boxes		1,425.00
6310	Chemsearch	Filter housing, Harmsco HIF-7		1,288.95
6310	Johnson Controls Fire Protection LP	Alarm & Detection Monitoring contract 10-1-25 to 9-30-26		569.01
6310	Jorge's Law n & Landscaping	Mowing July and August, weeding, trimming, edging, clean up		1,240.00
6499	Kevin Farley	Update Chrome, Edge browsers, update start pages to Library and Koha		217.00
6373	Liberty Communications	Telecommunications 9/1/25 to 10/1/25		144.00
6373	LISCO	Telecommunications 9/1/25 to 10/1/25		43.49
6240	MidWestOne Bank	ILA Conference Registration & Lodging		306.00
6499	MidWestOne Bank	Library Materials 7739		20.00
6506	MidWestOne Bank	Library Materials 7739		622.15
6508	MidWestOne Bank	Monthly postage expense		210.99
6506	Office Express	Copy paper and paper clips		45.85
6506	Quill	10X13 envelopes		30.29
6310	The Kitchen Organization & Kilted Squeegee	Monthly cleaning contract		1,998.33
		Total for General Fund		11,384.03
B	Baker & Taylor - Adult Books	Adult books		47.85
B	Fairfield Area Chamber of Commerce	Barnyard Bash Booth Sponsor		150.00
B	Fairfield Public Library - General Fund	Library Materials 7739		98.43
B	Fairfield Public Library - General Fund	Educational Programming - Sara		167.67
B	The Iowa Source	Ad for Library Sign-Up Month		250.75
B	WMFF Group, LLC	Library Card Sign-Up Ad SE IA Union		229.00
		Total for Book Sale Fund		943.70
F	Baker & Taylor - Mandarino Award	Mandarino Award		34.20
F	Fairfield Public Library - General Fund	Library Materials 7739		48.66
F	TD&T Financial Group, P.C.	Tax Preparation 2024		2,175.00
		Total for Foundation Fund		2,257.86
M	Baker & Taylor - Adult Books	Adult books		578.65
M	Baker & Taylor - Automatically Yours	Popular Authors		104.30
M	Baker & Taylor - Children's Books	Children's Books		63.81
M	Bottom Line Health	Annual Subscription		29.95
M	Center Point	Large Print		51.54
M	ConverSight	My Libro subscription 9/1/25 to 8/31/26		2,475.00
M	Fairfield Public Library - General Fund	Library Materials 7739		1,055.72
M	H. W. Wilson	Children's Core Collection		180.00
M	The Atlantic	Annual Subscription		53.45
M	Waukeez Public Library	Replacement Cost The Philosophy Book		17.95
		Total for Memorial Fund		4,610.37
September 15, 2025				

COMMUNICATIONS –

Director Schmidt Mickunas shared a request from Nancy Mihlon that the Youth Services department schedule a screen-free day on a regular basis. Following discussion, trustees requested the director address the patron's concerns and allow her to follow up as she wishes. Director Schmidt Mickunas shared a request from Elizabeth Spanton to allow her to tutor students in the library for a fee. Following discussion, Trustee Flinspach suggested adding this to next month's agenda as an action item. Trustee Smith mentioned reviewing and possibly revising library policy.

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

Trustee Diers shared contact information for local radio stations. Director Schmidt Mickunas shared the social media platforms he is currently using to promote the library.

Continued Education – “PBS Independent Lense: Free for All”

Five minutes of the documentary were viewed and trustees were encouraged to watch more on their own.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee-Trustee Parker reminded trustees the director's evaluation would be coming up at the end of the year.
- b. Report of Building & Grounds Committee –Trustee Ades had questions about the valves needing repair, reheat coils and boilers. He also asked about the MSR design concepts. Director Schmidt Mickunas stated the repairs needed were all essential repairs to help our contractors assess future issues. He has requested estimates. Director Schmidt Mickunas shared concerns of patrons regarding the concrete at the building's entry and suggested repairs be a priority.
- c. Report of Finance Committee –Nothing other than Treasurer's Report.

OLD BUSINESS –

- a. Discussion of Meeting Room Flooring Replacement –Director Schmidt Mickunas had no flooring samples to share but has chosen Floor to Ceiling for this project.
- b. Motion to Revise FPL Bylaws - Tabled to next month awaiting answers from City Attorney.

NEW BUSINESS -

- a. Discussion of Funding from FPL Foundation for Digitization Grant-Director Schmidt Mickunas shared information about grants received to assist with this project and the need for an additional grant to complete the project. Trustee Ades moved to request \$4,132.00 from the foundation to complete digitization of the Fairfield Tribune books. Trustee Garchik seconded the motion. The motion passed unanimously.
- b. Discussion of Fundraising Initiative for Capital Improvement-Director Schmidt Mickunas shared concept designs by MSR Designs. Trustees reviewed and discussed. Director Schmidt Mickunas suggested forming a committee for fundraising. Trustees Ades, Flinspach, Smith and Diers volunteered.

- c. Discussion of ComicsPlus & Grant Search Electronic Resources –Director Schmidt Mickunas felt both electronic resources were worth investing in and shared highlights.
- d. Motion to Update Library Account Signers-Trustee Brown moved to update signers to include current president Sharon, current treasurer Sherri Smith, Library Director Alecs Mickunas, City Clerk Rebekah Loper and Mayor Connie Boyer on all financial accounts. Trustee Parker seconded the motion. The motion passed unanimously.
- e. Motion to approve Library Contribution Funding Limit for Capital Improvement-Trustee Brown moved on behalf of the finance committee that the board earmark up to \$250,000 from the endowment funds including money currently in the capital funds to be used for library improvements. Trustee Garchik seconded the motion. The motion passed unanimously.
- f. Motion to Distribute Library CDs in September and November-Trustee Garchik moved to cash out cds, one expiring in September and the one in November and put that money into a capital fund at a high interest savings account at Iowa State Bank pending the audit that is currently happening at the city. Trustee Diers seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:00 pm. with a motion by Trustee Garchik.

Respectfully submitted,

Rachel Brown
Secretary