



Minutes of Library Board Meeting
July 21, 2025

CALL TO ORDER

President Joneane Parker 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, Sherri Smith and David Thebodo.

Trustees joining via ZOOM: None

Trustees absent: None.

Also present: Director Alecs Schmidt Mickunas and Karen Blakley.

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA - Trustee Smith suggested moving Trustee Terms & Officer Elections up in the agenda, possibly after Approval of Minutes. Trustee Parker agreed.

APPROVAL OF MINUTES -

Trustee Thebodo moved to approve the June 16, 2026 minutes as presented. Trustee Brown seconded the motion. The motion passed unanimously.

TRUSTEE TERMS & OFFICER ELECTIONS (from New Business)

Trustee Parker asked if any trustee was interested in a particular officer position. Trustee Garchik would like to continue as Vice President. Trustee Parker would welcome someone else serving as President. Trustee Flinspach agreed to assume that office. Trustee Brown agreed to be Secretary. Following discussion, Trustee Smith will continue as Treasurer at this time. She would encourage another trustee to serve. Trustees will consider and revisit.

Trustee Thebodo moved to approve the following slate of officers:

President, Sharon Flinspach

Vice President, Sam Garchik

Treasurer, Sherri Smith

Secretary, Rachel Brown

Trustee Diers seconded the motion. The motion passed unanimously.

Trustee Parker asked if any trustees wished to change the committee they serve on for the next year. Trustee Ades asked if trustees were only able to serve on one committee at a time. Trustee Parker confirmed that, due to open meeting laws, committees were capped at three members.

Director Schmidt Mickunas suggested it might be good to have a new committee chair on the

Buildings and Grounds Committee. Trustee Thebodo advised he had spoken with Trustee Diers who was unable to chair at this time but asked if Trustee Ades was interested. Trustee Ades asked for more information and clarification of duties. Trustee Ades agreed to serve as Building and Grounds Committee Chair. Trustee Parker agreed to continue as committee chair. All trustees agreed to continue on current committees.

Trustee Brown moved to approve the following committees and chairpersons.

Personnel Committee – Parker, Flinspach, Gookin. Chairperson, Parker

Buildings and Grounds Committee – Thebodo, Ades, Diers. Chairperson, Ades

Finance Committee – Smith, Garchik, Brown. Chairperson, Smith

Trustee Thebodo seconded the motion. The motion passed unanimously.

TREASURER’S REPORT –

Trustee Smith reviewed the Statements of Revenue and Expenditures through the end of the fiscal year. Trustee Flinspach asked about contracting cities and which payment was missing. Office Coordinator will follow up on this. Trustee Smith reviewed funds that were a bit high for the year and plans to lower expenses in the next fiscal year or adjustments made to the budget to accommodate increases.

Trustee Thebodo moved to accept the Treasurer’s Report. Trustee Diers seconded the motion. The motion passed unanimously.

APPROVAL OF BILLS

Trustee Garchik asked about a proposed law limiting ILA membership payments. Director Schmidt Mickunas clarified it had not passed. Trustee Garchik asked about the cleaning contract. Director Schmidt Mickunas explained he had offered a one-month contract to Sam Kitchen following a search and interview process with three candidates. Sam is currently being paid at the same rate the previous maintenance contractors were paid. The previous contractors subcontracted certain tasks that Sam will now perform himself.

Trustee Smith asked about the Statement of Funds and the cd recently cashed. She will review before signing. Trustee Smith also advised trustees there are other cds maturing soon and asked if that should be addressed at this meeting. Trustee Ades suggested the maturing cd discussion might be a committee issue. Trustee Smith agreed to convene the finance committee to discuss cds. Trustee Parker suggested transitioning the cds to the Library Foundation in order to increase their earning power. Director Schmidt Mickunas suggested it might be good to decide how much of the cds the board is willing to maintain vs spend. Trustee Ades asked about fundraising for library renovations. Director Schmidt Mickunas reminded trustees the foundation will meet in July and fundraising will be a topic of discussion. Trustee Parker asked if trustees were comfortable having voted on the financial report now that more discussion had followed.

Trustee Smith felt the discussion was more informational with nothing new added. Trustee Smith will meet with the finance committee and have a recommendation for cds next month. Trustee Gookin moved to approve the bills for July. Trustee Ades seconded the motion. The motion passed unanimously.

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	6371 9014980000	Alliant Energy	Gas expense (last year \$44.01)	75.06
	6371 9014980000	Alliant Energy	Electric Expense (last year \$18.41)	64.84
	6499 110629	Bailey Office Outfitters	Monthly lease maintenance 3 Sharp copiers	147.06
	6502 2039120984	Baker & Taylor - Adult Books	Adult books	17.10
	6502 2039120985	Baker & Taylor - Adult Books	Adult books	34.77
	6502 2039120986	Baker & Taylor - Adult Books	Adult books	17.10
	6502 2039120987	Baker & Taylor - Adult Books	Adult Books	17.66
	6502 2039124737	Baker & Taylor - Adult Books	Adult books	18.80
	6502 2039124738	Baker & Taylor - Adult Books	Adult books	211.38
	6502 2039139688	Baker & Taylor - Adult Books	Adult Books	16.53
	6502 2039139689	Baker & Taylor - Adult Books	Adult books	70.68
	6502 2039152418	Baker & Taylor - Adult Books	Adult books	174.66
	6502 2039159229	Baker & Taylor - Adult Books	Adult books	232.38
	6502 2039120988	Baker & Taylor - Automatically Yours	Popular Authors	51.29
	6502 2039139690	Baker & Taylor - Automatically Yours	Popular Authors	34.77
	6502 2039152419	Baker & Taylor - Automatically Yours	Popular authors	67.23
	6502 2039159230	Baker & Taylor - Automatically Yours	Popular authors	33.05
	6502 203910990	Baker & Taylor - Children's Books	Children's Books	10.82
	6502 2039120989	Baker & Taylor - Children's Books	Children's Books	4.79
	6502 2039120991	Baker & Taylor - Children's Books	Children's Books	15.17
	6502 2039124739	Baker & Taylor - Children's Books	Children's Books	11.39
	6502 2039152420	Baker & Taylor - Children's Books	Children's books	13.10
	6310 16043	Brockway	Inspect boiler, set temp	332.50
	6502	Center Point	Large Print	50.34
	6502 2505488	EBSCO	Bookpage rate adjustment	6.60
	6499 991	Hunter Networks, LLC	Replaced two outdated routers	347.24
	6499 992	Hunter Networks, LLC	Troubleshoot and resolve network printer issues	150.00
	6310 1-135962255185	Johnson Controls, Inc	Boiler control, meeting room humidity	1,984.40
	6310	Jorge's Lawn & Landscaping	Mowing April thru June, weeding and edging	915.00
	6373 787100	Liberty Communications	Telecommunications 7/1/25 to 8/1/25	144.00
	6373 2043486	LISCO	Telecommunications 7/1/25 to 8/1/25	43.49
	6220	MidWestOne Bank	Annual ALA membership	240.00
	6499	MidWestOne Bank	Open AI ChatGPT monthly subscription	20.00
	6502	MidWestOne Bank	Library Materials - VISA reimbursement	976.06
	6502	MidWestOne Bank	Library Materials - VISA reimbursement Book Sale	109.40
	6502	MidWestOne Bank	Programming - VISA reimbursement Book Sale	913.86
	6506	MidWestOne Bank	Sticky notes, duster, Brother printer drum	163.39
	6508	MidWestOne Bank	Monthly postage fees	10.99
	6499 1000435022	OCLC	First Search 7/1/25 to 6/30/28	1,932.79
	6499 1000443644	OCLC	World Share ILL 7/1/25 to 6/30/26	1,208.93
	6506 44436597	Quill	Colored copy paper and laser disk labels	24.62
	6506 44544075	Quill	Copy paper	221.58
	6310 07232022-391	The Kitchen Organization & Kilted Squeegie	Monthly cleaning contract	1,800.00
			Total for General Fund	12,934.82
	F 2039115735	Baker & Taylor - Mandarin Award	Mandarin Award	13.79
	F 209141057	Baker & Taylor - Mandarin Worn YS	Mandarin Worn YS	7.40
	F	Fairfield Public Library - General Fund	Library Materials 7739	54.19
	F IOWA233702	Latitude Signage + Design	Donor wall plates X2	135.00
	F INV016735	Mango Languages	Subscription access 8/1/25 to 7/31/26	1,331.27
	F MB194388	Mobile Beacon	4 devices plus 12 month service fee for 4 devices	516.00
	F CD0649725211370	OverDrive, Inc.	FY2026 Bridges E-book	2,559.84
			Total for Foundation Fund	4,617.49
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COMMUNICATIONS -None

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

Trustee Parker asked for clarification on the Read to Recovery shelving unit. Director Schmidt Mickunas explained the first unit he considered was over his budgeted amount. He is considering other options and would like to use a portion of the materials budget to start the collection. Trustee Parker asked for an update next month. Director Schmidt Mickunas updated the board on the new Koha system. He also outlined steps other librarians take regarding loss of high dollar items by involving law enforcement. Trustee Garchik suggested the director contact John Grunwald at Fairfield Community Schools to review their policy. He also highlighted the many partnerships the Youth Services Librarian has formed and utilized in the past year.

Continued Education –Boardroom Series (September 2023) Intersections (Part 1): Facilities (10 minutes) Part III - Tabled to next month.

REPORTS OF COMMITTEE –

- a. Report of Personnel Committee- Trustee Parker suggested starting discussions prior to budget time about future staffing requests mentioned in the director's report.
- b. Report of Building & Grounds Committee – Trustee Thebodo discussed the carpet for the meeting room and three possible vendors. The director currently has estimates from two vendors. Trustee Garchik asked about differences in pricing between products. The director clarified and hopes to have samples to share next month. Trustee Parker suggested staff opinions should also be considered. Trustee Thebodo updated trustees on the HVAC system and adjustments necessary for the meeting room in particular. Director Schmidt Mickunas hopes to have the issues resolved in the next month. Trustee Thebodo shared that Brockway will be installing air return caps between study rooms to reduce noise and Plumbco recently replaced a pipe and valve attached to the water main in the basement. The sprinkler system has been repaired. Trustee Ades mentioned he had been contacted about a report regarding roof layering. Trustees commented on the trees, sunflowers and planter boxes around the library.
- c. Report of Finance Committee – Nothing other than Treasurer's Report.

OLD BUSINESS –

- a. Annual Library Cleaning Contract –Director Schmidt Mickunas shared that Sam Kitchen is the current cleaning contractor. He has the ability to do jobs that were previously hired out such as cleaning the sidewalks, pressure washing the building and cleaning the windows. The Director shared Sam is requesting a higher rate than the previous contractors, whose rate had been the same for some time. Trustee Smith clarified the contractors were paid a set amount each month and they were responsible for paying subcontractors. Director Schmidt Mickunas thought window-cleaning visits could be reduced. Trustee Flinspach suggested twice a year. Director Schmidt Mickunas thought the building soft wash could be reduced to spring only and asked trustees if they would be in favor of continuing Sam's contract if those areas were reduced. Trustee Parker asked about additional crew members. Trustee Ades asked about license and insurance. Director Schmidt Mickunas verified he is insured and has someone to take his place if he is unable to come in. Trustee Parker asked about a vote on the cleaning contract, as

trustees did not have all the information at this time. Director Schmidt Mickunas suggested approving the contract pending the suggested reductions or extending the current one-month contract for another month. He said that Sam will be working from 3PM-5PM on Fridays rather than in the evening. Trustee Smith moved to accept the contract with two stipulations, window cleaning twice a year and soft wash annually, at least until next year. Trustee Brown seconded the motion. The motion passed unanimously.

- b. Meeting Room Flooring Replacement – Trustee Parker asked if further discussion was necessary until all bids were received. Director Schmidt Mickunas has not received a quote from Ottumwa Floor to Ceiling but felt we could move ahead or wait for their quote. Trustee Brown asked if three quotes were needed to vote. Trustee Ades and Director Schmidt Mickunas clarified three quotes were not required. Trustee Smith asked if the vote was on a vendor or a product, as she would prefer to see samples. Director Schmidt Mickunas felt trustees could approve either one and then decide on a sample. Trustee Parker preferred to wait and suggested tabling this until next month.
- c. Updated City Employee Handbook Library Addendum – Trustee Garchik moved to accept the addendum to the City Employee Handbook. Trustee Diers seconded the motion. Trustee Smith clarified section 10.2 Longevity Bonus was not being voted on. Trustee Parker asked if the word ‘add’ could be removed to avoid confusion. Trustee Flinspach clarified the wording in section 10.2 was not changing. Trustee Parker stated sick leave, personal days and holidays were being updated. Director Schmidt Mickunas verified. Trustee Thebodo moved to accept updated policy pending removal of all ‘adds’. Trustee Diers seconded the motion. Previous motion is rescinded. The motion passed unanimously.
- d. Compensation for Unfulfilled Paid Leave – Director Schmidt Mickunas explained part time staff were previously approved to receive 5.75 hours of sick leave per month but were still receiving 5.6 hours. Trustee Smith asked if the change of hours affected vacation and holiday pay. Director Schmidt Mickunas verified it was only past sick leave and personal days that staff would need to have compensation. He would like to have the difference in hours added to employees’ time banks at their current rate. Trustee Parker asked if he had discussed this with staff at City Hall and if it was possible. Director Schmidt Mickunas has spoken with them and they have the ability to add the time as requested. Trustee Ades moved to compensate staff for personal and sick leave time that they had not received since the original request was made. Trustee Garchik seconded the motion. The motion passed unanimously.

NEW BUSINESS

- a. Update to Library Bylaws – See Library Finance Policy Transition below
- b. Trustee Terms & Officer Elections – see above
- c. Library Finance Policy Transition – Director Schmidt Mickunas will confirm with the city that the library’s materials and programs funds will roll over year to year as a protected line fund. He would like to consider funding from the library’s book sales continue to be used for library programs and suggested that going forward the library’s book sale funds be deposited with the library foundation. This would require a minor revision to the bylaws. Director Schmidt Mickunas is hopeful the foundation can play a more active role in the library’s book sales.

Trustees Garchik and Parker felt this was a good idea and investing funds with them provided a greater rate of return. Director Schmidt Mickunas suggested adding language in the gifts section of the bylaws to include the foundation. Trustees discussed how to handle new donations of materials as well as past donations. Director Schmidt Mickunas suggested depositing the book sale funds with the foundation and the memorial funds with the city. Trustee Parker suggested trustees review the bylaws and consider a separate section for clarity. Trustee Smith moved that the funds in the Iowa State Bank account in the Memorial Fund go to the General Fund with the City in the restricted use account fund and funds in the Book Sale Fund go to the Foundation and all further book sale money go to the Foundation to be used for library materials and programs. Trustee Ades asked if funds from the cds could be transferred to the foundation. Trustee Smith and the finance committee will meet to discuss the cds. Director Schmidt Mickunas suggested taking another month for consideration. Trustee Parker reminded trustees a motion had been made. Trustee Diers seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:22 pm.

Respectfully submitted,

Sharon Flinspach
Secretary