



May 2025

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, May 14, 2025, at 4:30 p.m. in Meeting Room A. Board members Becky Godfrey, Don Schmidgall, Mary Weinand, Jennifer McMillan, Roger Hatteberg, Amanda Mansheim, and Library Director Brittany Jacobs were present. City Manager Chad Bird, Friends Liaison Anita Wagner, West Burlington Liaison Rebecca Teater, library staff Sara Garland, Kathy Gerling, Lois Blythe, Sam Watson, and Becky Nelson were also in attendance. Board member Brandon Orth was absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on May 9, 2025.

Roger Hatteberg moved the Board to approve the agenda for this meeting and the minutes from the last meeting. Second by Amanda Mansheim; motion approved unanimously.

Board Training

a. Summer Preview

- Becky Nelson gave an overview of this year's Summer Reading Program. Summer Reading registration opened on May 1st, and 261 people have registered so far. Summer Reading will kick off with the Sheltered Reality program at the Crapo Park bandshell on June 6th. The next big program in June is the Inflatable Obstacle Course that will also be held at Crapo Park. The last big June program is The Grout Museum which will feature physics and kitchen science and take place at the library. The Read to Grow Initiative will take place again this summer with the goal of unlocking another 50 trees. The library partners with the Parks and Rec department for this initiative. All trees that are planted with this initiative will hold a gold start to identify they are part of the Summer Reading Program planting.

b. Ordinance 21

- Brittany briefed the Board on Chapter 21 Library Board of Trustees, from the Code of Ordinances for Burlington Iowa. The complete ordinance is included in the board packet. This code has not changed since it was established in May 1885, and this year marks the library's 140th Anniversary since the code was established.

Expenditures

Brittany explained the \$2500 tree expense on the check register report. These funds consist of grant money received from the Des Moines County Community Foundation last summer and this record shows the transfer of funds from the library to the Parks and Rec department to fund the trees planted as part of last year's Summer Reading Program Read to Grow initiative.

There was discussion about the surplus in line 543 – Alliant Electric. Part of this surplus could be due to the temperature change setting removal from dormant mode and adjusting the building temperature settings throughout the year. The discussion about shifting some of this surplus to other lines will be discussed later in the meeting.

Roger Hatteberg moved the Board to approve expenditures. Second by Mary Weinand; motion approved unanimously.

West Burlington Liaison

West Burlington Liaison Rebecca Teater didn't have much to report other than mentioning that Brittany will be submitting a written report to her for the West Burlington City Council.

Friends Liaison

Friends Liaison Anita Wagner mentioned the Friends are busy gearing up for their book sale; membership is at an all-time high; and, they have a board opening – Footnotes Manager.

Presidents Report

Becky Godfrey mentioned that the board committees are extremely active right now.

Board Committees

Advocacy Committee

- Jennifer McMillan briefed the board.
- Waiting on the legislative budget at the State level.
- There is a lawsuit ongoing regarding IMLS defunding.
- The committee may send a letter highlighting their concerns with the City Manager and City Mayor when they visit DC in early June.

Building Committee

- Waiting on the arrival of the percussion play instruments (they are held up at Tennessee customs pending a tariff issue).

Finance Committee

- Brittany asked for board approval to transfer “up to \$10,000” from line 543 – Alliant Electric – to line 641 Database Subscriptions/Online Services to help cover some database expenses.

Mary Weinand moved the approval of transferring “up to \$10,000” from line 543 to line 641. Second by Jennifer McMillan; motion approved unanimously.

FY27 Budget Calendar – Summer 2025 Work Session Schedule included in the board packet. City Manager Chad Bird briefed the board on this schedule. The Library discussion is scheduled for June 30.

Personnel and Policy Committee

The committee met last week with potential candidate Todd Chelf. Don Schmidgall made a motion to nominate Todd at the end of Don's board term starting July 1. Second by Roger Hatteberg; motion approved unanimously.

Input on Director's review – comments can be directed to Don Schmidgall – and the committee will meet in June to discuss. This year, city employee comments will also be implemented in Brittany's annual review. The committee will report in July.

Library Services Report

Brittany explained her report. While talking about TICOS, she mentioned the group was recently awarded a grant from the Smithsonian. Brittany also mentioned the possible need to adjust funding in FY27 to account for more funds spent on eBooks and the digital collection rather than hard bound books.

Old Business

a. FY26 Foundation Memo Update & Discussion

- The first attachment in this section of the board packet is a live view of FY25 Foundation spending. Brittany went through each line.
- The second attachment in this section is the FY26 Anticipated Needs Assessment and Anticipated Expenses. This shows 8 teen interns instead of 4 and shows the extra funding needed from the loss of IMLS funding. This memo will be looked at again in June with the final version going to the Foundation in July.
- There was a question from the board about the databases and if they would be increased. Brittany explained the elimination of a couple databases that get little use – Biblioboard and Creative Bug. The Board can discuss in June if they want to increase the Hoopla limit.

New Business

a. FY26 Board Calendar

The Library Gala / Staff Day date, currently listed on the schedule for August 8, may change.

Mary Weinand moved the Board to approve the FY26 Library Board Calendar. Second by Amanda Mansheim; motion approved unanimously.

b. Consider Voluntary Resignation & Separation Contract

Mary Weinand moved the Board to approve the Voluntary Resignation & Separation Contract. Second by Jennifer McMillan; motion approved unanimously.

c. Acknowledgement of Staff Resignation

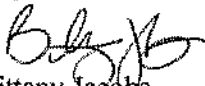
Brittany explained that Dan Moehn was a library shelver and is retiring after 10 years of service.

Becky Godfrey asked Chad Bird if he would consider doing a press release mentioning the library cut of \$75,000, like the press release sent out regarding Dankwardt Pool closure. There is a possibility to do a press release on the combined city cuts.

Chad gave an overview of the new Droppett bottle and can redemption service. The all-automated service went live with a soft opening today. The site is located downtown south of the memorial auditorium. The City will have a month-to-month lease with the company.

There being no further business to come before the Board, Roger Hatteberg moved the meeting to be adjourned at 5:30 p.m. Second by Amanda Mansheim; motion approved unanimously.

Respectfully submitted,


Brittany Jacobs,
Library Director