

December 2023

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, December 20, 2023, at 4:33 p.m. in Meeting Room A. Board members Becky Godfrey, Don Schmidgall, Brandon Orth, Roger Hatteberg, Jennifer McMillan, and Library Director Brittany Jacobs were present. Friends' Liaison Anita Wagner and library staff Sara Garland and Kathy Gerling were also in attendance. West Burlington Liaison Rebecca Teater and board members Mary Weinand and Tenyshia Redd were absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on December 15, 2023.

The November minutes state that the Board will vote at the December board meeting on the proposed FY25 budget but there will be no voting on the budget yet.

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

Board Training

a. Funding for the Burlington Public Library

Brittany explained the public and private funding of the library and handed out sheets containing history of the operating expenditures, City and Foundation FY23 funding snapshot, and capital improvement plan funding. The Friends of the Library fund the entire outreach program.

There was some discussion to put *Off the Shelf* articles on social media as well as posting *Some Good Library News* about the library budget.

Expenditures

Brittany explained we are currently under budget (at 43% for month 6). She mentioned the renegotiation of the contracted janitorial budget line item contains a pay increase.

Roger Hatteberg moved the Board to approve expenditures. Second by Jennifer McMillan; motion approved unanimously.

Friends' Liaison

- The Black Friday Booksale was very successful, raising \$2890. The next book sale will be in January 2024.
- The Friends have invested their extra money in T-Bills.
- There have been a lot of book donations coming in through personal donations and weeding of the library's collection.

Presidents Report

Becky Godfrey thanked Don Schmidgall for chairing the last two board meetings in her absence.

Finance Committee

FY25 Budget Discussion:

- The committee recently met to discuss the proposed FY25 budget. The electricity line has the biggest increase due to planned rate increases. This gives Brittany momentum to push for renewable energy sources.
- Four percent increase in budget proposed to City.
- Two new lines were added to our budget – *Programming & Outreach* and *Programming & Outreach Supplies* which are currently funded by Friends of the Library.
- The Collection Agency (line 519) was removed from the budget.
- Increase in Building Equipment Repair (line 573) due to CertaSite costs.
- Asking for an increase in clerk hours and for two positions to move from part-time to full-time.

Use Stats

Circulation stats slightly down from November 2022.

Old Business

a. Strategic Planning: Survey Results

Brittany is currently consolidating the data from the public survey.

b. Statement of Concern Policy

The city lawyer made a change to the policy as highlighted in the board packet.

Roger Hatteberg moved the Board to approve the policy as presented with the revision by the city lawyer. Second by Brandon Orth; motion approved unanimously.

New Business

a. Letter to staff

The Advocacy Committee wrote a letter expressing board appreciation to the staff.

Don Schmidgall moved the Board to approve the letter to the staff. Second by Jennifer McMillan; motion approved unanimously.

b. 2024 closure dates

Proposed listing included in the board packet. This listing does not include two potential staff days (March 15 and August 16).

Jennifer McMillan moved the Board to approve the closure dates listing. Second by Brandon Orth; motion approved unanimously.

Board member Roger Hatteberg commented on the new format/layout of the entryway.

There being no further business to come before the Board, Roger Hatteberg moved the meeting to be adjourned at 5:50 p.m. Second by Don Schmidgall; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,
Library Director