

July 2022

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by Vice President Don Schmidgall, Wednesday, July 27, 2022 at 4:45 p.m. in Meeting Room A. Board members Don Schmidgall, Matt Shinn, Roger Hatteberg, and Mary Weinand were present in person, member Becky Godfrey phoned in, and Director Rhonda Frevert was also present. Friends' Liaison Anita Wagner, West Burlington Liaison Rebecca Teater, Sara Garland and Kathy Gerling were also in attendance. Board members Megan Fuqua and Tenyshia Chalupa were absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on July 25, 2022.

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

Becky Godfrey left the meeting (virtually) and Mary Weinand joined the meeting in person.

Board Training

- a. **Staff Presentation: Smart Bins, Sam Watson**
Sam will provide this presentation next month.

Expenditures

Rhonda explained some of the large bills this month as shown on the expense reports. The Sirsi Dynix bill for \$22,949.02 is our library system annual bill and the second & final payment for the smart bins were paid this month for \$14,282.00. Rhonda explained the outstanding encumbrances column of the Budget Control Status Report. Any remaining FY22 payroll expenses will be posted back to the Budget Control Status Report for accounting period 13/22.

Mary Weinand moved the Board to approve expenditures. Second by Matt Shinn; motion approved unanimously.

Friends Liaison Report

Anita Wagner reported the outreach activities they have participated in lately including a very vintage market and the farmer's market. They continue to sort through many donated books.

West Burlington Liaison Report

Rebecca Teater reported that she was able to meet with the West Burlington city council – she will start giving the council quarterly updates from the library board meetings. The library had a booth at West Burlington's 4th of July celebration. A book drop box in West Burlington is still a possibility and the discussion may be brought up again.

Library Services Report

Rhonda updated the board that this is the last week of summer reading. The Foundation board approved the FY23 Memo from the library board at their recent quarterly meeting in July.

Old Business

- a. **Strategic Plan Update**

Rhonda provided an update. Most of the big ticket items on the strategic plan have been completed. They will start looking at developing a new plan.

New Business

a. 2023 Closings

Roger Hatteberg moved the Board to approve the 2023 Closings. Second by Mary Weinand; motion approved unanimously.

b. Committee Appointments

The updated list is included in the board packet.

c. Library Director Job Description

Roger Hatteberg moved the Board to approve the revised Library Director job description. Second by Matt Shinn; motion approved unanimously.

d. Selection Process

Rhonda explained the Director selection process.

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

Respectfully submitted,

Rhonda J. Frevert
Library Director