



March 2025

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, March 19, 2025, at 4:30 p.m. in Meeting Room A. Board members Don Schmidgall, Jennifer McMillan, Roger Hatteberg, Brandon Orth 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 and Sam Watson were also in attendance. Board members Amanda Mansheim and Mary Weinand were absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on March 13, 2025.

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

Board Training

a. Article: What's Up, What's Down: Budgets & Funding 2025 by April Witteveen

- The article mentions that the average library is open 54.3 hours per week and Becky noted that our library is open more than that at 60 hours per week.
- The article also mentions a library in New York that has stopped buying CDs and books on CD due to them becoming obsolete at their library. Brittany mentioned that this is not the case for our library; we are about 10-15 years behind New York, and books on CD and DVD collections are popular and still circulate a lot. When we weed the collection of books on CD, many are given to the senior centers so their clients can get further use out of them.

b. Iowa Code 728 Training

- Brittany put together this micro training sheet and will be putting more training together like this in the future.
- HF 521 is still alive and awaiting house debate. This is the bill trying to remove the obscenity exemption from libraries.

Expenditures

There was a question about the library liability and property insurance payments going out this month. Brittany will research and let the board know.

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

West Burlington Liaison

Rebecca Teater didn't have much to report other than the West Burlington citizens who are interested in learning more about the book mobile.

Friends Liaison

Anita Wagner left the meeting early so Becky Godfrey gave an update in her absence. Friends' membership renewals were given to the Library Board as well as invitations to their annual dinner coming up next month. The Friends are looking for a new board member and secretary.

Presidents Report

Becky thanked the Board for attending all the city council meetings and other meetings lately.

Board Committees

Advocacy Committee

- Jennifer briefed the board.
- HF 521 is still alive in the house
- HF 880 is still alive in the house
- There is a new bill to reinstate the library levy in the works
- Recent executive order to defund the Institute of Museum and Library Services (IMLS). This would have detrimental consequences for our library. The BPL's website, Interlibrary Loan services, state consultants, and Bridges/Libby/OverDrive are all funded by IMLS.
- There was discussion of the franchise fee. City Manager Chad Bird mentioned that although unfortunately 53.6% voted "no" to the franchise fee, we had incredibly good voter turnout for this election.

Building Committee

- The bookmobile purchase was approved by the city council and the order will be placed soon. We're hopeful to have ready and on the road by April.
- The check for the percussion instruments was signed tonight so that order will be arriving soon. These were funded by the Foundation and will be installed on the south side of the building.
- Heat was installed in the garage and water intake closet.
- The new front desk area is up and running and receiving positive feedback of the shift in services from the help desk.
- Brittany is working on renewable energy options to reduce the library's utility expenses. The library roof is now a possibility for solar panels, although it would only cover 1/6 of our electricity usage. Discussion of possible "wheeling" bill that would allow solar panel installation on another city building and use the energy savings at the library. Kenny Oleson is helping lobby this bill.

Finance Committee

- The Committee met with Brittany last week to discuss options since the franchise fee didn't pass. Brandon mentioned one option that they wanted to consider but unfortunately cannot - to capture the \$75,000 loss in the utility line. The other option is unfortunately staff cuts.

Personnel and Policy Committee

The substantial difference in the policy update is that it has been vetted by the lawyer.

Don Schmidgall moved the Board to accept the revised Reference and Instruction Policy. Second by Roger Hatteberg; motion approved unanimously.

The Committee will meet to discuss board positions and a new board seat because Don's term is expiring this June. The Board will need to vote at the May meeting.

Library Services Report

Brittany mentioned that she is going to change the board agendas to consent agendas like the city council does.

The Hoopla bill was cut in half this month thanks to limiting the circulation to “2” checkouts per month.

Roger commended the First Friday programs and wanted to thank Lois for finding these speakers.

Old Business

a. FY26 Foundation Memo Update

- The Foundation is changing their fiscal year to match the city’s fiscal year.
- There are a couple of main building issues that will need funded by the Foundation next year: 1. The boiler needs replaced and 2. The elevator needs major repairs.
- The memo will be ready to vote on at the April Board of Trustees meeting.

New Business

Discussion of new library provided email accounts for the trustees. Brittany would like to have all board members switch to using only their library emails by the end of this fiscal year.

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 Brandon Orth; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,
Library Director