

July 2021

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, July 21, 2021, at 4:30 p.m. in Meeting Room A. Becky Godfrey, Jerry Parks, Don Schmidgall, Matt Shinn, Megan Fuqua, Mary Weinand, and Director Rhonda Frevert were present. Friends' Liaison Mary Ann Bolan, Sara Garland, and Becky Ruberg were also in attendance. Board member Tenyshia Chalupa was absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, July 15, 2021.

The agenda was adjusted to move Rhonda's closed session evaluation up so Megan could leave early. Don Schmidgall moved the Board to approve the agenda for this meeting and the minutes from the last meeting. Second by Megan Fuqua; motion approved unanimously.

Board Training

a. Staff Presentation: STEM awards, Becky Ruberg

Becky gave an overview of some youth programs coming up this fall thanks to recent STEM awards the library received. One of the programs is "First Lego League." This robotics program is geared towards ages 6-10 where they will use LEGO kits. Another program coming up is "Vex Robot." This coding class is geared toward 4th through 8th graders.

New Business

Closed Session

Matt Shinn moved the Board go into closed session per Iowa Code Section 21.5.1.(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and the individual requests a closed session. Second by Mary Weinand; motion approved unanimously. All present role call: Megan Fuqua, Don Schmidgall, Jerry Parks, Matt Shinn, Mary Weinand and Becky Godfrey.

The meeting was moved to reconvene in open session by Megan Fuqua. Second by Matt Shinn; motion approved unanimously. All present role call: Megan Fuqua, Don Schmidgall, Jerry Parks, Matt Shinn, Mary Weinand and Becky Godfrey.

Jerry Parks moved the Board to accept the personnel committee report as presented. Second by Mary Weinand; motion approved unanimously.

Expenditures

Rhonda explained most of the wages that show up in the Budget Control Status Report for period 1/22 will get put back to period 13/22 (FY21). The FY21 bottom line will be underbudget and account for the lower than budgeted fee income due to the suspension of daily late charges during the pandemic.

Don Schmidgall moved the Board to approve expenditures. Second by Matt Shinn; motion approved unanimously.

Friends Liaison Report

Mary Ann reported that the recent mini-sales raised around \$4,500. Almost all Friends members have renewed their membership this year.

Other board liaison positions are for entities that contract for library services (West Burlington, Middletown, and Des Moines County). Rhonda contacted both West Burlington and Middletown to make sure they were aware that the individuals listed as their liaisons were not attending. The library will start sending board meeting notifications to the West Burlington Mayor and the Middletown City Clerk until further notice.

President’s Report

Board discussion and input to change the board meeting to the 4th Wednesday of the month instead of the 3rd Wednesday. All members present would be able to make this change. The Bylaws will be brought for action next month for consideration with a revised meeting date.

Library Services Report

Rhonda mentioned the Foundation Board recently met for their quarterly and approved the FY22 Needs Assessment that the Library Board agreed upon last month. The Foundation then had their annual meeting to elect officers. They have a new board member, Terri Van Hagen, to replace longtime member Joyce Wauters.

Use Statistics

Rhonda went over the June stats. The self-checkout units are getting a lot of use, ILL, and Home Delivery stats are up, and meeting rooms are back up and running. Registration is down, but that is due to a lot of recent purging to old accounts. The databases Gale, Credo, Chilton, and Transparent Languages stopped being offered at the end of June. These databases were provided by the State, which is looking at other services to provide.

Old Business

a. In-Person Services

No changes to current services.

b. Committee Appointments

Becky mentioned the committee appointments.

Advocacy Committee: Mary (chair), Megan, Tenyshia

Building Committee: Becky (chair) and Don

Finance: Jerry (chair), Matt, and Mary

Personnel: Megan (chair) and Don

New Business (Continued)

a. Job Descriptions

Mary Weinand moved the Board to approve the revised job descriptions “Outreach and Program Services Manager,” “Technology and Collections Manager,” and “Public Services Manager” as presented. Second by Matt Shinn; motion approved unanimously.

There being no further business to come before the Board, Mary Weinand moved the meeting be adjourned at 5:45 p.m. Second by Don Schmidgall; motion approved unanimously.

Respectfully submitted,

Rhonda J. Frevert
Library Director