

June 2021

Pursuant to Iowa Code Section 21.8 and the Governor's State of Public Health Emergency Declaration, this meeting was held electronically because the ongoing public health emergency in the state of Iowa has made it impossible to have a meeting in person. The telephone number for the meeting was posted on June 11, 2021 allowing the public access to participate in the meeting.

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, June 16, 2021, at 4:30 p.m. Becky Godfrey, Jerry Parks, Don Schmidgall, Megan Fuqua, Mary Weinand, Tenyshia Chalupa and Director Rhonda Frevert were present via zoom. Friends' Liaison Mary Ann Bolan, Kathy Gerling, Sara Garland, Bethany Luttenegger and Stephanie Jones were also in attendance. Board member Matt Shinn was absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, June 11, 2021.

Mary Weinand 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: Home Library and Klein Center, Bethany Luttenegger & Stephanie Jones**
Bethany and Stephanie recently weeded and organized the Klein Center library by genre. They have received positive feedback and appreciation for their work at the Klein Center.

Bethany also talked about Home Library services. The library has seen an increase in signups for this program. There are 42 patrons signed up for the program, and they are currently serving 26 patrons on a continual basis.

Expenditures

Rhonda briefly explained the library's remaining FY21 budget. There will be some leftover unused funds, even after accounting for the decreased income from late fees. Some of this is due to an over budget in the health insurance line since there was no increase this year and the budget is set with a projected increase before insurance information is known. Also, there will be some funds left in the part-time wages line.

Don Schmidgall moved the Board to approve expenditures. Second by Tenyshia Chalupa; motion approved unanimously.

New Business

- a. **Needs Assessment Memo to Foundation**
Mary Weinand moved the Board to approve the Needs Assessment Memo. Second by Megan Fuqua; motion approved unanimously.
- b. **FY22 Officer Election**
Becky Godfrey will remain Board President and Don Schmidgall was elected to be the new Vice President/Secretary. Megan Fuqua moved the Board to approve the officer election. Second by Jerry Parks; motion approved unanimously.

c. Policy: Borrower

Rhonda reviewed the proposed changes to the policy with the biggest change to the out of state residents. The revised policy includes limiting Illinois borrowers to the four closest counties in Illinois. Megan Fuqua moved the Board to approve that the revised borrower policy. Second by Jerry Parks; motion approved unanimously.

Old Business

a. In-Person Services

The new City Manager would like for city services to get back to normal operations by July 1. Rhonda explained the services that surrounding libraries are currently offering compared to our current services. Rhonda shared a spreadsheet that showed current services and proposed services.

Don Schmidgall moved the board to approve the proposed changes to services as Rhonda presented (see enclosed spreadsheet). Second by Tenyshia Chalupa; motion approved unanimously.

b. AFSCME Agreement

The final version of the full contract is included in the packet; changes reflect the tentative agreement signed during negotiations and approved by the board earlier this year. Jerry Parks moved the Board to approve the agreement. Second by Don Schmidgall; motion approved unanimously.

Friends Liaison Report

The Friends are having a mini book sale in Meeting Room A starting June 24th. Ed Whitmore (Footnotes Manager) is retiring effective June 30th. The Footnotes current hours of operation are Monday through Saturday 10 - 4. The Friends are putting together a postcard to send out regarding their upcoming book sale.

Library Services Report

Rhonda mentioned the American Rescue Plan Act (ARPA) funds administered by the State Library which offers grant funds of up to \$5000. The library will apply to use these funds towards the cost of a self-check in unit.

Use Statistics

The monthly stats now show a three-year comparison as requested last month.

President's Report

If you would like to be on a different committee, let Rhonda know. Committee appointments will be completed next month. The Board will meet in person next month in Meeting Room A.

Personnel and Policy Committee

Megan scheduled Rhonda's annual review for tomorrow, Thursday June 17th. Next month the Board will go into closed session for Rhonda's evaluation.

There being no further business to come before the Board, Mary Weinand moved the meeting be adjourned at 5:47 p.m. Second by Don Schmidgall; motion approved unanimously.

Respectfully submitted,

Rhonda J. Frevert
Library Director