

May 2024

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, May 15, 2024, at 4:30 p.m. in the Create Space. Board members Don Schmidgall, Becky Godfrey, Roger Hatteberg, Jennifer McMillan, Mary Weinand, Brandon Orth, and Library Director Brittany Jacobs were present. Friends' Liaison Anita Wagner, West Burlington Liaison Rebecca Teater, and library staff members Sara Garland and Kathy Gerling were also in attendance. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on May 11 and May 14, 2024.

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

Communication, Correspondence, & Public Address

Becky welcomed Amanda Mansheim to the meeting. If Amanda is approved by city council, she will be appointed to the Board in June.

Board Training

- a. Franchise Notes prepared by Chad Bird
 - City Manager Chad Bird also attended the meeting and explained the proposed utility franchise fee as outlined in his enclosed slides.
 - Brittany added that she is trying to use city funds for city services.
- b. Summer Preview
 - The Summer Reading Program officially starts on June 3 with this year's theme as "Read, Renew, Repeat". The library is trying something different this year with reading credits going towards unlocking trees to plant in the community. There are many great programs lined up for the summer. Many of the larger programs will take place off site to accommodate for bigger crowds.

Expenditures

Brittany went over the finance reports. She explained the large bill for the elevator backup battery replacement. We may start running into problems with the elevator because they no longer make parts for it. We are trying to get as close to zero as possible with the remaining FY24 budget spending.

Roger Hatteberg moved the Board to approve expenditures. Second by Brandon Orth; motion approved unanimously.

West Burlington Liaison

Liaison Rebecca Teater expressed her appreciation for Brittany's recent visit to speak at the West Burlington city council.

Friends Liaison

Liaison Anita Wagner briefed the Board. The Friends recently held their annual meeting/dinner where forty-seven people attended. They are gearing up for a book sale this upcoming weekend and will put on another special book sale sometime over the summer. Anita will bring the new Friends treasurer (Mac Osbourne), and vice president (Vicki Woods), to the meeting sometime for introductions in case they ever have to attend in Anita's place.

Presidents Report

Becky asked the board members to fill out a form if they are interested in serving on a different committee than what they are currently serving.

Board Committees

Advocacy Committee

The committee met with the city manager, Chad Bird, today.

Building Committee

Regarding the model builder's display case request, on behalf of the building committee, Don Schmidgall recommended we stay with the current policy and moved the Board to not allow permanent displays at the library due to space limitations, maintenance, and safety. Second by Jennifer McMillan; motion approved unanimously.

Roger Hatteberg added his issue with the permanence of the case and favoritism to one group.

Personnel and Policy Committee

1. Don Schmidgall asked for input on the library Director's review. Information can be sent to Don with the committee doing the review in June.
2. Bylaws were updated to change the meeting date back to the third Wednesday of each month. Roger Hatteberg moved the board to change the bylaws to reflect this change. Second by Mary Weinand; motion approved unanimously.
3. Discussion about sex offender policy. Brittany briefed the board about the library's internal workflow policy on sex offenders. It depends on their "tier" status as to whether they are allowed in the library or not. If they had a violent crime against a child, then they are barred and not allowed within 300 feet of the property. Brittany has been working with the local sheriff's department and probation officers of the offenders and has had to press charges on some folks that have been in the library and shouldn't have been due to their sex offender "tier" status. Brittany recommends we move forward with our current internal workflow where she is in communication with the sheriff and probation officers. The Board agreed to this recommendation.
4. Vacancy Nomination: Jennifer McMillan. On behalf of the personnel committee, Don Schmidgall moved the Board to nominate Jennifer McMillan to serve another 6-year term on the Library Board of Trustees. Second by Roger Hatteberg; motion approved unanimously.

Library Services Report

Brittany discussed the recent Pop YS Conference that the youth staff attended. Library Assistant Becky Ruberg gave a presentation on our TICOS group at the conference.

Use Statistics

All big summer programs will be held offsite so this might affect the summer door count figures.

Old Business

a. Front Entry Construction Update

The entry-way construction is complete. The library will start to staff the desk this fall. The construction came in at \$10,000 and this will be paid for with FY24 Foundation funds.

New Business

a. FY25 Board Calendar

Brittany proposed a new calendar showing library closure on August 16th for an additional staff training day and library gala. Jennifer McMillan moved the Board to approve the calendar as presented. Second by Roger Hatteberg; motion approved unanimously.

Brittany would potentially like another staff day in March as well.

b. Strategic Plan Update

Brittany gave a quick overview of several of the projects under way: front desk construction, solar panel possibility, outside staff area, STEM scale grant, traveling holocaust exhibit grant, and accessibility collection grant. Brittany and Sara oversee the grants.

Brittany noted that there is a state-level trustee opening if anyone is interested.

There being no further business to come before the Board, Roger Hatteberg moved the meeting to be adjourned at 6:00 p.m. Second by Brandon Orth; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,
Library Director