

September 2022

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, September 28, 2022 at 4:36 p.m. in the Create Space. Board members Becky Godfrey, Mary Weinand, Don Schmidgall, and Interim Director Lois Blythe were present. Board member Tenyshia Chalupa attended via electronic communications (zoom). Friends' Liaison Anita Wagner, West Burlington liaison Rebecca Teater, Sara Garland, Kathy Gerling, Sam Watson, and Brittany Jacobs were also in attendance. Board members Megan Fuqua, Matt Shinn, and Roger Hatteberg were absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on September 23, 2022.

The agenda was amended to include a revised job description for the Outreach and Program Services Manager (item 12b under new business) and move items 1, 2, 3, 5, and 12a first while we have quorum present. Don Schmidgall moved the Board to approve the amended agenda as described above for this meeting. Second by Mary Weinand; motion approved unanimously.

Don Schmidgall moved the Board to approve the minutes from the last meeting. Second by Tenyshia Chalupa; motion approved unanimously.

#### **Expenditures**

Mary Weinand moved the Board to approve expenditures. Second by Don Schmidgall; motion approved unanimously.

#### **New Business**

##### **a. Trust Terminations**

Mary discussed the recommendations as highlighted in the enclosed email in the board packet. Mary made the motion from the Finance Committee that the Pike and W. Clark Trusts funds move to the Library Foundation. Second by Don Schmidgall; motion approved unanimously.

##### **b. Job Description**

Brittany talked about the proposed changes to the Outreach and Program Services Manager job description which includes addition of supervisory experience and graphic design skills. Don Schmidgall moved the Board to approve the revised job description. Second by Mary Weinand; motion approved unanimously.

#### **Board Training**

##### **a. Staff Presentations:**

###### **- Space Needs Grant, Sam Watson**

Sam discussed the space utilization grant. A representative will be present for the board meeting next month to discuss their findings.

###### **- Ioponics, Brittany Jacobs**

The library applied for and received three STEM grants, one of them being the ioponics system. Brittany also shared the new library card designs being considered for cardholders.

#### **West Burlington Liaison Report**

Rebecca doesn't have anything to report. She should have something for the October board meeting.

#### **Friends Liaison Report**

Anita reported on the recent booksale – they raised almost as much as pre-pandemic sales.

**Board Committees**

**Personnel Committee**

An evaluation for the director will need to be completed before the end of the year.

**Library Director Selection Committee**

Welcomed Brittany Jacobs as the new Library Director. She will take over duties October 3<sup>rd</sup>.

There being no further business to come before the Board, Tenyshia Chalupa; moved the meeting be adjourned at 5:15 p.m. Second by Mary Weinand motion approved unanimously.

Respectfully submitted,

Lois Blythe,  
Interim Library Director