

September 2024

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, September 18, 2024, at 4:30 p.m. in the Create Space. Board members Becky Godfrey, Jennifer McMillan, Brandon Orth, Roger Hatteberg, Mary Weinand, Amanda Mansheim and Library Director Brittany Jacobs were present. Friends Liaison Anita Wagner, library staff Sara Garland and Kathy Gerling were also in attendance. Board member Don Schmidgall and West Burlington Liaison Rebecca Teater were absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on September 10, 2024.

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

Board Training

Video: Basics of Intellectual Freedom https://youtu.be/UrEUoDGFa_g?si=F9htTtYu8n75vfDO

This is a condensed version of the training library staff will be going through in the next couple of months. There was a short discussion about the recent Facebook post about the library's display/political agenda. Brittany explained the display policy.

Expenditures

Brittany explained the large playaway expense in this month's financial reports. These were purchased with a \$10,000 grant the library received to enhance the collection for the visually impaired.

The library had to cancel and reissue the check to the T.A.G. Art Company for this summer's dino event since they misplaced the original check.

Mary Weinand moved the Board to approve expenditures. Second by Roger Hatteberg; motion approved unanimously.

Friends Liaison

Anita Wagner briefed the Board. They are getting ready for their September booksale which starts this weekend. They are getting a large book donation tomorrow – around 50 boxes.

Brandon Orth joined the meeting at 4:45.

Presidents Report

Becky encouraged the board to attend the upcoming Iowa Library Association conference if interested.

Board Committees

Advocacy Committee

- The committee wrote a blurb for the library's October newsletter.
- They are working on getting the webpage up and running.
- The public hearings for the proposed utility franchise fee will be held October 7th, October 21st, and November 4th.

Building Committee

- The elevator is out of commission and awaiting maintenance.
- An energy audit was completed at the library last week. There are no immediate suggestions to become more efficient with what we have, though a full report from Alliant will be sent out in the coming weeks. Brittany will be looking into renewable energy options as mentioned in the strategic plan.

Finance Committee

- Brandon Orth was appointed as 'chair' for the Finance Committee.

Personnel and Policy Committee

- Brittany will create spreadsheets for each board committee so work can be completed in between board meetings.

Old Business

- a. Strategic Plan Update
 - Brittany will move forward with next steps for renewable energy
 - Brittany will begin working on the staff and trustee committee sheets

New Business

- a. Trustee Chromebook
 - The State will no longer be providing email service to libraries starting in May 2025 due to increased FOIA requests getting the State too involved. So, the library is looking for a different email service for the staff and would like to get the trustees their own library-specific email as well. Brittany talked about getting the trustees their own library chromebook so all board work and correspondence can be completed on this one library-owned device. This will help the library stay prepared for any potential FOIA requests and prevent information on trustee's personal devices.

There being no further business to come before the Board, Jennifer McMillan moved the meeting to be adjourned at 5:30 p.m. Second by Roger Hatteberg; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,
Library Director