



December 17, 2025

Meeting Room A, Burlington Public Library

Regular Meeting – 4:30 p.m.

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**BOARD MEMBERS:**

Jennifer McMillan – President

Becky Godfrey – Vice President

Mary Weinand

Roger Hatteberg

Brandon Orth

Amanda Mansheim

Todd Chelf

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**Convene**

Jennifer McMillan called the meeting to order Wednesday, December 17, 2025 at 4:30 p.m.

**Roll Call: Present**

All present roll call - Jennifer McMillan, Brandon Orth, Roger Hatteberg, Mary Weinand, Todd Chelf.

\*Amanda Mansheim joined the meeting at 4:55, and left at 5:35

**Roll Call: Absent**

Becky Godfrey

**Staff Present**

Library Director Brittany Jacobs, Sara Garland, Kathy Gerling, Becky Nelson, Lois Blythe

**Liaison's Present**

Anita Wagner (Friends) and Rebecca Teater (West Burlington – via zoom)

**Guests Present**

None

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on December 12, 2025.

**Approval of December 17 agenda and November 19, 2025 minutes**

Todd Chelf moved the Board to approve the agenda for this meeting and the minutes from the last meeting. Second by Brandon Orth; motion approved unanimously.

**Communication, Correspondence, & Public Address**

Trustee Chelf's coworker shared a photo of daughter at one of the library's wiggletime programs.

**Board Training: CIPA**

Micro training sheet on CIPA in board packet. CIPA (Children's Internet Protection Act) is one small component of E-Rate and to qualify for E-Rate funding, the library must comply with CIPA and run an in-house filter system on the internet. CIPA came out in the year 2000 but should really be updated since the internet has evolved a

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lot since then. Brittany explained the metadata behind images and how unfortunately some obscene things can get past the filters. There is also a public hearing component to CIPA.

### **Approval of November expenditures**

Brittany explained the expenditures.

One of the charges from Excite Consulting is where some tech access points were moved. There was discussion about the snow removal cost and why the library is outsourcing to AJ Construction instead of having the City do it. Brittany explained the high cost for the City to do snow removal at the library, as well as the library not lining up with the City's priority snow removal schedule.

Brandon Orth moved the Board to approve expenditures. Second by Mary Weinand; motion approved unanimously.

### **Liaison Reports**

#### **a. West Burlington Liaison, Rebecca Teater**

The city of West Burlington is getting new council members. Hopefully they will be supporters of the library.

Rebecca asked about the bookmobile schedule. There is no schedule yet – staff will be working on the schedule this spring and finalize by summer.

#### **b. Friends Liaison, Anita Wagner**

Recent successful book sale raised \$3,200. Most of the revenue was raised on Friday. The Friends are awaiting the library to finalize the Volunteer Policy.

\*Trustee Amanda Mansheim joined the meeting at 4:55.

### **President's Report, Jennifer McMillan**

Jennifer recently attended a budget meeting with Brittany. The annual ILA Conference will be held October 7-9<sup>th</sup> 2026 in Cedar Rapids and Jennifer invited the board to attend.

### **Board Committees**

#### **Advocacy Committee**

Mary drafted up some letters to area officials that will be mailed soon (copies of all letters in board packet). ILA 2026 Legislative Priorities in board packet as well.

Discussion of banned book issue at the Sioux Center Iowa Public Library. This issue stemmed from a family with concerns after their 13-year-old read a book from the adult side of the library, and the parent was upset. They are trying to move Library Board governance to City Council at this library and will implement age restriction barriers in January.

Discussion of Iowa Standard Facebook group.

#### **Building Committee**

The committee has decided unofficially to go with a PPA solar option rather than purchasing outright. The committee hasn't formally met yet; this is just what they are leaning toward. Discussion and suggestion to have the city attorney verify the optional purchase price of the PPA after 5 years, 10 years, etc. Brittany will get new bids based on the revised locations of the panels. The committee will meet in the new year.

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### Finance Committee

Brittany and the committee met with City Manager, Chad Bird, Director of Administrative Services, Stephanie Stuecker, and the city's Accounting Manager, Annette Crowner, on December 9th to go over the FY27 proposed library budget. Valuations are up and discussions were held regarding the City paying for a new boiler for the library in FY26. On January 21, there is an all-day budget meeting where City department heads will present their proposed budgets to council.

### Personnel and Policy Committee

Volunteer and Tech & Education Policies – still waiting on city attorney's feedback to these policies. Will move discussion and action on these policies to January. Brittany would like the committee to draft an addition to the Technology & Education Policy, adding an internet safety component to the policy by summer 2026. Hopefully the public hearing can be held in February.

## Old Business

- a. **Discussion and action on Volunteer Policy update.** This discussion/action will be tabled for the January meeting. Todd Chelf moved the board to approve moving this discussion/approval to January or until the attorney approves it and/or a meeting is scheduled. Second by Amanda Mansheim; motion approved unanimously.
- b. **Discussion and action on Letter to Danville.** Jennifer revised the letter. Todd Chelf moved the board to approve the revised letter and mailing to Danville. Second by Mary Weinand; motion approved unanimously.

\*Trustee Amanda Mansheim had to leave the meeting at 5:35.

## New Business

- a. **Union Update – Kathy Gerling**  
No update at this time.
- b. **Discussion and action to set 2026 Closure Dates**  
Brittany discussed the closures as included in the packet. Discussion of sending all staff to the 2026 ILA Conference in Cedar Rapids for the day. If the City won't fund this expense, we will ask the Friends or the Foundation. Roger Hatteberg moved the board to approve the 2026 library closures. Second by Brandon Orth; motion approved unanimously.
- c. **Discussion and action on FY27 budget proposal**  
Mary Weinand moved the board to approve the FY27 budget proposal. Second by Roger Hatteberg; motion approved unanimously.
- d. **Discussion and action on Technology and Education Policy**  
Bump to January. Todd Chelf moved the board to approve moving this discussion/approval to January or until the attorney approves it and/or a meeting is scheduled. Second by Roger Hatteberg; motion approved unanimously.
- e. **Discussion and action on Staff Letter of Appreciation**  
Roger Hatteberg moved the board to approve the Staff Letter of Appreciation and distribution to all staff. Second by Mary Weinand; motion approved unanimously.

### **Adjournment**

There being no further business to come before the Board, Todd Chelf moved the meeting to be adjourned at 5:50 p.m. Second by Brandon Orth; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,  
Library Director