

March 2024

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by Vice President Don Schmidgall, Wednesday, March 27, 2024, at 4:34 p.m. in Meeting Room B. Board members Don Schmidgall, Roger Hatteberg, Jennifer McMillan, Mary Weinand, Brandon Orth and Library Director Brittany Jacobs were present. West Burlington Liaison Rebecca Teater, Friends' Liaison Anita Wagner and library staff member Sara Garland were also in attendance. Board member Becky Godfrey was absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on March 22, 2024.

Roger Hatteberg 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

The only correspondence received was from a patron asking for better toilet paper in the public restrooms.

Board Training

A link to a webinar on the 'Sustainable Libraries Initiative' was provided to the board. ILA bought into this initiative and purchased a one-year membership for libraries in Iowa. There was discussion about this initiative. Brittany would like to continue the membership after the one with ILA ends. The vote for this will be captured under new business.

Expenditures

Brittany went over the finance reports. There may be some extra money in the health insurance, line 451, due to the increase estimate being higher than the actual cost. The library will be working hard to spend all the city funds before the end of the fiscal year.

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

West Burlington Liaison

Liaison Rebecca Teater was thrilled to see the increase in registered borrowers from West Burlington in the stat reports. Brittany caveated that this number may include some borrowers to delete-we are still fine tuning the numbers. Rebecca will need to talk with Becky Nelson soon about the library's presence at West Burlington's 4th of July celebration.

Rebecca asked about the summer bookmobile and Brittany explained the proposal to lease Marshalltown's bookmobile for one year. The library is currently waiting on feedback from Marshalltown's city clerk to find out if this proposal is approved or not.

Friends Liaison

Liaison Anita Wagner briefed the Board. There is a genealogy book sale coming up in May to supplement the library's genealogy lock-in program. The Friends annual dinner is coming up in April and the invites, as well as membership renewals, went out in the mail earlier this week.

Board Committees

Building Committee

Brittany could only get one bid for deconstruction of the community wall and new front desk construction. SG Construction will be starting on this work soon. This will be a capital expense funded by the Foundation with already approved building funds. There was discussion about double checking the contractor's liability insurance.

Jennifer McMillan moved the Board to accept the SG Construction bid. Second by Roger Hatteberg; motion approved unanimously. Don will abstain from voting because he has a connection with the contractor.

Personnel and Policy Committee

Brittany explained the board vacancy procedure and the new wording added to include renewal and incoming applicants to follow the same procedure.

The board received Jennifer's board member application renewal. She will be nominated in May, as well as former board member Tenyshia's vacancy if the committee agrees on a candidate by then.

There was a discussion about board vacancies. The process has historically been to recommend the names of interested individuals and then the committee meets with one of them to decide if they are a good fit. This process is preferred over interviewing all the candidates who have applied. The Board agreed to this procedure.

There was a discussion of board term limits. Some members would like to see the 6-year term changed to a 3-year term. This will be put on the agenda for April's meeting.

Use Statistics

Brittany explained we are still fine tuning the registration numbers.

New Business

a. Sustainable Libraries Initiative Membership


Brittany would like to continue with the membership after the one with ILA ends. Mary Weinand moved the Board to approve continuation of the membership. Second by Jennifer McMillan; motion approved unanimously.

b. Alcohol available at the Friends Annual Dinner

Roger Hatteberg moved the Board to allow alcohol at the Friends Annual Dinner the evening of Friday April 26th. Second by Jennifer McMillan; motion approved unanimously.

There being no further business to come before the Board, Mary Weinand moved the meeting to be adjourned at 6:10 p.m. Second by Roger Hatteberg; motion approved unanimously.

Respectfully submitted,


Brittany Jacobs,
Library Director