



June 2025

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, June 18, 2025, at 4:30 p.m. in Meeting Room A. Board members Becky Godfrey, Don Schmidgall, Mary Weinand, Jennifer McMillan, Roger Hatteberg, Amanda Mansheim, Brandon Orth and Library Director Brittany Jacobs were present. City Manager Chad Bird, Friends Liaison Anita Wagner, West Burlington Liaison Rebecca Teater, library staff Sara Garland, Kathy Gerling and Becky Nelson were also in attendance. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on June 13, 2025.

All present roll call: Mary Weinand, Don Schmidgall, Roger Hatteberg, Jennifer McMillan, Brandon Orth, Becky Godfrey, Amanda Mansheim.

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.

Becky Godfrey mentioned a change in the way the agenda is formatted. The agenda will now be formatted to adhere to the open meeting law.

#### **Communication, Correspondence, & Public Address**

1. Brittany mentioned that the library dinosaur program made the cover of the "Burlington Area" magazine.
2. A concerned citizen approached the Burlington Mayor about two books in the library's collection: "Gender Queer" and "All Boys Aren't Blue". Brittany explained the library's Statement of Concern Policy to the Mayor. The concerned citizen has not filed a formal complaint. Brittany brought this to the boards' attention just to be informed.

#### **Board Training**

##### **a. Enrich Iowa Overview**

- Brittany included a paper in the board packet explaining what Enrich Iowa funding is. The three programs under Enrich Iowa are Open Access, Interlibrary Loan Reimbursement, and Direct State Aid. The State Library is subsidized with federal funds, and these funds are passed down to the libraries in Iowa to help with these three programs.

#### **Expenditures**

Brittany explained that this month is the last heavy month of purchasing before the end of the fiscal year. The carpet and chairs were cleaned this month.

Jennifer McMillan moved the Board to approve expenditures. Second by Mary Weinand; motion approved unanimously.

### **West Burlington Liaison**

West Burlington Liaison Rebecca Teater briefed the board regarding a recent West Burlington City Council Meeting she attended where she gave the council a letter from Brittany about a council member concerned with a banner going up in West Burlington depicting the Burlington Public Library. The picture on the banner was drawn by a West Burlington elementary student showing his favorite thing about living here. His design won and was printed on a banner to be displayed in the city. Rebecca Teater said that the council member who expressed concern is a supporter of the library and wasn't criticizing the library. The concern was because the library is in Burlington and not West Burlington.

### **Friends Liaison**

Friends Liaison Anita Wagner mentioned the children's book sale held last week - they sold half of the books they put out. The Friends are still looking for help with book sorting and the Footnotes store. Anita mentioned that the Friends have signed up for the Droppett can/bottle return service and handed out labels for the bags to those interested.

### **Presidents Report**

Becky Godfrey mentioned that this is Don Schmidgall's last meeting, and she presented him with a certificate for his service.

### **Board Committees**

#### **Advocacy Committee**

- Jennifer McMillan briefed the board.
- Written letters addressed to Senator Grassley, Senator Ernst, and Representative Miller-Meeks from the Board highlighting their funding concerns were sent with the City Manager and City Mayor when they visited DC in early June.
- Looks like the defunding of IMLS will go through. This will impact some of the Enrich Iowa items and Libby/OverDrive. Starting October 1, there is no money allocated for IMLS.
- No update on the E-Rate bill – if the bill passes, the library will no longer be able to offer hot spots to the community.
- Danville has a new city clerk and the committee is hoping to start up library service discussions soon.

#### **Building Committee**

- The percussion play instruments have been installed.
- The last building preventative maintenance of the fiscal year was completed by Woodman Controls today.
- Brittany is keeping an eye on the elevator.

#### **Finance Committee**

- FY27 budget calendar out – the library discussion was switched to September 8<sup>th</sup>.

#### **Personnel and Policy Committee – Elect FY26 officers**

- The Committee nominated Jennifer McMillan as the new board president. Mary Weinand moved the Board to approve the nomination. Second by Roger Hatteberg; motion approved unanimously.
- The Committee nominated Becky Godfrey as the new board vice president. Jennifer McMillan moved the Board to approve the nomination. Second by Mary Weinand; motion approved unanimously.
- The Committee is meeting next week to do the director's review.



**Discussion of May Library Services Report and Use Statistics**

Brittany went over her report as included in the board packet. When it was decided to cut Hoopla checkouts to “two” back in January, there was discussion of voting on new limits in June depending on the budget. However, this was before IMLS was defunded. We will keep the circulation at “two” for now and keep an eye on it.

**Old Business**

**a. Motion to approve the FY26 Foundation Memo**

Brittany went over the memo. The highlights are standby amounts that are dependent on IMLS funding. Many of the Foundation S. Johnson requests should be on the city’s budget, but due to budget cuts we will use the S. Johnson funds instead. There was discussion of how the annual memo request is put together and Brittany explained that she keeps a list of needs and refers to the library’s strategic plan items as well.

Brandon Orth moved the Board to approve the FY26 Foundation Memo. Second by Roger Hatteberg; motion approved unanimously.

**b. Strategic Plan Update**

Brittany went over the plan updates as included in the board packet. The Board will have interactive access to this document when the trustee drive is up and running.

A board member asked City Manager Chad Bird if there is talk of another referendum. Chad confirmed there is talk of it, but we don’t know when this will happen. Also, there are three council member terms ending soon.

**New Business**

**a. Acknowledgement of staff resignation**

Acknowledged Ann Groene’s resignation – included in Brittany’s report.

**b. Discussion of trustee emails and communications**

A couple of board members cannot access their library trustee emails. Starting in July, only library trustee emails will be used. All trustee emails are open record applicable. Chad added that if personal emails are used for city business, those are still FOIA applicable as well.

**c. Discussion and possible action on part-time shelver hourly wages**

Brittany handed out a revised request at the meeting to change who the memo was addressed to. It should be addressed to the “Board of Trustees” not the “Foundation Board”.

Don Schmidgall moved the Board to approve an increase in part-time shelver wage to \$14/hr. Second by Roger Hatteberg; motion approved unanimously.

There being no further business to come before the Board, Jennifer McMillan moved the meeting to be adjourned. Second by Amanda Mansheim; motion approved unanimously.

Respectfully submitted,



Brittany Jacobs,  
Library Director