



May 20, 2026

Meeting Room B, Burlington Public Library

Regular Meeting – 4:30 p.m.

**BOARD MEMBERS:**

Jennifer McMillan – President

Becky Godfrey – Vice President

Mary Weinand

Roger Hatteberg

Brandon Orth

Amanda Mansheim

Todd Chelf

**Convene**

Jennifer McMillan called the meeting to order Wednesday, May 20, 2026 at 4:30 p.m.

**Roll Call: Present**

All present roll call - Jennifer McMillan, Becky Godfrey, Roger Hatteberg, Amanda Mansheim, Todd Chelf

**Roll Call: Absent**

Mary Weinand, Brandon Orth

**Staff Present**

Library Director, Brittany Jacobs

Office Coordinator, Sara Garland

AFSCME Library Union Rep, Kathy Gerling

Outreach & Program Services Manager, Becky Nelson

**Liaison’s Present**

Gretchen Walls – Friends

Rebecca Teater – West Burlington

**Liaison’s Absent**

None

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on May 15, 2026.

**Approval of May 20, 2026 agenda and April 15, 2026 minutes**

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

**Communication, Correspondence, & Public Address**

Trustee Chelf’s daughter has been going to the library’s program “Girls Who Code” and loves it.

## Board Training:

### a. Staff Presentation: Summer Reading

Becky introduced the Spring interns. Brittany explained the new intern structure which now contains a 10-hour training aspect included in the internship.

Becky handed out a summer registration report by the week showing 2024-2026 dates and the upcoming glow party information. After the glow party event, they will start to push summer reading registration. There are a lot of smaller programs happening this summer, with the upcoming glow party as the main event.

### b. Article: [Summer Days: A History of Summer Reading in Libraries](#)

## Approval of April expenditures

Brittany explained the expenditures – we are at 83.77% of the budget spent. We are already at 100% or over in ten of the line items, but the overall bottom line will be on budget. We have rearranged the budget and some of the lines look messy, but they will even out overall at the end of the fiscal year. There was a 1.5% personnel raise given last fall, but since the budget was not amended, our reports predict overages in the personnel areas. Brittany is discussing these personnel overages with the City, and they will cover the overages. Trustee Chelf confirmed that the expectation is for our ending balance not to be zero, but the personnel overage of 1.5%. Trustee Godfrey asked about the percentage difference in Sara's budget report vs. the City's budget report. The percentage difference is due to the outstanding encumbrances – Sara's report doesn't include those in the available balance and the City's report does.

Brittany discussed the Ingram invoicing and how the reports show that we have overspent on some collection accounts, but this will wash out at the end of the fiscal year.

Trustee McMillan asked about the \$475 Zaiser's landscaping fee. Brittany explained the scope of the landscaping fee – the cost includes mulch and weed control. She tried to get bids three years ago but didn't receive any from other vendors. Brittany would like to revisit this as part of the sustainable libraries' initiative and see about the possibility of a pollinator garden.

There are some building projects Brittany is working on before the end of the fiscal year. She received a bid to fix the entryway sign and mortar. We are also getting some gutters replaced.

The Gifts & Bequests Receipt Report shows the receipt of \$31,000 received last month from the Alice Nelson estate.

Trustee Godfrey moved the Board to approve expenditures. Second by Trustee Hatteberg; motion approved unanimously.

### a. Discussion and action on moving line-item budget funds

Brittany asked for Board approval to move line item budget funds between lines so the overall budget balances. Trustee Chelf moved the Board to approve moving line-item budget funds between lines. Second by Trustee Mansheim; motion passed unanimously.

## Liaison Reports

### a. West Burlington City Council: Rebecca Teater

Rebecca hasn't met with council recently, so she doesn't have any news. She mentioned telling the mayor that the legislation affecting the library didn't pass.

**b. Friends Liaison, Anita Wagner**

Gretchen Walls attended the meeting in Anita’s absence. She reported that the last book sale raised a little over \$2800 – a little down but pleased with the number of categories available. There was a lot going on that weekend, so that could have affected the sales. The State of the Library address that Brittany gave at the Friends annual dinner was a huge success – there were 75 RSVPs to the dinner.

Trustee Hatteberg mentioned he saw people leaving the book sale on Monday with bags and carts full of books. Gretchen explained that the used bookstore downtown “Musty Tombs” buys the leftover books that don’t sell.

**President’s Report, Jennifer McMillan**

Trustee McMillan celebrated the fact that the anti-library bills didn’t pass; now, we have to worry about the tax reform bills.

**Board Committees**

**a. Advocacy Committee Update**

Trustee Hatteberg said the advocacy meetings were very informative for the community. The committee is looking into the possibility of continuing the meetings over the summer. There was a comment made that the meetings went well because Brittany did a good job presenting and explaining the information to a level that was understandable.

Brittany mentioned the patron that stood up at the end of the last advocacy meeting mentioning porn in the library. She sat down with her and her husband to hear their concerns and provide them with information.

The property tax bill takes effect in FY28. Some libraries are already cutting funds due to this bill. Some Des Moines branches and the Muscatine library will be affected.

**Old Business**

**a. Union Update – Kathy Gerling**

No update.

**b. FY27 Foundation Memo Update**

A furniture upgrade was added to the memo. The library has purchased four test chairs that have been placed on the public floor for feedback. The Board will vote on the memo in June – only requests for enhancements are being requested – no operating expenses.

**New Business**

**a. 141st Anniversary of Ordinance 21 being passed**

**b. Donor Wall Mural Update**

Trustee Godfrey talked about prepping the concrete to make sure the mural sticks to the wall.

**c. Establish an ad-hoc Personnel Committee for the FY26 Library Director Review**

The committee will get input from library managers, the city manager, and the Friends and Foundation board members. The committee will present the results and go over the review at the July board meeting. The board will create a policy/outline about the process regarding the input/solicitation.

There was discussion about only getting feedback from the public every five years. Trustee Hatteberg wants to make sure that the managers get input from their staff on Brittany's review as well.

The ad-hoc Personnel Committee was established and will consist of Trustee Chelf (chair), Trustee Godfrey, and Trustee Mansheim.

**d. Discussion and action on FY27 Board Calendar**

Few revisions made regarding committees.

**e. Strategic Plan Update**

Brittany went over the updates.

**Adjournment**

There being no further business to come before the Board, Trustee Chelf moved the meeting to be adjourned at 5:40 p.m. Second by Trustee Mansheim; motion approved unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brittany Jacobs', written in a cursive style.

Brittany Jacobs,  
Library Director