July 15, 2026
Story Time Room, Burlington Public Library
Regular Meeting – 4:30 p.m.

BOARD MEMBERS:

Jennifer McMillan – President

Becky Godfrey – Vice President	Roger Hatteberg	Amanda Mansheim
Mary Weinand	Brandon Orth	Todd Chelf

Convene

Jennifer McMillan called the meeting to order Wednesday, July 15, 2026 at 4:30 p.m.

Roll Call: Present

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

Roll Call: Absent

Amanda Mansheim

Staff Present

Library Director, Brittany Jacobs
Office Coordinator, Sara Garland
AFSCME Library Union Rep, Kathy Gerling
Outreach & Program Services Manager, Becky Nelson
Public Services Manager, Sam Watson

Liaison's Present

Anita Wagner – 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 July 10, 2026, with an amended agenda that was published on July 13, 2026.

Approval of July 15, 2026 agenda and June 17, 2026 minutes

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

Ad-Hoc Personnel Committee FY26 Review of Library Director

Trustee Chelf, chair of the Ad-Hoc Personnel Committee, presented on Brittany's review. Trustee Chelf said the Committee fully endorses Brittany's work. Brittany's written thoughts will go into her personnel file, and she will address her goals with board members individually. Trustee Chelf read aloud Brittany's self-evaluation conclusion.

Trustee Chelf moved the Board to dissolve the Ah-Hoc Personnel Committee. Second by Trustee Weinand; motion approved unanimously.

Trustee Chelf left the meeting at 4:35.

Board Training:

a. Staff Presentation: Summer Interns

The summer interns presented on their library capstone projects.

Intern David King's project consisted of digitally archiving old board reports. His project started with 1997 board reports, where a former SCC student's work left off. David created a procedural outline for the archive work so the next person has step-by-step directions. David expressed that this digitization project made him more interested in board work.

Intern Brady Freyling's project consisted of revamping the teen space gaming systems. He was given a budget and installed some digital games on the systems as well as mounting and securing the devices.

Intern Abby Constant's project consisted of a self-led story writing project she created where patrons can create their own spooky short story. These stories will be posted to the library's Facebook page in October, and the public will be able to vote on winners based on age groups.

Brittany added that the Foundation funds eight interns per year. She has added some new components to the intern scope, which includes creating a capstone project and attending a city council and board meeting.

b. Public Library Services for Strong Communities Report

Brittany went over the features of the report and will go into a deeper dive next month. Our library has programs in place that feed all the highlights in the executive summary of this report.

Approval of June expenditures

The budget control status report for 12/26 shows the last full month of fiscal year 2026. There will still be more expenses captured in period 13/26.

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

Liaison Reports

a. West Burlington, Rebecca Teater

Rebecca said the town of West Burlington was pleased to have the library participate in their 4th of July parade. The Mayor has asked when the bookmobile will be in West Burlington. Becky Nelson shared the schedule with Rebecca – the schedule is also on the library's website.

b. Friends Liaison, Anita Wagner
Anita shared an example of the Friends new book bag. The Friends Vintage book sale is starting on Monday. They will hold this special book sale in place of attending the Very Vintage Market. Anita discussed the Friends T-bill issue with the new account info. They continue to look for Footnotes volunteers.

President's Report, Jennifer McMillan

a. Advocacy Committee Appointments
The Advocacy Committee will stay the same in FY27 with Trustee Weinand (chair), Trustee Orth, and Trustee Mansheim.

Regarding the Advocacy Committee, Trustee Weinand attended an ALA webinar today.

Discussion of June Library Services Report and Use Statistics

Brittany went over her report. She mentioned some of the summer reading program highlights. We started our own branding and graphics this summer for the program. The artwork will change each year but will continue as "My Summer Adventure". The bookmobile has been doing a lot of outreach activities.

Regarding the new boilers, they are still not hooked up and are waiting for an issue with the wiring. This cost for the boilers this fiscal year was $68,000 and the remaining funds will roll over to our FY27 Capital Improvement Project line.

Newspaper Archive stats are down. After this database crashed, we found out that people way outside of our service areas were accessing it. On a positive note, the door count is up. Brittany will continue to look closely at Hoopla and Libby usage and will be thinking about options for cutting if necessary regarding these databases. Trustee McMillan asked about putting more funds into the Libby database and buy down the waitlists with some of the money we are spending on Hoopla. The library can also restrict some of what Hoopla offers. We are currently number 15 in the State regarding Libby usage.

Brittany attended the ALA conference in June. They talked a lot about AI.

Old Business

a. Union Update – Kathy Gerling
No update

b. Discussion and action on FY27 Foundation Memo
Brittany and Trustee McMillan will present this memo to the Foundation at their meeting next week. Brittany explained that under the collection enhancements, there is a specific donation for digital collections with restrictions that the funds go to the adult collection and not the children's collection. The Foundation funds are now exclusively for enhancements and no longer operating expenses.

Trustee Godfrey moved the Board to approve the FY27 Foundation Memo. Second by Trustee Hatteberg; motion approved unanimously.

Discussion of the library's carpet replacement being in the City's Capital Improvement Plan.

Brittany will research the outside mural wall project further and will include this in the FY28 Foundation Memo.

New Business

a. **Resolution designating the main front doors of the Burlington Public Library as the official location for posting public meeting notices, per House File 2490.**
Brittany explained this new resolution requirement is required on an annual basis. This is an effort to make local government more transparent. We have previously posted the agenda in the lobby in accordance with city code. The new law requires the agenda to be posted in a conspicuous ADA location that is visible at all times. There is a 24-hour requirement to post the agenda, but we typically post the Friday prior to the following Wednesday board meeting. We also must post on social media. Section 4 of the law has to do with vexatious requesters with open records requests.

The Resolution was read aloud and signed by Trustee McMillan and Trustee Godfrey.

Adjournment

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

Respectfully submitted,

Brittany Jacobs,
Library Director