June 17, 2026
Meeting Room A, 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, June 17, 2026 at 4:30 p.m.

Roll Call: Present
All present roll call - Jennifer McMillan, Brandon Orth, Mary Weinand, Todd Chelf

Roll Call: Absent
Becky Godfrey, Roger Hatteberg, Amanda Mansheim *(joined the meeting at 4:40)*

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

Liaison's Absent
Rebecca Teater – West Burlington

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on June 12, 2026.

Approval of June 17, 2026 agenda and May 20, 2026 minutes
Trustee Orth moved the Board to approve the agenda for this meeting and the minutes from the last meeting. Second by Trustee Chelf; motion approved unanimously.

Board Training:
a. Staff Presentation: Summer Interns

Becky introduced the Summer interns: Katelin, David, Brady, Abby, and Lexi. Intern Lexi presented her capstone project to the board, which was a drawing on the teen mural wall. Intern Katelin presented her capstone project which was a passive program where she created a scrapbook poetry notebook for patrons to do on their own time.

Approval of May expenditures

Brittany explained the expenditures. Page 3 of the Check Register Report can be disregarded as it shows a fire department expense, not a library expense. We're trying to wrap up some end of year building projects (gutters, pipe work, BPL sign mortar). The Check Register Report shows the 50% down payment for the new gutters. The City's Budget Control Status Report for period 11/26 shows 91.92% of FY26 budget spent whereas Sara's report shows 86.71% of FY26 budget spent for period 12/26. The difference is the outstanding encumbrances. The FY26 budget will be over budget by about $20,000 due to the 1.5% staff pay increase that wasn't factored in the budget.

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

Liaison Reports

a. **Friends Liaison, Anita Wagner**
   Anita reported that Friends will not be participating in the Very Vintage Market this year, but they will have a special sale of vintage books available in Footnotes on July 13th. The Friends have ordered new book bags that should be delivered soon. These are better quality than the old ones and they will sell them for $9 or $10. The new bag colors are navy, yellow, and tan.

President's Report, Jennifer McMillan

Trustee McMillan gave an update on Library Director Brittany's job classification. Brittany's job was not classified as high as other city departments and during the Director review process last year, it was decided she should have the same classification as the other city department heads (level 11). City council just approved of this new transition to move past midpoint pay scale on Monday. This is part of the City-wide Strategic Plan. Trustee McMillan mentioned that the boards' legal purview/duty is to advocate for the Library Director – something to keep in mind regarding her annual personnel renew.

Board Committees

a. **Ad-Hoc Personnel Committee Update**
   Trustee Chelf's plan is to seek feedback from the three Boards (Library Board of Trustees, Library Friends' Board, and the Library Foundation Board), the library managers, and the City Manager. Public input will not be gathered this year. The Committee will get together soon. The Board will not have to go into Closed Session, like previous years, due to new attorney guidance on open meeting law.

Elect FY27 Board Officers: President & Vice President

Jennifer McMillan will remain the board president and Becky Godfrey will remain the vice president. Trustee Chelf moved the Board to approve this nomination. Second by Trustee Orth; motion approved unanimously. *(Jennifer McMillan abstained from voting).*

Discussion of May Library Services Report and Use Statistics

Brittany went over her report and discussed some of the May programs including Doug Tallamy, the new Mahjong program, Babysitting 101 program, and candidate forums. The library purchased down the hold line list in Libby. Compared to Hoopla, Libby is much more cost efficient. We will try to continue to buy down the Libby waitlist and wean off Hoopla. One of the last building projects happening at the end of this fiscal year, is a $15,000 upgrade to the sound system for meeting rooms A, B, and C. There was a question on whether we would revise the meeting room policy so people aren't allowed to bring in their own microphones.

The Van Fleet Family donated $2500 to the Babies Need Books program and will continue this annual donation for the next 5 years.

Regarding stats, the year-to-date door count is up by 15%. Overall circulation is down – some of that is due to a glitch in last year's DVD circulation.

Old Business

b. **Discussion and possible action on FY27 Foundation Memo Update**
   The Board will vote on the Foundation memo at the July board meeting prior to the July Foundation board meeting.

New Business

a. **Discussion and action on FY27 Board Calendar**
   Trustee Chelf moved the Board to accept the FY27 Board Calendar. Second by Trustee Mansheim; motion passed unanimously.

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 Orth; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,
Library Director