



August 19, 2026

Meeting Rooms A & 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, August 19, 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, Amanda Mansheim

Roll Call: Absent

None

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

Guest's Present

Jennifer Smith, State Library of Iowa

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on August 14, 2026.

Approval of August 19, 2026 agenda and July 15, 2026 minutes

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

Communication, Correspondence, & Public Address

Trustee McMillan announced that someone told her that Becky Nelson was so helpful to a patron that they donated to Footnotes. Trustee Weinand said that Becky also did a great job recently with the Holocaust Exhibit docent volunteers. Someone else mentioned Becky did a good job with the Exhibit TV interviews.

Board Training:

a. Trustee Micro-Training: Iowa Code 21: Open Meetings

Brittany went over the training. Additional posting requirement added where the agenda must be posted in an official designated spot visible 24 hours a day. At the July 2026 meeting, that designated spot was determined to be the main front doors of the library.

b. Public Library Services for Strong Communities Report

The report was briefly discussed at last month's meeting. Our library offers something for everyone. Trustee Hatteberg mentioned the warming/cooling center component of the report.

Approval of July expenditures

Brittany discussed the expenditures. Some FY27 annual amounts show up on this month's Budget Control Status Report. The new boiler expense will be split between FY26 and FY27 funds. The initial boiler inspection did not pass the State inspection. Trustee Orth asked about the meeting room sound system upgrade, as shown on the Check Register Report for period 13 of 2026. Question about the monthly Library Donation report - only the Board gets this report – but it does go in the public record with the Board packet. Regarding the FY27 budget, 11% has been spent to date.

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

Liaison Reports

b. Friends Liaison, Anita Wagner

Anita shared that the Friends raised \$878 at their Vintage book sale. They started a Biography book sale and sold 68 biographies so far. Five board members (Friends') are volunteering at the Holocaust Exhibit – they are not afraid to be ambassadors thanks to Brittany's leadership.

President's Report, Jennifer McMillan

The library's staff day was held yesterday, and Jennifer gave positive feedback. At the staff day, Brittany passed around an article on ALA's guidance on AI in Libraries. This article will be given to the board sometime in the future. The library has a great relationship with the Library Foundation – three Library Foundation board members came yesterday to help with the Holocaust Exhibit setup.

Board Committees

a. Advocacy Committee Update

Trustee Chelf asked if there is any concern with any special sessions at the Capitol. Not that anyone is aware of. The Advocacy Committee can be ready at a moment's notice if necessary.

Discussion of July Library Services Report and Use Statistics

Brittany went over her report. She asked the board to think about sunsetting Hoopla and adding funds to the Libby hold list. Trying to determine what is the best economical decision we can make. Regarding the Libby State

BURLINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

AUGUST 2026

Snapshot in Brittany's Report, we are #14 in the State for usage. Brittany mentioned that the meeting room policy will be updated this year.

Old Business

a. Union Update – Kathy Gerling

No update

New Business

a. Discussion and action to set 2027 dates for library closures

Trustee Hatteberg moved the board to approve the 2027 library closures. Second by Trustee Orth; motion approved unanimously.

b. Presentation and action on FY26 Annual Report

Brittany went over her annual report. *(Trustee McMillan added that the hardest thing she has had to do as board president was limit her thoughts on 2026 to two paragraphs).* Brittany commended the advocacy committee for their work this year as Iowa led the nation with anti-library legislation. There was a question on the definition of part-part-time library staff. Brittany confirmed that part-part-time is considered 12-16 hours of work per week.

Trustee Chelf moved the board to approve the FY26 Annual Report. Second by Trustee Manshein; motion approved unanimously.

Trustee Hatteberg shared his experience of the first time he came into the library 45 years ago trying to find stuff on how to teach kids to dance. He was blown away by the help he received then and is still continually blown away today by what this library offers and the staff. He said the library is the jewel of this community, and he offered his appreciation to all the library staff.

c. Presentation of FY26 Gifts and Bequests Report

Brittany explained this report is put together annually for City Hall regarding all the revenue and expenses from private funds. There is no time restraint on these funds, but some donations have restrictions. We will try to push future donations towards the Library Foundation. This report is an attempt to show transparency of private funds. The bookmobile funds given by the Foundation last year are currently in the City's accounts.

d. Iowa Library Association Conference 2026

This conference will be held in Cedar Rapids on October 7-9th. All staff and library boards are invited to attend.

e. Acknowledgement of staff retirement

Jim Ford recently retired from the library. He worked as a shelfer for almost 12 years. The library has received 72 applications for this position.

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,


Brittany Jacobs,
Library Director

