

February 2023

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by Board President Becky Godfrey, Wednesday, February 22, 2023, at 4:33 p.m. in Meeting Room A. Board members Becky Godfrey, Roger Hatteberg, Matt Shinn, Don Schmidgall, Mary Weinand and Director Brittany Jacobs were present. Friends' Liaison Anita Wagner, Sara Garland, and Kathy Gerling were also in attendance. West Burlington Liaison Rebecca Teater attended virtually via zoom. Board members Megan Fuqua and Tenyshia Chalupa were absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on February 17, 2023.

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

Board Training

- a. Life-Changing Learning by Sanhita SinhaRoy
 - Article included in packet.
- b. A Love Letter to Libraries, Long Overdue by Elisabeth Egan and Erica Ackerberg
 - Article included in packet.

Expenditures

Budget is right on track. Brittany will investigate the personnel remaining balance. Since we have been without the Outreach & Program Services Manager for a while now, there should be more funds left in the personnel line.

Roger Hatteberg moved the Board to approve expenditures. Second by Don Schmidgall; motion approved unanimously.

West Burlington Liaison Report

Rebecca and Brittany will get together to discuss the possibility of a drop box in West Burlington.

Friends Liaison Report

Anita Wagner reported the Friends recently received a donation of 1000 comic books. They are researching their worth and have already sold some of them. Anita also mentioned that there are three new volunteers in Footnotes.

Presidents Report

Becky asked the Board again to be thinking of potential folks who would make board members. Matt and Mary's terms expire this June.

Becky reminded the Board about the Sunshine Law and to keep in mind that anytime there are four board members together, for any reason, there is quorum.

Board Committees

Advocacy Committee

- Brittany recently spoke with the librarian at the Danville library and hopes to meet with the city council soon about starting up library services for Danville residents with the Burlington library to supplement their existing library.

Library Services Report

Brittany discussed some of the highlights of her report. The library is now fine free! The library is gearing up for a new ILS. The transition from Horizon to Insignia will take place soon.

Use Statistics

There was a huge increase in database use in January 2023 when compared to the last three years. There is also a large increase in children's program attendance. The library is scaling back so the quality of the programs are better and putting less focus on the quantity of programs.

Old Business

- a. Space Needs Grant Update
 - The head librarians are looking at the preliminary space needs report. The space consultant will present her findings and recommendations next month.
- b. Two Rivers Money Market Account
 - Brittany sent out an email to the Board about the option of opening a money market account with most of the gifts and bequests funds that are currently in a checking account earning little interest. Doing so will allow some interest growth while the market is good. The plan is to keep around \$30,000 in checking and move around \$140,000 into the money market account.

Matt Shinn moved the Board to accept this recommendation. Second by Mary Weinand; motion approved unanimously.
- c. Coates CD Update
 - The library moved this CD from "Two Rivers Bank & Trust" to "BANK" to get a better interest rate.

New Business

- a. Strategic Planning FY25 Update
 - Brittany mentioned there will be a six-month time frame for strategic planning.
- b. New ILS
 - Brittany explained the purpose of the ILS is to manage all the library's collection as well as patron records. The new ILS migration is outlined in the agenda. Roger Hatteberg moved the Board to implement the new ILS timeline as outlined in the agenda. Second by Mary Weinand; motion approved unanimously.

There being no further business to come before the Board, Don Schmidgall moved the meeting be adjourned at 5:30 p.m. Second by Roger Hatteberg; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,
Library Director