

June 2023

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, June 28, 2023, at 4:30 p.m. in Meeting Room A. Board members Becky Godfrey, Don Schmidgall, Roger Hatteberg, Mary Weinand and Library Director Brittany Jacobs were present. Friends' Liaison Anita Wagner, West Burlington Liaison Rebecca Teater (via zoom), Sara Garland, Kathy Gerling, and new board member (July) Brandon Orth were also in attendance. Board members Matt Shinn, 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 June 23, 2023.

Becky welcomed Brandon Orth to the Library Board of Trustees. Brandon will replace board member Matt Shinn whose term is up this month. Brandon's term will start next month in July.

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

Communication, Correspondence, & Public Address

a. Police Scanner Chatter Update:

Brittany explained that last week the library's security alarm was triggered at 8:10 p.m. shortly after the library closed. Brittany explained the situation where someone was accidentally locked inside the building. The patron was apparently was asleep and didn't hear the closing announcements. Staff are doing a double sweep at closing now to prevent this from happening again.

b. Becky Shaw Grad School Presentation:

Brittany introduced Becky Shaw and she gave an overview of why she was here tonight. One of her grad school assignments is to attend a library board meeting. Becky will graduate early with her Library Science Master's Degree in December.

Board Training

a. Insignia Tour

Brittany shared a live demo of Insignia, the library's new ILS. She also showed the board the new Novelist feature within the system.

Expenditures

Brittany explained the current state of the remaining FY23 budget. We should come in just under our allotted budget for FY23. Brittany also handed out the FY24 budget sheet. We are hopeful to get more of the building expenses off the Foundation and onto the city's docket.

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

West Burlington Liaison Report

Rebecca Teater attended the meeting via zoom. Someone from the library will be present at West Burlington's 4th of July celebration. There was a discussion of the 28E Agreement and property values/taxes.

Friends Liaison Report

Anita Wagner provided an update. The Friends are working on updating their by-laws.

Presidents Report

Becky asked the Board to keep their ears and eyes open for potential new board members. Becky will remain as president one more year and Mary will renew her board term.

Advocacy Committee

Brittany, Becky, and Mary attended a webinar from the Iowa League of Cities on the new Property Tax Reform law. The library is locked in at the current rate until the city grows more than 3%. If the city doesn't start to grow in four years, the current rate could be cut in half. The library levy carries about 60% of the library's operating budget. Three of the five council members' terms are up this fall.

Personnel Committee

Director review completed with the personnel committee today. The Board will go into closed session in July for the official review with the entire Board.

Use Statistics

Brittany reported on the statistics. Circ up from last May. We are still tweaking the reports in the new ILS.

Old Business

- a. Strategic Plan Update
The new update will highlight value statements. More details coming next month.
- b. FY24 Board Calendar
Roger Hatteberg moved the Board to approve the FY24 Board Calendar. Second by Mary Weinand; motion approved unanimously.
- c. Mural Update
Brittany is going through old photos for the mural. The tentative installation date is July 15. The mural is temporary and should last 8-10 months.

New Business

- a. Election of Officers
Becky will remain president for one more year and Don will remain Vice President/Secretary. Roger Hatteberg moved the Board to approve the Election of Officers as presented. Second by Mary Weinand; motion approved unanimously.
- b. Foundation FY24 Memo
Brittany went over the memo. Mary Weinand moved the Board to approve the FY24 Foundation Memo. Second by Don Schmidgall; motion approved unanimously.
- c. Vacation Thru Time volunteer sign-up
Becky Shaw explained that she is looking for volunteers to help with the program. There is a signup behind customer services for those interested.

There being no further voting business to come before the Board, Roger Hatteberg moved the meeting to be adjourned at 5:55 p.m. Second by Don Schmidgall; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,
Library Director