



September 17, 2025

Create Space, 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, September 17, 2025 at 4:30 p.m.

Members Present

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

Members Absent

None

Staff Present

Library Director Brittany Jacobs, Sara Garland, Kathy Gerling, Becky Nelson, Sam Watson

Liaison's Present

Anita Wagner (Friends) and Rebecca Teater (West Burlington)

Guests Present

Gretchen Walls

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on September 12, 2025.

Approval of September 17 agenda and August 20, 2025 minutes

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

Communication, Correspondence, & Public Address

None

Board Training

a. "Parks & Rec & Libraries" by Noah Lenstra. Library Journal, July 7, 2025

- <https://www.libraryjournal.com/story/parks-and-rec-and-libraries>

The article was included in the packet, and the link is listed above. Board comment on how the library and the parks have open access – they are open to everyone. The library partnered with the parks for the summer reading initiative. The tree planning will occur on October 18.

Approval of August expenditures

Brittany went over this month's expenditures. Brittany increased the monthly cleaning contract fee by a little so we will now use 100% of the budgeted line.

Brittany explained the "outstanding encumbrances" on the Budget Control Status Report. These figures show the estimated annual purchase orders for these line items and it was necessary to project to align with the City's finance policy.

The City is still finalizing the FY25 budget.

Brandon Orth moved the Board to approve expenditures. Second by Becky Godfrey; motion approved unanimously.

Liaison Reports

a. West Burlington Liaison, Rebecca Teater

Rebecca recently met with the West Burlington City Council. She received positive feedback on the bookmobile design. The Council would like notification of the route when decided.

b. Friends Liaison, Anita Wagner

Anita brought Friends Board member Gretchen Walls to the meeting with her to introduce her to the board in case she ever must fill in the liaison spot.

The Friends' received a \$24,000 grant from the Murray Foundation for the library. This check will pass through the Friends as the 501(c)3 organization to the library. The Friends are gearing up for their book sale this weekend, updating job descriptions, and the policy manual. They raised \$116 today in the Footnotes shop.

President's Report, Jennifer McMillan

Jennifer will go over the committee changes in October. Contact Becky Nelson if interested in the Holocaust Leadership Committee. Trustee-led Book Club coming up October 11 – let Jennifer know if you are interested in helping with this. Jennifer reminded the Board to double-check their new Trustee email accounts.

Board Committees

Brittany said there are four notebooks online in OneDrive under the Trustee emails.

Advocacy Committee

Jennifer said she will be transferring to the building committee, and the Board will vote on this change next month.

BURLINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

SEPTEMBER 2025

Mary handed out a sign-up sheet for Trustees to attend upcoming council meetings.

Jennifer handed out meeting minutes from a recent Advocacy Committee meeting.

The Trustees will be doing a letter writing campaign to Burlington City Council to advocate the importance of library programs. This campaign is being organized due to a comment made from a council member about looking into cuts to library programming. There are no tax dollars being spent on library programming – this is all funded by the Friends of the Library. Mary asked if the Friends' would consider joining in on the letter writing campaign as well. It was also decided to put a blurb in the October newsletter.

Discussion of when to approach Danville to see if they are interested in library services yet. We will discuss this again in December. We have a proposed 28E Agreement ready if needed.

Discussion of educating the new city council members, after the election, on library board governance – specifically the building CIP and who pays for what.

Building Committee

The committee is trying to get together to discuss a possible PPA for solar at the library.

Finance Committee

Brittany presented the first FY27 budget to Council recently.

Valuations are coming up in December and property tax reform in January.

Personnel and Policy Committee

Discussion will be held under "New Business"

Discussion of August 2025 Library Services Report & Use Statistics

Brittany went over her report included in the packet. There was another large increase in the Newspaper Archive database again this month. Brittany also added State Libby stats to her circ report.

Sam provided an update on the inventory project portion of the Strategic Plan. They are currently going through the entire collection to update records. This will take some time as there are 162,000 items in the collection.

Old Business

a. Solar Project Update

The building committee is trying to get together to discuss a possible PPA for solar at the library.

New Business

a. Discussion and action on updating the Classes and Events Policy

Brittany shared the City attorney's comments on the screen during the meeting – mostly grammatical changes.

Roger Hatteberg moved the Board to approve the changes made to the policy. Second by Amanda Mansheim; motion approved unanimously.

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b. Discussion and action on updating the Meeting Room Policy

Brittany went over the changes. This is a compromised edit, and this policy will have a rehaul within the next three years.

Todd Chelf moved the Board to approve the changes made to the policy. Second by Mary Weinand; motion approved unanimously.

Adjournment

There being no further business to come before the Board, Becky Godfrey moved the meeting to be adjourned at 5:50 p.m. Second by Amanda Mansheim; motion approved unanimously.

Respectfully submitted,



Brittany Jacobs,
Library Director