

# BURLINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

## AUGUST 2025



August 20, 2025

Meeting Room A, Burlington Public Library

Regular Meeting – 4:30 p.m.

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### **BOARD MEMBERS:**

Jennifer McMillan – President

Becky Godfrey – Vice President

Mary Weinand

Roger Hatteberg

Brandon Orth

Amanda Mansheim

Todd Chelf

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### **Convene**

Jennifer McMillan called the meeting to order Wednesday, August 20, 2025 at 4:30 p.m.

### **Members Present**

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

### **Members Absent**

None

### **Staff Present**

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

### **Liaison's Present**

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

### **Guests Present**

None

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on August 15, 2025.

### **Approval of August 20<sup>th</sup> agenda and July 16, 2025 minutes**

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

### **Communication, Correspondence, & Public Address**

Jennifer mentioned that a passing patron expressed how happy she was with the service she received from library staff Becky Nelson and Joe Burgus to resolve a technical issue.

Brittany mentioned a recent issue where a social media scanner page picked up an incident and posted it to social media including a patron caught in the library after hours. Brittany will keep the board updated when things like this happen.

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## **Board Training**

### **a. Iowa Code 21: Open Meetings**

- Brittany provided Iowa Open Meetings/Open Records Handbooks from the Iowa Freedom of Information Council to all board members. Brittany mentioned the inside addendum that was added after the handbooks were already printed. The addendum includes the training required for newly elected/appointed members. Board member Todd Chelf is the only Trustee required to take the training within 90 days of July 1. All other Trustees are grandfathered in. As of July 1, 2025 all BPL Trustees have library specific email addresses to comply with the law.

## **Approval of July expenditures**

Brittany went over this month's expenditures. Nothing out of the ordinary, other than new toilet seats for the restrooms. A few of the annual expenses are listed in the report.

The City is still finalizing the FY25 budget, but it looks like we will end the year with \$1.80 left in the budget. The Budget Control Status Report for accounting period 13 is deceiving though because the double longevity staff pay and retirement pay show up as coming out of our budget, when it really comes out of the City's general fund.

Discussion and confusion over the Friends vs. Foundation 501(c)3 difference and who is privy to their fund balance.

Sara handed out the Library Gifts & Bequests Account Transactions Report. This report includes everything the board has already seen monthly, but this format shows all the receipts and disbursements on an annual fiscal year basis.

Discussion of money market account fees. Some of the interest earned in the money market account was used for summer reading programming.

Becky Godfrey moved the Board to approve expenditures. Second by Amanda Mansheim; motion approved unanimously.

## **Liaison Reports**

### **a. West Burlington Liaison, Rebecca Teater**

Rebecca mentioned she has a spot on the West Burlington City Council agenda coming up next month so she will bring any news from that meeting to her next meeting with the Trustees.

### **b. Friends Liaison, Anita Wagner**

Anita said that about \$500 worth of books were ruined at the very wet vintage market. Going forward, they will do the vintage book sale in the library. The July book sale raised about \$2000-\$2500 – she can't recall exact amount. eBay cancelled the account the Friends group was trying to set up and they are still trying to figure this out. The Friends have not raised any money through the new Droppett can return service, but there may be a threshold minimum of \$15 before a deposit is made. Gearing up for the September book sale.

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### **President's Report, Jennifer McMillan**

Jennifer, Becky, and Brittany are putting together a form to track and document committee meetings. Brittany will send out an email soon. Per open meetings law, board committees need to document minutes at any committee meeting held. Brittany will send out three policies to the Personnel and Policy Committee soon. All committees have a lot of work coming up and the chairs will need to take minutes. We will also be changing the meeting agenda to a "consent agenda" to comply with the open meetings law.

### **Board Committees**

#### **Building Committee**

Becky Godfrey and Brittany briefed on building correspondence. Last month, Kenny Oleson gave a presentation to the board regarding the proposed solar projects at three of the city buildings (one of them being the library). The building committee is gathering information on this project – they have not met as a committee. There was some concern over the aesthetic of the solar panels on the library's roof so they may see if they could exclude parts of the roof that would look the ugliest and offer maybe 40% coverage vs 60% coverage for electricity costs. Another possible option is a Power Purchase Agreement (PPA) with the same vendor, like what Notre Dame school has, where the solar panel system is installed and leased by the vendor. There is a City Council work session next Monday where the proposed solar projects for the City will be discussed. This meeting will be taped to meet the open meetings law requirements. Brittany mentioned an incident in Solon Iowa involving a solar project. Brittany reiterated the need to do something sustainable long term because electricity is the library's biggest bill and if we turn down a renewable energy project now, we may have a hard time in the future fighting for funding.

The solar bench project, funded by the Foundation, is on hold pending ADA compliance at the site.

The bookmobile is being wrapped and will have a ribbon cutting unveiling soon.

### **Discussion of July 2025 Library Services Report & Use Statistics**

Brittany went over her report included in the packet. There was large increase in Newspaper Archive this month.

### **Old Business**

#### **a. Discussion of Renewable Energy Commission's solar proposal.**

A notice will be posted this Friday if we are required to post a separate agenda for this discussion.

### **New Business**

#### **a. Invitation to join City Council's work session on August 25<sup>th</sup>**

#### **b. ILA Conference 2025**

The board is invited to attend the conference. It will be held in Sioux City this year, October 2<sup>nd</sup> - 5<sup>th</sup>

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**c. Presentation and action on FY25 Annual Report**

Brittany presented the annual report. She also displayed some old library annual reports. In future reports, she would like to include legislative and funding challenges. Hard copies will be printed and available online. Next year, the report will be presented in September, to go along with the deadline for the State Survey. Annual reports are required for library accreditation.

Roger Hatteberg moved the Board to approve the FY25 Annual Report. Second by Brandon Orth; motion approved unanimously.

**d. Discussion and action on AFSME Local 828 Library MOU**

The MOU was included in the board packet. The City Council has already signed the agreement, and our governing library board needs to sign as well. The City's general fund will pay for this increase.

Todd Chelf moved the Board to approve the MOU. Second by Becky Godfrey; motion approved unanimously.

**Adjournment**

There being no further business to come before the Board, Todd Chelf moved the meeting to be adjourned. Second by Amanda Mansheim; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,  
Library Director