



February 18, 2026

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, February 18, 2026 at 4:30 p.m.

Roll Call: Present

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

Roll Call: Absent

Amanda Mansheim (*joined the meeting at 4:45*)

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)

Guests Present

Burlington City Manager, Chad Bird

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on February 13, 2026 and the revised agenda was sent out on February 16, 2026.

Approval of February 18, 2026 agenda and January 21, 2026 minutes

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

Communication, Correspondence, & Public Address

Jennifer mentioned that Brittany received a nice letter from the head of the local UAW 807 union regarding the library's newly purchased Gale database suite and their appreciation for Brittany looking out for the community, especially in relation to Case workers.

Becky and Todd expressed they both have co-workers that enjoy the library's wiggletime program.

Board Training:

- a. **Article:** "[Artificial Intelligence and the future of work: Disruptions and opportunities](#)," United Nations Regional Information Center for Western Europe, October 11, 2025

Approval of January expenditures

Brittany explained the expenditures – a few trainings and Baker & Taylor outstanding bills – all other expenses are routine. 60.4% YTD of the budget spent.

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

Public hearing regarding the Technology Access and Education Policy as it relates to the Children's Internet Protection Act and FCC E-Rate eligibility

The Technology Access and Education Policy was approved last month. Jennifer explained why a public hearing is needed. The internet filter can be removed on the adult side if an adult requests it, but never on the children's side. A CIPA approved internet filter is required to qualify for e-rate funding. Since there were no members of the public present at the meeting, there were no comments. Todd Chelf moved the Board to close the public hearing. Second by Mary Weinand; motion approved unanimously.

Amanda Mansheim joined the meeting at 4:45 p.m.

Liaison Reports

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

At the last meeting there was a question about the total donations that Friends have gifted the library and Anita briefed that since the Friends inception in 1978, they have gifted approximately \$629,000 to the library. Anita mentioned some larger bequests earlier on that helped with their gifting.

President's Report, Jennifer McMillan

Jennifer encouraged all to sign up for the online advocacy updates on the library's website.

Jennifer and Brandon recently attended the ILA Day in Des Moines at the Capitol. Brandon and Mary went to SE Iowa Days at the Capitol.

Board Committees

- a. **Discussion and action to create a standing Advocacy Committee**
- b. **Discussion on ad hoc committees including Building, Finance, and Personnel and Policy**

Jennifer explained the need to dissolve all standing committees as these meetings are considered "open meetings" and in violation of the open meetings law. Brittany explained that these committees were established in 1969, according to old Bylaws. The State had previously advised us that the committees could operate outside of open meeting law as long as three or less Trustees were present at the committee meetings. However, the City attorney disagreed with this and advised us how to stay in

compliance with the creation of ad hoc committees. Ad hoc committees will be created and have a timeline during their busy season. The Advocacy Committee will remain a standing committee and meetings will abide by the open meeting law. They plan to meet next Tuesday, February 24th at 1:00 p.m. Mary will draft an agenda and send it to Sara to publish at least 24 hours before the meeting. Further discussion and vote of this will take place during Bylaws revision under new business.

Amanda asked for clarification on what is defined as “obscene” materials. Brittany explained the “Miller” test. We follow the constitutional precedent, state laws, and are transparent. The library is not legally able to purchase obscene materials through our vendors, which is one of the reasons we do not have anything legally obscene in the collection.

Discussion of January Library Services Report & Use Statistics

Brittany gave a shout out to the tech services department for labeling all book series – they have received a lot of positive community feedback about this. Brittany talked about the babies need books program, a special donation for hygiene kits from the Sam Aden Kindness Fund, and staff milestone tenures.

Old Business

- a. **Union Update – Kathy Gerling. Discussion and potential action on AFSCME Library Union Contract with the Library Board of Trustees**
Kathy provided an update. The union has met several times and accepted the enclosed contract. Kathy went over the leave changes. Roger Hatteberg moved the Board to accept the AFSCME Library Union Contract with the Library Board of Trustees. Second by Amanda Mansheim; motion approved unanimously.
- b. **Discussion and action on Memorandum of Understanding with Iowa Health & Human Services**
Discussion deferred from last month. The Board requested a few changes to the MOU and Brittany hasn’t received the revised contract yet. This is a State service and not a library service.

New Business

- a. **Discussion and action on updating the Bylaws of the Burlington Public Library Board of Trustees**
The Bylaws will be revised to remove the standing committees and addition of ad hoc committees.

Todd Chelf made the motion to amend Section IV of the Bylaws to read: *“A standing Advocacy Committee will be appointed by the Board President at the July meeting each year. This committee works for the betterment of library services in the community by advocating for funding, communicating with stakeholders and community organizations, and promoting library services to community members.”*

Then change Section V of the Bylaws to read: *“The Board may establish from time-to-time ad hoc committees, appointed by the Board President, on an as needed basis.”* After some discussion, Todd made a friendly amendment to his motion to change the wording to read: *“The Board may establish from time-to-time ad -hoc committees, appointed by the Board President, for a limited time and purpose.”* Second by Becky Godfrey; motion approved unanimously.

Brittany reminded the Board of their personal liability if we knowingly violate the open meeting law regarding board meetings and committee meetings.

Todd Chelf made the motion to dissolve all current standing committees (with the exception of the Advocacy Committee) and operate under the new Bylaws. Second by Mary Weinand; motion approved unanimously.

Jennifer appointed Mary Weinand, Brandon Orth, and Amanda Mansheim to the Advocacy Committee.

Adjournment

There being no further business to come before the Board, Roger Hatteberg moved the meeting to be adjourned at 5:50 p.m. Second by Todd Chelf; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,
Library Director