September 16, 2026
Create Space, Burlington Public Library
Regular Meeting – 4:30 p.m.

BOARD MEMBERS:

Jennifer McMillan – President		
Becky Godfrey – Vice President	Roger Hatteberg	Amanda Mansheim
	Mary Weinand	Todd Chelf

Convene
Jennifer McMillan called the meeting to order Wednesday, September 16, 2026 at 4:30 p.m.

Roll Call: Present
All present roll call - Jennifer McMillan, Becky Godfrey, Roger Hatteberg, Mary Weinand (*2 min late after roll call*), Todd Chelf, Amanda Mansheim

Roll Call: Absent
None

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

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on September 11, 2026.

Approval of September 16, 2026 agenda and August 19, 2026 minutes
Trustee Chelf moved the Board to approve the agenda for this meeting and the minutes from the last meeting. Second by Trustee Godfrey; motion approved unanimously.

Communication, Correspondence, & Public Address
Trustee Hatteberg has spoken with folks that have been impressed with the Holocaust Exhibit and the programs the library has hosted with it.

Board Training:

a. The Age of Reading is Over by Rose Hororwitch

b. Your Reading is Out of Control by Rachel Gabriel

c. Nobody Reads Anymore by Book of the Month Club

Board discussion of training articles. Discussion of reading to children during the early formative years, the trending decline in physical book circulation vs. incline in audiobook circulation, and the Dr. Maryanne Wolf study of listening to audiobooks vs. reading a physical book. The library's door count is up even though our circulation is decreasing.

Approval of August expenditures

Brittany discussed the expenditures. The last payment for the new boilers is listed on the expense report. The total cost straddled FY26 and FY27. The second boiler inspection was completed and passed.

Trustee Chelf asked about the two checks for lost interlibrary loan items. The library uses Open Access funds from the State to pay for these types of items.

Trustee Hatteberg moved the Board to approve expenditures. Second by Trustee Mansheim; motion approved unanimously.

Brittany mentioned that line 641 is overspent by 128%. We will keep a close eye on this line and reallocate funds to it from other lines as it gets closer to the end of the fiscal year.

Brittany talked a little about city credit cards. The library has a credit card and uses private and public dollars to pay for the bill. The City claims our private gifts and bequests funds as an asset on their records. Sometime in the future, we will need to revise our finance policy so future donations go straight to the Foundation. Trustee Chelf offered to get this education out to the Bar Association to help when folks are writing their wills. Nevertheless, we are very transparent with our private funds.

Liaison Reports

a. **Friends Liaison, Anita Wagner**
Anita shared that the Friends have completed their internal audit. They are waiting to sell books on Abebooks.com. Cindy wrote a press release on the upcoming book sale that will occur later this month. There will be a new section in the book sale known as the "vintage venue". The used bookshop downtown is closing – the owner bought a lot of the Friends leftover book sale books.

President's Report, Jennifer McMillan

Jennifer is getting ready to gear up for the budget and legislative season.

Board Committees

a. **Advocacy Committee Update**
No news.

Discussion of August Library Services Report and Use Statistics

Brittany went over her report. A new shelver, Lynette Heckenberg, was hired this month to replace former shelver Jim Ford. Physical items are down 16% year-to-date, but eBooks are up 20% year-to-date, and the door count is up. Year-to-date programs and program attendance are up.

Old Business

a. **Union Update – Kathy Gerling**
No update

New Business

a. **Acceptance of Trustee resignation**
Trustee Hatteberg moved the Board to approve Trustee Orth's resignation. Second by Trustee Weinand; motion approved unanimously.

b. **Discussion and potential action on nomination for trustee vacancy**
Board discussion of potential candidates to fill the Trustee vacancy. Trustee Hatteberg moved the Board to offer candidate Jeremy Kemp to fill the vacancy spot on the Board. Second by Trustee Weinand; motion approved unanimously.

c. **Discussion and potential action on retro-commissioning (RCx) proposal**
Board discussion of proposal. Trustee Godfrey moved the Board to approve the proposal. Second by Trustee Weinand; motion approved unanimously.

Adjournment

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

Respectfully submitted,

Brittany Jacobs,
Library Director