



March 18, 2026

Storytime Room, 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, March 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

Staff Present

Library Director, Brittany Jacobs

Office Coordinator, Sara Garland

AFSCME Library Union Rep, Kathy Gerling

Outreach & Program Services Manager, Becky Nelson

Library Assistant, Allison Richert

Library Assistant, Stephanie Jones

Liaison's Present

Anita Wagner - Friends

Rebecca Teater - West Burlington (attended electronically via zoom)

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on March 13, 2026.

Approval of March 18, 2026 agenda and February 18, 2026 minutes

Todd Chelf 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

The Board received a nice note from Trustee Weinand regarding her opportunity to attend the SE Iowa Days in Des Moines.

Board Training: Staff Presentation – Early Literacy, Allison Richert & Stephanie Jones

The library was approached by Head Start Community Action to present on early literacy at their upcoming staff day. Stephanie gave a presentation on some of her library programs “Babygarten” and “Baby Sensory Program”. Allison gave a presentation on social emotional learning and early literacy and one of her library programs “Wiggletime”. These programs have good attendance, and the library has received a lot of positive feedback on them.

Approval of February expenditures

Brittany explained the expenditures – we are right where we need to be at 68.5% of the budget spent. We will start to track purchasing and keep a close eye on the budget for the remaining three months of the fiscal year. We will ask the Board for approval if we need to move funds between accounts like last year. The bottom budget line is what matters to council.

Brittany explained the donation sheet recognition. Larger donations generally go to the Foundation (specifically anything over \$1,000).

Becky Godfrey moved the Board to approve expenditures. Second by Mary Weinand; motion approved unanimously.

Liaison Reports

a. West Burlington City Council, Rebecca Teater

Rebecca met with her council two weeks ago to talk about HB 2622 and HF 2324. The West Burlington City Manager was going to contact representative Rinker. Rebecca said there were also several concerned citizens who talked to the Mayor. West Burlington citizens are very excited about the library’s bookmobile and people are very upset that legislation is trying to disallow this.

b. Friends Liaison, Anita Wagner

The Friends are planning their annual dinner and meeting. Anita said she was contacted about the upcoming closure of Mary Krohlow’s estate, of which the Friends and Foundation are recipients.

President’s Report, Jennifer McMillan

Jennifer loves all the library advocacy engagement. Jennifer wanted to pass along a conversation she had with representative Matt Rinker – he gets about 4,000 emails a day, and lot of those get filtered - so folks that wish to email him should include their address and make sure the email is from a personal email account.

Board Committees

a. Advocacy Committee Update

- i. Approval of February 25, 2026 committee meeting minutes.

There were about 35 people who attended the first Advocacy Committee Meeting on February 25th. The next meeting was proposed for April 2nd at 6:00 p.m. The next funnel date is March 20th.

Becky Godfrey moved the Board to approve the February 25, 2026 advocacy committee meeting minutes. Second by Roger Hatteberg; motion approved unanimously.

- b. Board enacts and Board Chair appoints to ad-hoc Nominating Committee beginning on March 18th until a trustee nomination is submitted to City Council on or before May 28, 2026**

There will be a board vacancy at the end of June as Trustee Godfrey's term comes to an end. Becky has expressed interest in re-upping and will go through the re-application process.

Todd Chelf made the motion to appoint Mary Weinand and Roger Hatteberg to the ad-hoc Nominating Committee beginning March 18th until a Trustee nomination is submitted to City Council on or before May 28, 2026. Second by Brandon Orth; motion approved unanimously.

Discussion of February Library Services Report & Use Statistics

Brittany talked about her report and the stats. The Newspaper Archives database was down this month, bringing the total database numbers down. Brittany included some new reports this month: a meeting room usage report and programs report. One of our own, Sam Watson, came up with a part for our face-out DVD display designed with our 3D printers. The Burlington library has the largest DVD collection in the State. The stats on the new Gale Suite are 22, but this was the first month with limited marketing. The library has a new newspaper resource – The Daily Iowan. Trustee Hatteberg appreciated the digital magazines – those are State funded with IMLS dollars.

Old Business

- a. Union Update – Kathy Gerling.**

No update. There are 9 non-eligible union employees and 16 union eligible employees at the library.

- b. Discussion and action on Memorandum of Understanding with Iowa Health & Human Services**

The MOU has been updated since the last meeting. The contract takes effect this coming Friday or Monday and goes until June 30, 2026.

Todd Chelf made the motion to approve the MOU with Iowa Health & Human Services. Second by Becky Godfrey; motion approved unanimously.

New Business

- a. Discussion and action on recommendation for boiler replacement contract**

Three quotes have been received with the winning bid going to Frank Millard & Co. The new boiler will be funded by the City. Becky Godfrey made the motion to recommend option 2 – Frank Millard & Co. for the new boiler replacement. Second by Mary Weinand. Motion approved unanimously.

- b. April Meet Me at the Library Spring Training invitation**

The library's next staff training day will be April 6th, and all board members are welcome to attend.

Adjournment

There being no further business to come before the Board, Roger Hatteberg moved the meeting to be adjourned at 6:00 p.m. Second by Mary Weinand; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,
Library Director