



November 19, 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, November 19, 2025 at 4:30 p.m.

Members Present

All present roll call - Jennifer McMillan, Becky Godfrey, Mary Weinand, Roger Hatteberg, Todd Chelf. Amanda Mansheim joined the meeting at 4:45 p.m.

Members Absent

Brandon Orth

Staff Present

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

Liaison's Present

Anita Wagner (Friends)

Guests Present

Jeremy Kemp, Stephanie Stuecker, Chad Bird

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on November 14, 2025.

Approval of November 19 agenda and October 15, 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

Trustee Chelf heard of children enjoying the bookmobile and Trustee Hatteberg enjoyed the Vacation Through Time program on China.

Board Training: The Politics of Aging

a. **Article: "Three Trends Shaping the Politics of Aging in America" by Nora Super**

Brittany explained the article included in the board packet and how the global population is getting too old too quickly. On a local level, our library offers a lot of tech help and tailors some programming

towards senior outreach. There was discussion of Heart Song, the new Adult Day Care Center, the library staff toured recently on staff day. Discussion of the Toronto Public Library and what they are doing regarding senior connection and services.

b. Resource: *Dementia Resource Guide* by Dementia Friendly Iowa

Article included in board packet.

Approval of October expenditures

Brittany explained the expenditures.

Baker & Taylor vendor still showing up on expenditures. Friday is the last order date with them. Carpet Wizard expense showing up on expenditures for cleaning a few chairs and spot cleaning some stained carpeted areas.

Newly created budget report included in the board packet to clarify the outstanding encumbrances and YTD percentages. This report shows the actual amount spent.

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

Liaison Reports

a. West Burlington Liaison, Rebecca Teater

No update as Rebecca was unable to attend the meeting.

b. Friends Liaison, Anita Wagner

Extra help was needed for a while downstairs sorting books while Cindy recovered from knee surgery. The Friends' just received a large donation of about 100 boxes. The Black Friday Book Sale is starting next Wednesday, Friday, and Saturday. This is a footnotes quality sale.

President's Report, Jennifer McMillan

Jennifer briefed the Trustees on the recent Foundation meeting held in October - the annual audit was presented during this meeting. There is upcoming library advocacy training on December 4th. There is also upcoming IPIB training for those interested on December 2nd and December 16th. Trustee Chelf was the only member required to take it, but it is a good idea for all board members to have this training.

Jennifer mentioned that she received a letter from a patron, and she replied to them with a letter. She just wanted the board to be aware that the community is engaged in what is going on at the library.

Board Committees

Advocacy Committee

Mary will be attending SCC's Prism 360 meeting next week. The meeting is meant to gather people to talk about various community services.

There was also discussion of the positive impact of library board presence at council meetings.

Building Committee

Brittany just received word that Alliant will perform a geothermal recommission study of our system. There will be no cost to the library to have this study done. Meetings will start in December. New solar bids are needed.

Finance Committee

Brittany and the Finance Committee will be meeting with the City on December 9th to go over the FY27 proposed library budget. The Committee will bring this budget to the Board at the December board meeting and going forward will move approval of the proposed budget to the December board meetings.

Discussion of newly added donation report to the board packet. These will be provided monthly and show the donations the library received the month prior to the board meeting. Discussion of donation preference and Brittany explained that we prefer large donations to go to the Foundation and programming donations go to the Friends. We also ask the patron if they have a preference.

Personnel and Policy Committee

Discussion will take place under old business.

Discussion of October 2025 Library Services Report & Use Statistics

Brittany included snapshots in her report and an extra page showing October ILL. There were some great library programs in October.

Brittany will be the new ILA President in 2026, Lois is the ILA Foundation President, and former library employee Sam Helmick is the ALA President.

The library received a flag donation from patron Carol Brotherson who won the flag at a reenactment ceremony. The flag flew over President Lincoln's memorial site.

Suzanne Brueck donated the complete set of the Iowa Army Ammunition Plant's old newspaper titled "IOP News". Her father was the illustrator for the newspaper, so she has all the copies. The City's GIS scanned all of these and created a digital archive for us.

Old Business

a. Discussion and action on updates for the Volunteer Policy and the Finance Policy

Finance Policy: Todd Chelf moved the board to approve the revised Finance Policy. Second by Becky Godfrey; motion approved unanimously.

Volunteer Policy: The city attorney is still looking at the Volunteer Policy so this will be moved to next month.

New Business

a. Union Update – Kathy Gerling

Kathy Gerling and Chad Bird informed the Board that the union is nearing the end of their 5-year agreement, and they will need to be recertified. Negotiations will start soon. The library board will need to approve the agreement, even though they are not part of the actual negotiation process.

b. Discussion and action on FY27 CIP & FY27 budget proposal

No action on the FY27 budget until next month.

BURLINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES
NOVEMBER 2025

Brittany included a 10-year CIP outlook in the packet and went over these projections. This 10-year outlook was generated for the city council. Brittany explained that funding for the CIP is still on private money and is hoping to get on the City's CIP soon.

c. FY25 State Survey

Brittany went over the FY25 State Survey. There are a few trends – door count is up but programming it down. Part of the reason for decreased programming is to prevent staff burnout. The staff is shifting from many youth programs and broadening the scope to include programming for older folks as well. This State Survey is an IMLS funded project so no certainty if this will continue next year.

Discussion about bookmobile status. The bookmobile is up and running, but the inside is not outfitted yet. She will debut in the upcoming holiday parade.

Hotspots will be discussed next month.

Adjournment

There being no further business to come before the Board, Todd Chelf moved the meeting to be adjourned at 5:45 p.m. Second by Amanda Mansheim; motion approved unanimously.

Respectfully submitted,



Brittany Jacobs,
Library Director