



July 2025

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by the new President Jennifer McMillan, Wednesday, July 16, 2025, at 4:30 p.m. in Meeting Room A. Board members Jennifer McMillan, Becky Godfrey, Mary Weinand, Brandon Orth, Todd Chelf and Library Director Brittany Jacobs were present. Friends Liaison Anita Wagner, West Burlington Liaison Rebecca Teater, library staff Sara Garland, Kathy Gerling, Becky Nelson, Sam Watson, Lois Blythe and Renewable Energy Commission Chair Kenny Oleson were also in attendance. Board members Roger Hatteberg and Amanda Mansheim were absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on July 11, 2025.

All present roll call and board introduction for new board member Todd Chelf.

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

Communication, Correspondence, & Public Address

Brittany mentioned the Interlibrary Loan impact statements from library patrons that are included in the board packet. These statements will be used to advocate for continued funding of the ILL program.

The Board received a thank you note from library shelve Jim Ford regarding the recent shelve pay raise.

Board Training

a. Library Solar Project Presentation: Kenny Oleson, Renewable Energy Commission

- A proposal was sent out to local solar firms regarding three city buildings. Kenny went over the proposals received for the library. Going with this project would save the library \$612,000 over the next 25 years plus the cost to install and implement the system. The upfront cost to the library is \$518,000. However, if we begin construction by December 2025, we are eligible for a 30% incentive. Year 1 savings alone would be \$54,000. The energy offset would be 60% because we need more panels than our space allows.
- Discussion over who would fund this project. We are unsure at this point, but Brittany is talking with the city manager about it as it would be a great capital improvement project. We also have the Foundation and grant possibilities.
- This would be a great learning initiative for the public as well. We could have a monitoring device in the lobby that would show how the panels work.
- Board member concern over the aesthetic of the panels on the library's beautiful building.

b. Open Meeting Law, Iowa Public Information Board Slides

- Slides included in the board packet for reference. Online training opportunity is coming up on August 15th. This training will be required in the future.
- Brittany mentioned that her annual director's review has not been compliant with the Open Meetings Law in the past, in that we have gone into closed session for the review. There are specific requirements to go into closed session according to the law. The slides explain these requirements.

Expenditures

Still trying to wrap up the FY25 budget – won't see final numbers until August. Early projections have us coming in at \$200 under budget for FY25. The library trust account is not listed on the expenditure reports, but this account is where the bookmobile expenses will be captured – funded by the Foundation. Jennifer asked if we received interest from this "library trust" line and we are unsure.

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

West Burlington Liaison

Brittany and Anita staffed the library booth at West Burlington's 4th of July celebration. Brittany mentioned that the library's mobile story walk is currently located at the West Burlington pool's fence area.

Friends Liaison

Anita delighted about West Burlington's 4th of July celebration she participated in with Brittany – nice small-town celebration. The vintage market booksale was a wet one. The Friends are gearing up for their booksale next weekend. They are still looking for a Footnotes Manager and may have found a candidate. They can sell on eBay now without using paypal. Brandon asked about the Friends Droppett service.

President's Report, Jennifer McMillan

Jennifer explained about fake emails sent out to a few board members and reminded the board to keep an eye out for suspicious emails. The Foundation meeting was held yesterday, and they approved the library's FY26 memo request. They also approved of around \$8,000 for marketing (leftover FY25 funds). Brittany has sent out links to several trainings over the last couple months. Brittany and Mary are hosting a class titled "City Council 101" for anyone interested in city government or running for council. This class lasts 5 weeks and is held on Thursday evenings. There is still a state-level Trustee opening if anyone is interested. The Trustees will be hosting a program on a banned books later in the fall to coincide with banned books week – more information to come.

a. Appoint FY26 committee assignments

The Advocacy Committee will consist of Jennifer, Brandon, and Mary (chair).

The Building Committee will consist of Amanda, Todd, and Becky (chair).

The Finance Committee will consist of Roger, Mary, and Brandon (chair).

The Personnel and Policy Committee will consist of Amanda, Todd, and Roger (chair).

Board Committees

Advocacy Committee

- Be aware of open meetings training and attend when necessary. October 1st loss of IMLS funding. The new Interlibrary Loan deliveries will be 1 day a week for AEA delivery and 2 days a week for MOBIUS. There will be public education available in September about IMLS defunding.

Building Committee

- Brittany will continue discussions with the city manager to see if the City will contribute to the library's proposed solar project.

Personnel and Policy Committee – Submit FY25 Review of Director

- Jennifer presented the report in Roger's absence. A survey was put together this year for feedback from the Library board, Foundation board, Friends board, city staff, and library staff on Brittany's performance. A lot of responses were received and included in the report – any anonymous feedback was not included in the report per survey instructions. Talked about the three suggestions Brittany had for Board support.

Discussion of June Library Services Report and Use Statistics

Adults currently surpass kids on summer reading data. Discussion of big decrease in June 2025 from June 2024 circulation data, but this could be due to coding issues in the 2024 reporting module.

The FY25 Annual Report will be presented next month.

Old Business

a. Strategic Plan Update

The bookmobile has arrived and is waiting to be wrapped. A ribbon cutting ceremony will take place once the wrap is complete.

New Business

a. Discussion and possible action on closing the library for staff training on August 22nd

Todd Chelf moved the closing of the library for staff training on August 22. Second by Mary Weinand; motion approved unanimously.

b. Discussion and approval of updated FY26 board calendar

This calendar has already gone through multiple iterations. Becky Godfrey moved for approval of the revised FY26 board calendar. Second by Todd Chelf; motion approved unanimously.

There being no further business to come before the Board, Mary Weinand moved the meeting to be adjourned at 5:50. Second by Brandon Orth; motion approved unanimously.

Respectfully submitted,



Brittany Jacobs,
Library Director