



January 21, 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, January 21, 2026 at 4:31p.m.

Roll Call: Present

All present roll call - Jennifer McMillan, Becky Godfrey, Roger Hatteberg, Todd Chelf, Amanda Mansheim

Roll Call: Absent

Mary Weinand and Brandon Orth

Staff Present

Library Director Brittany Jacobs, Sara Garland, Kathy Gerling

Liaison's Present

Gretchen Walls (Friends)

Liaison's Absent

Rebecca Teater (West Burlington)

Guests Present

Jeremy Kemp

Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on January 16, 2026.

Approval of January 21, 2026 agenda and December 17, 2025 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

Trustee Chelf's daughter had a blast at the recent Frost Fair library program.

There was a comment from a Spanish speaking patron at the Banned Book Club who had an issue with an online Interlibrary Loan form. Brittany explained they are aware of this and are translating this form to Spanish.

Board Training:

a. Literacy in the Answer

One of the main points in this Ted talk was how illiteracy is a driving factor in crime rates. Brittany focused on this point during her budget presentation to council. Stats also show that two-thirds of students who can't read proficiently by the end of 4th grade will end up in jail or on welfare.

b. The Global Risks Report 2025

Approval of December expenditures

Brittany explained the expenditures. The library has spent 53% of their budget to date. So far, we have spent 38% of the electric utilities budget on line 543. We should come in under budget on this line due to budgeting for a potential 9% increase in FY26. The Gifts and Bequests Receipt Report show a balance of around \$261,000. Five library donations were received in December as shown on the donations report.

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

Liaison Reports

a. Friends Liaison, Gretchen Walls

Gretchen attended in Anita's absence. The Friends are drafting an Investment Policy in preparation for their next meeting. They will have a guest speaker at their next meeting (Bradon Kipp-Wealth Management Officer) regarding investment options. Friends are looking into a new online platform to sell their used books. Membership stands at 350. The new Footnotes manager Chris has been busy reorganizing and cleaning the store.

President's Report, Jennifer McMillan

Jennifer attended the Foundation meeting with Brittany yesterday. The Foundation has given \$13 million to the library to date (over the course of 39 years) - 8 million of this was for new building construction. The most recent annual appeal raised \$40,000. There was a question about how much the Friends have donated since their inception – Brittany will research.

Board Committees

Advocacy Committee

Brittany said the legislature is focusing on property tax reform.

Building Committee

The committee is waiting on new boiler bids. Next week, Brittany will have all 3 bids. The City is going to fund the library's new boiler under their CIP. This is the first library CIP that the City has paid for in 13 years. Brittany will need to present this to council. The committee is also waiting on Plan B for the solar panels.

Finance Committee

Roger expressed his appreciation for the City Manager, Chad Bird.

Old Business

- a. **Discussion and action on Volunteer Policy update.** This policy has been approved by the city attorney and applies to all library volunteers, including the Friends and TICOS groups. Todd Chelf moved the board to approve the policy. Second by Amanda Mansheim; motion approved unanimously.
- b. **Discussion and action on Technology Access and Education Policy update.** The library has not received the city attorney's feedback on this policy yet. The Board will proceed with Brittany's proposed changes as highlighted in the board packet just to cover all bases and ensure we have an approved policy on file that qualifies for e-rate funding. The public hearing will be in February, and the library will start drafting the Internet Safety Policy. Todd Chelf moved the board to approve the revised policy. Second by Roger Hatteberg; motion approved unanimously.
- c. **Union Update – Kathy Gerling.** Negotiations are still in progress. Hopefully negotiations will be completed mid-February.

New Business

- a. **Discussion and action on Memorandum of Understanding with Iowa Health & Human Services.** Brittany just received the MOU today and forwarded it to the Board. This MOU feeds into the library's Strategic Plan. The MOU details the Mental Health and Behavior Health representative to be at the library two days per week. Their contract would go through June 2026 and would be evaluated at that time. This is a government agency and provides free service to the library. They have offered to pay rent and there was discussion about how to handle that. One of the possibilities being offering their services in kind without rent payments. Since there hasn't been sufficient time to review the MOU, this discussion will be moved to next month. Todd Chelf moved the board to table this discussion to next month. Second by Amanda Mansheim; motion approved unanimously.
- b. **Gale Udemy, General One File, Get Set Up databases added starting February 1, 2026.** Brittany explained each of the databases. With the upcoming closure of Case company in mind, the Udemy database can offer people reentering the workforce with training and certifications in their field of interest. We will have a 5-month trial of these databases and use the library's gifts and bequests Hunt funds to pay for it. The databases go live to the public on February 1.

Adjournment

There being no further business to come before the Board, Becky Godfrey moved the meeting to be adjourned at 5:40 p.m. Second by Amanda Mansheim; motion approved unanimously.

Respectfully submitted,



Brittany Jacobs,
Library Director