



July 2024

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, July 17, 2024, at 5:00 p.m. in Meeting Room B. Board members Becky Godfrey, Don Schmidgall, Jennifer McMillan, Amanda Mansheim and Library Director Brittany Jacobs were present. Board member Mary Weinand attended via phone. West Burlington Liaison Rebecca Teater, and library staff Sara Garland and Kathy Gerling were also in attendance. Board members Roger Hatteberg and Brandon Orth were absent as well as Friends Liaison Anita Wagner. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on July 12, 2024.

There was a change made to the agenda to bump the 'closed session' of new business to "d" and add 'library closings' as "c".

Jennifer McMillan moved the Board to approve the amended agenda for this meeting and the minutes from the last meeting. Second by Amanda Mansheim; motion approved unanimously.

Board Training – Public Library Technology Survey 2023, Public Library Association

- a. https://www.ala.org/sites/default/files/2024-07/PLA_Tech_Survey_Report_2024.pdf

Expenditures

The fiscal year ended June 30, but we are still waiting for final budget figures. We should come within hundreds of our allotted budget. Other than the annual carpet cleaning bill on the expenditure report, everything else is ordinary.

Don Schmidgall moved the Board to approve expenditures. Second by Jennifer McMillan; motion approved unanimously.

Library Services Report

Included in the report is a new sheet showing all database cost and use stats. Most are below \$2.00 per use - except for Creative Bug – and we will increase marketing on this database.

Use Statistics

The circulation stats are almost to pre-pandemic numbers and the year-to-date circulation beat last year's circulation.

Board Committees

Advocacy Committee

The committee discussed their website advocacy toolkit. They are still working out the logistics of this. This committee recently attended a city council meeting to provide support for the library.

West Burlington Liaison

Liaison Rebecca Teater gave a power point presentation to the West Burlington city council last month.

New Business

a. Committee Appointments

The committee list was handed out at the board meeting. Changes include: addition of Amanda Mansheim to the building committee and Jennifer McMillan will be the chair for the advocacy committee.

b. Foundation FY25 Memo Discussion

Brittany explained the memo and the forecasted projects listed. The library is trying to use the Foundation building line for capital projects only. Regarding #7 – OnMedia Marketing Proposal – Brittany explained the idea behind this – and the Board decided to change the amount to \$10,000 and make it geared towards more general marketing. This makes the new total of the memo \$302,300.

Jennifer McMillan moved the Board to approve the amended memo. Second by Amanda Mansheim; motion approved unanimously.

c. Library Closings

The 2025 library closings list was handed out at the board meeting. The list may be amended for additional staff development days as needed.

Don Schmidgall moved the Board to approve the closings list. Second by Jennifer McMillan; motion approved unanimously.

d. Closed Session

The Board entered closed session at 5:45 p.m. per Iowa Code Section 21.5.1.(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. All present roll call: Amanda Mansheim, Jennifer McMillan, Don Schmidgall, Becky Godfrey and Mary Weiland (via phone).

The meeting was reconvened in open session at 6:00 p.m. All present roll call: Amanda Mansheim, Jennifer McMillan, Mary Weinand (via phone), Don Schmidgall and Becky Godfrey.

There being no further business to come before the Board, Don Schmidgall moved the meeting to be adjourned at 6:01 p.m. Second by Amanda Mansheim; motion approved unanimously.

Respectfully submitted,



Brittany Jacobs,
Library Director