

June 2024

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by board member Mary Weinand, Wednesday, June 19, 2024, at 4:30 p.m. in Meeting Room B. Board members Mary Weinand, Roger Hatteberg, Jennifer McMillan, Brandon Orth, Amanda Mansheim and Library Director Brittany Jacobs were present. Friends' Liaison Anita Wagner, West Burlington Liaison Rebecca Teater, and library staff member Sara Garland were also in attendance. Board members Becky Godfrey and Don Schmidgall were absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on June 14, 2024.

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

### **Board Training**

a. Inside Libraries' Battle for Better E-Book Access:

<https://www.axios.com/2024/05/06/library-librarians-e-books-license-policies>

- Brittany briefed the board about e-content fees. Brittany also attached some e-lending usage stats and license fees associated with Hoopla and Libby to the end of her library services report.
- Almost 100% of the digital collection is utilized versus 20% of our print collection.
- Our cost for Hoopla has gone up tremendously in the last couple of years and we aren't even advertising it. Currently, the cost for Hoopla is about \$2.52 per download but there are no cap, no lines and a 3-week check out limit and 6 downloads are allowed per patron per month. Our Libby cost is much less, but there are lines in Libby, a 2-week check out limit, and it is a state-wide consortium with a curated selection.
- One thing we could do to keep the costs down is lower the limit to 3 Hoopla downloads per patron per month. The Board is fine with lowering this limit – we may investigate this later this fall.

\*\*There was a request to include all digital resource breakout cost/use like what was shown for Hoopla and Libby. This will be included in next month's report.

b. Library Virtual Resources Tour: <https://www.burlington.lib.ia.us/virtual-library>

- Brittany gave a tour of the library's virtual resources as shown on the website.

### **Expenditures**

Brittany went over the financials. Just a couple things to note – FY24 ends next week and we are re-doing the firewall because it is cheaper to get a new firewall than to fix our old one.

Jennifer McMillan moved the Board to approve expenditures. Second by Roger Hatteberg; motion approved unanimously.

### **West Burlington Liaison**

Liaison Rebecca Teater mentioned that the West Burlington mayor had some questions – (1) will someone be available to attend the 4<sup>th</sup> of July celebration in West Burlington? Brittany will follow up with Becky Nelson on this and (2) where are we at with the new bookmobile? Brittany explained that the library is going to go ahead with the purchase of a sprinter van to use for the bookmobile. We hope to purchase by fall and will run year-round. This will allow the library to test out the different services and see what is most needed by the community. On a different note - West Burlington just passed a utility franchise fee.

### **Friends Liaison**

Liaison Anita Wagner briefed the Board. Friends had their highest book sale last month in May. They are still working with the gentleman who buys the leftover books at the end of the sale.

### **Board Committees**

#### **Advocacy Committee**

- The committee would like to start an advocacy page written by the Trustees and linked to the library's website. The Cedar Rapids Public Library has an example of an advocacy page linked on their website. <https://www.crlibrary.org/advocacy>
- Mary Weinand would like to leave a paper regarding the utility franchise fee in Footnotes for the public to view.

#### **Building Committee**

- One of the library's air handling units is out and will be fixed in FY25.
- The lights over adult non-fiction is out. The main contactor needs to be replaced and that will be completed tomorrow morning.
- The library is looking into putting some new switches in the genealogy room and over by the arch windows so they can be turned off during the day when not needed.

#### **Personnel and Policy Committee**

- Brittany's annual review will be held next month during a closed session of the board meeting.
- The 3D printer policy will be looked at next month.

### **Library Services Report**

- The annual genealogy workshop was held last month. This was a scaled down version of what has been held in the past. The library is offering more hands-on working workshops and has received positive feedback from the community.
- The story walk in the park was recently switched out with a new book.
- A library staff member recently graduated with her master's in library science degree. The library now has six staff members who have a master's in library science degree.

### **Old Business**

#### **a. Front Entry Construction Update**

The construction is finished, we are just waiting on trim. The library plans to man the desk in the fall.

**New Business**

**a. Election of FY25 Officers**

Roger Hatteberg, on behalf of the Personnel and Policy Committee, nominated Becky Godfrey to remain board president. Mary Weinand moved the board to accept this nomination. Second by Jennifer McMillan; motion approved unanimously. Roger also nominated Don Schmidgall to remain as vice president. Jennifer McMillan moved the board to accept this nomination. Second by Brandon Orth; motion approved unanimously.

**b. Foundation FY25 Memo Discussion**

Brittany handed out the FY25 Needs Assessment and Anticipated Expenses Memo and explained it to the board. The library will focus on capital expenses in the building needs line. The board can look this over and we will vote on it at the next board meeting.

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 Jennifer McMillan; motion approved unanimously.

Respectfully submitted,

Brittany Jacobs,  
Library Director