

December 2024

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, December 18, 2024, at 4:30 p.m. in Meeting Room A. Board members Becky Godfrey, Don Schmidgall, Mary Weinand, Jennifer McMillan, Brandon Orth, Roger Hatteberg, Amanda Mansheim, and Library Director Brittany Jacobs were present. Friends Liaison Anita Wagner, City Manager Chad Bird, library staff Sara Garland, Lois Blythe, Becky Nelson and Sam Watson were also in attendance. West Burlington Liaison Rebecca Teater was absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on December 11, 2024.

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

#### **Communication, Correspondence, & Public Address**

Referencing a newsletter Roger Hatteberg received, he mentioned a quote about the importance of libraries.

City Manager Chad Bird thanked the Board, the staff, and Brittany on work well done this year.

#### **Board Training**

**a. Staff Presentation: Lois Blythe, the 5 Laws of Library Science**

Lois gave a power point presentation on the Five Laws of Library Science by Ranganathan.

**b. Meet Me at the Library: Chapters 4 & 5**

Board discussion of examples in chapters 4 and 5. The author of 'Meet Me at the Library' will be coming to the library for our March staff training day.

#### **Expenditures**

Discussion of the upcoming meeting Brittany has regarding grant writing for the library's landscaping. The project will fit into the sustainable libraries' initiative.

Jennifer McMillan moved the Board to approve expenditures. Second by Mary Weinand; motion approved unanimously.

#### **West Burlington Liaison**

No update.

#### **Friends Liaison**

This year's Black Friday Book Sale was the biggest sale ever, raising \$4,155.60! The Friends are on the lookout for Friends board-level type volunteers.

#### **Board Committees**

##### **Advocacy Committee**

1. The Board reviewed and approved the letter to the library staff that the Advocacy Committee put together. This is a letter thanking the staff for their work.
2. The Committee will be focusing on franchise fee education and engaging with the legislatures.

3. The Board put together a letter to the Danville City Council regarding library services for Danville residents and is hoping to present to the council at the upcoming council meeting in January.
4. Brittany mentioned the upcoming January 7<sup>th</sup> webinar about project 2025 and how it impacts libraries.

#### **Building Committee**

1. Brittany explained the issue with the library's boiler and is financial planning for a new boiler in the next fiscal year.
2. The book mobile purchase process has begun. We are hoping to have the vehicle by the end of January.
3. The outdoor percussion play instruments will be purchased in February and installed by property maintenance in March. Foundation funding will cover this expense.

#### **Finance Committee**

1. Brittany gave an FY26 budget update. The budget calendar is included in the board packet.
2. Brittany and Sara will be revising the library's finance practices and bringing them up to best practice standards.

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

1. The revised 'Distribution & Display Policy' is included in the board packet showing all the recent edits. The last change is to edit the disclaimer paragraph to remove "every attempt" and replace it with "an effort."

#### **Library Services Report**

Brittany went over the November statistics.

#### **Old Business**

- a. Strategic Planning Update
  - Brittany shared the "Strategic Plan Tracker '24-'28" database on the screen during the meeting. This database will be available to the Board when they get their library-provided laptops. The laptops should be available in January and the Board will be given their new library emails to use as well.
- b. Distribution & Display Policy
  - Mary Weinand moved the Board to approve the Distribution & Display Policy. Second by Roger Hatteberg; motion approved unanimously.
- c. Hoopla Limits
  - Brittany explained the high cost of using the Hoopla database per circulation compared to Libby (i.e. Bridges database). The Board will take action at the January meeting. The Advocacy Committee will come up with an explanation between now and then in case Hoopla services are decreased.

#### **New Business**


- a. Letter to staff
  - Jennifer McMillan moved the Board to approve the letter to staff. Second by Amanda Mansheim; motion approved unanimously.
- b. FY26 Appeal to Foundation Discussion (vote after March 4<sup>th</sup>)
  - The Foundation will be changing their fiscal year to mirror the city's fiscal year for budgeting purposes.

c. Danville 28E Letter & Contract Amount

- The Board drafted a new letter to Danville. It is the same type of letter that has been sent to them over the years, but since there is a new city clerk, the Board is reaching out to them again. The Board plans to present the letter to the Danville City Council at the upcoming January 21<sup>st</sup> council meeting.
- Mary Weinand moved the Board to approve the letter to Danville. Second by Jennifer McMillan; motion approved unanimously.

There being no further business to come before the Board, Jennifer McMillan moved the meeting to be adjourned at 6:00 p.m. Second by Roger Hatteberg; motion approved unanimously.

Respectfully submitted,

  
Brittany Jacobs,  
Library Director