



**Carter Lake Public Library Board Meeting
October 20, 2025**

**Library
4:00pm**

Minutes

Roll Call

Present: Patti Midkiff-President, Bonnie Freeman-Vice-President, Delbert Settles, Linda Wetherby, Pam Christensen, Mary Allen Staff Present: Tiffany Zuerlein

I. Roll Call of Members

- a. Patti called the meeting to order at 3:52 p.m

II. Disposition of Minutes of Previous Meeting

- a. Bonnie made a motion to accept the September minutes. Pam seconded. All in favor.
- b. Linda requested to receive the minutes earlier than the week prior to the meeting.

III. City Financial Report

- a. June – no corrected report yet from the City.
- b. July – Tiffany has spoken with Jackie about the mistakes on this report. The Books (City) needs to be corrected. Bridges-Overdrive was paid twice, so we will have a credit on our account. Linda made a motion to table this until it is corrected. Bonnie seconded. All in favor.
- c. August – Linda motioned to approve. Delbert seconded. All in favor.

IV. Action on Bills

- a. Tiffany to check on the cost of Library crew sweatshirts.
- b. Bonnie motioned to approve the bills. Delbert seconded. All in favor.

V. Progress and Service Report of the Director

- a. Wednesday late nights (until 7:00 p.m.) is starting to pick up.
- b. Great relationships with the Boys and Girls Club and the 21st Century Club (after school program).
- c. Tiffany will be gone on October 30.
- d. Mary motioned to accept the report. Delbert seconded. All in favor

VI. Unfinished Business

- a. CIP Money
 - i. Tiffany proposed to purchase a larger laminator for \$643. The current one will be put into The Library of Things. Bonnie motioned to approve this purchase. Delbert seconded. All in favor.
 - ii. Tiffany to find out prices on the "LIBRARY" lettering for the outside of the building. Patti offered to help make calls about this. CIP funds may be used for this, depending on the cost.



- b. Library Board Vacancy
 - i. Jenny Skinner Chiburis has completed an application. Tiffany will recommend her to the Mayor for the Board position.

VII. New Business

- a. Annual Report – Tiffany and Patti have completed and submitted to the State. The City would like more detailed specifics on the programming numbers, which are currently in the monthly reports as well as in the report that has gone to the State.
- b. Haunted House – Trying not to accumulate too many hours of overtime for this.
- c. Library Sign – A sign to put by the front door highlighting the Library was discussed. A cost for this will be determined.
- d. CPR/First Aid Training – This is a mandatory city-wide training and will take place Thursday, November 13 at 8:30 a.m. The Library will be closed until the training is finished (possibly at Noon).
- e. Bed Bug Policy – this will be reviewed next month.
- f. Employee Evaluation – Patti and Bonnie did Tiffany's review, using the City's form. Sections of this review form will be reviewed and modified for future evaluations, based on what works best for our Library.
- g. Board Training – Early Literacy Kits. We have a total of eight kits. Each kit contains a minimum of two books and various activities. These kits are to help families at home with 3–5-year-old kids' literacy.

VIII. Public Comments from the Library Director, Library Board, and/ or Carter Lake citizens (3 - 5 minutes each)

IX. Next Board Meeting Date: Monday, January 12, 2026 4:00pm

X. Adjourn