

Carter Lake Public Library Board Meeting

Monday, October 19th, 2026 | Location: Carter Lake City Hall | Call to Order: 5:10 pm

Minutes

I. Roll Call of Members

- Bonnie Freeman (Vice-President, presiding), Jenny Skinner-Chiburis (Secretary), Pam Christensen, Linda Wetherby, Mary Allen, Julie Urich
- **Absent:** Patti Midkiff (President)
- **Staff Present:** Sharon Carr, Library Director

II. Disposition of Minutes of Previous Meeting

a. September 14th Meeting Minutes

- Board reviewed the September minutes.
- **Motion:** Pam made a motion to accept the September minutes.
- **Second:** Mary
- **Roll Call:** Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

III. City Financial Report

- No city financials were received.

IV. Action on Bills

- Board reviewed the library expense report.
- **Motion:** Mary made a motion to pay the bills.
- **Second:** Julie
- **Roll Call:** Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

V. Progress and Service Report of the Director

a. Director's Report

- Sharon presented the Director's Report.
- Youth programming resumed in September (story time, STEAM studio, teen hangouts) and has been well attended.
- A new read-to-a-dog program launched with local resident Kathy and her therapy dog, Josie.
- September card signup month brought 14 new cardholders.
- A donor-funded community greeting card swap has drawn positive social media feedback.
- The little free costume closet has about 55 donated costumes.
- 20 zoo tickets were distributed Oct 1, and new tickets were received from Omaha Symphony and Omaha Performing Arts.
- **Motion:** Linda made a motion to accept the Director's Report.

- **Second:** Pam
- **Roll Call:** Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

VI. Unfinished Business

a. Meeting Room (Pod)

- The vendor is outside the U.S. and was unable to process payment. Mary asked that this be investigated now so the board can purchase.
- Sharon will research further, including U.S.-based options.
- The board questioned whether there is still room for the pod after the library rearrangement and discussed using the storage closet.
- The library has steady requests for private space (interviews, tutoring, meetings with social workers or families).
- Linda noted the book club has outgrown the library and will meet in the yoga room (Wednesdays at 10:30), reserved for the first Wednesday of November. Linda asked the board to revisit the meeting room idea.
- For awareness only. No motion was made.

VII. New Business

a. FY26 Public Library Annual Survey

- Sharon presented the draft survey, due to the state Oct 31.
- The board flagged discrepancies in the children's counts, program attendance, and circulation figures.
- The survey lists the library's square footage at 6,000 sq ft. This field is locked by the state, so Sharon is unable to edit it.
- Sharon will verify the 0 to 5 years numbers and other flagged figures and will reach out to find the right contact about the square footage.
- No motion was made.

b. Haunted House: Closing at 4 PM for Set-Up

- The library will close at 4 pm on Oct 22 to set up for the haunted house, which begins at 6 pm.
- Board members voiced no objections.

c. Assistant Director Hiring: Job Description Editing

- Circulation supervisor duties will combine with the Assistant Director role.
- A possible fourth position would focus on programming.
- Two years of library experience will be required for the Assistant Director and preferred for the fourth position.
- **Motion:** Bonnie made a motion to change the Assistant Library Director/Circulation Supervisor pay range to \$20-\$25/hour.
- **Second:** Mary
- **Roll Call:** Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

d. Library AI Policy

- The library would like to discuss developing a Library AI Policy, to either add to Collection Development or create its own policy.
- The board discussed a standalone AI policy covering the collection.
- **Motion:** Pam made a motion to table the AI policy for review at the next meeting.
- **Second:** Julie
- **Roll Call:** Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

VIII. Public Comments

- Richard (1508 Murray) shared that a public records lookup lists the library facility at 4,778 sq ft.

IX. Next Board Meeting Date

- Monday, November 9th, 2026, 5:00 pm

X. Adjourn

- **Motion:** Mary made a motion to adjourn the meeting at 5:54 pm.
- **Second:** Linda
- **Roll Call:** Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes