



**Carter Lake Public Library Board Meeting  
November 10, 2025**

**Library  
4:00pm**

## **Minutes**

- I. Patti called the meeting to order at 4:00p.m.

### **Roll Call**

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

## **II. Disposition of Minutes of October 20, 2025 Meeting**

- A. Discussion of October 2025 Meeting Minutes

Motion: Bonnie motioned to accept the October Minutes.

Second: Pam seconded. Motion Approved

## **III. City Financial Report**

- A. Discussion of June 2025 Financial Report

Motion: Pam motioned to accept the June Financial Report

Second: Bonnie seconded. Motion Approved

- B. Discussion of July 2025 Financial Report. It was noted that the Bridges Overdrive account was paid twice (July 22 and July 29) in the amount of \$1209.84. The overpayment was corrected.

Motion: Mary motioned to accept the July Financial Report

Second: Pam seconded. Motion Approved

- C. Discussion of September 2025 Financial Report - more time needed to review report

Motion: Mary motioned to table the September Financial Report until the January 2026 Meeting

Second: Delbert seconded Motion Approved

## **IV. Action on Bills**

## **V. Progress and service Report of Library Director**

- A. Director's Report



- a. Month in Review - October 2025
    - b. What's to Come - November and December 2025
      - Caitlyn will begin Maternity Leave on December 1, 2025. Her Leave will be for three months with only three weeks salary
      - Martin Luther King Day staff holiday - see New Business
- Motion: Mary motioned to accept the Report  
Second: Bonnie seconded. Motion Approved

## VI. Unfinished Business

### A. Bed Bug Policy

Policy changes as noted:

Paragraph 2: Add the words “and the books will be disposed of properly” at the end of the last sentence.

Paragraph 3, section b: capitalize the word “NOT” in the last sentence.

Paragraph 4: Remove the words “during an attempted self-treatment” from the end of the last sentence.

Motion: Mary motioned to accept these Bed Bug Policy changes

Second: Bonnie seconded. Motion Approved

## VII. New Business

### A. “Library” sign on Carter Lake Community Center building

Motion: Bonnie motioned to accept American Lift and Sign Service bid of \$1748.95 for library sign on outside of Community Center. (The company built the original)

Second: Pam seconded Motion Approved

### B. Carter Lake Public Library 90 Day Ban Policy

Policy changes as noted:

Motion: Pam motioned to add verbage to include “Carter Lake Community Center” to the first and third paragraphs

Second: Mary seconded. Motion Approved

### C. Library Board Contact Information/Term Length

The term of service of Board Members was six years but was changed to three years, although the change was not officially recognized. The length of service is also based on the



term of service of the person who was replaced. Tiffany will research replacement dates for everyone for next meeting.

D. Library Crew Sweatshirts

Tiffany will publish order form in the Newsletter. Payment of \$23 must be included with your order. The larger size 2X increases price. The order minimum is twelve sweatshirts.

E. Literacy Kits

Tiffany reported that the following Early Literacy Kits have been prepared and can be checked out for one week each:

Music Early Literacy, Goldilocks & the Three Bears, The Three Little Pigs, The Gingerbread Man, Animal Early Literacy, and Space Early Literacy. Total cost: \$564.68

F. Board Training

Tiffany reported that the Library purchases all ebooks and audiobooks from “OverDrive.” We participate in “Advantage Plus” where statewide use of our ebooks maximizes what we have spent.

## VIII **Public Comment from the Library Director, Library Board, and/or Carter Lake Citizens (3-5 minutes each)**

Tiffany: Requested that the Library be closed on Martin Luther King Day, January 19, 2026.

Motion: Bonnie motioned that the Library be closed on MLC Day and that the Library Staff have the day off.

Second: Mary seconded. Motion approved

Tiffany reported that Jenny Skinner’s Library Board application has been sent to Cameron, the Carter Lake City Administrator. He is working through procedures and there has been no action yet.

## IX **Next Board Meeting Date: Monday, January 12, 2026**

### X **Adjourn Meeting:**

Motion: Bonnie motioned to adjourn meeting at 5:22p.m.

Second: Pam seconded Motion approved



Carter Lake



Public Library