



**Carter Lake Public Library Board Meeting
October 21st, 2024**

**Library
6:15 pm**

Minutes

Roll Call

Present: Patti Midkiff-President, Bonnie Freeman Vice President, Delbert Settles, Makenna Kay, Mary Allen, Sharon Paterson (call-in)

Staff Present: Tiffany Zuerlein

I. Roll Call of Members

- a. Patti called the meeting to order at 6:03pm

II. Disposition of Minutes of Previous Meeting

- a. Bonnie made a motion to accept the September minutes. Delbert seconded. All in favor.

III. City Financial Report

- a. City Hall does not have the June-September reports ready. Sharon made a motion to table the financials until next month. Delbert seconded. All in favor.

IV. Action on Bills

- a. Makenna motioned to approve payment of the bills. Sharon seconded. All in favor.

V. Progress and Service Report of the Director

- a. Tiffany presented the director's report.
 - i. The Iowa State Library's Annual Report has been submitted and signed by Patti.
- b. Bonnie Motioned to accept the report. Delbert seconded. All in favor.

VI. Unfinished Business

- a. Unattended Children Policy
 - I. Tiffany proposed changing the language to "children under 10 should be accompanied by an adult or caregiver 12 years or older", rather than 15 or older.
 - II. Bonnie motion to accept the proposed changes. Makenna seconded. All in favor.
- b. Loitering Policy
 - I. Tiffany proposed changing the language from "talking loudly" to "shouting".
 - II. Sharon motioned to accept. Bonnie seconded. All in favor.
- c. Confidentiality Policy
 - I. Bonnie motioned to table the discussion on this until next month. Delbert seconded. All in favor.



d. Reconsideration Policy

- I. Tiffany proposed adding the questions 1) Have you read any reviews and 2) Give specific examples and locations of what is objectionable.
- II. Makenna Motioned to accept. Sharon seconded. All in favor.

e. Circulation Policy

- I. Tiffany proposed changing the language for card holders from “residency in Carter Lake” to “residency from Iowa”.
- II. Nonresident access was discussed. Final decision to change the fee to \$35 for an individual and \$50 for a family.
- III. Delbert motioned to approve. Makenna seconded.

VII. New Business

- a. Overtime was discussed and how it should be handled.
- b. The name of the library (Edward F. Owen Memorial Library) has not changed; it was shortened for the website to make the search easier.
- c. Library of Things is slow, but it is being used.
- d. Sharon Paterson resigned, effective immediately.

VIII. Training

- a. Tiffany gave a tutorial on how to use the LinkedIn Learning Program.
- b. Discussion ensued that this may be beneficial to school students, especially for those not planning to go to post-secondary education.

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

X. Next Board Meeting Date: November 11th, 2024 6:00 pm

XI. Adjourn

- a. Bonnie motioned to adjourn the meeting at 7:14 pm. Delbert seconded. All in favor.