



**Carter Lake Public Library Board Meeting CLCC Meeting Room
August 11, 2025 4:00 PM**

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 4:02 p.m.

II. Disposition of Minutes of Previous Meeting

- a. Bonnie made a motion to accept the July minutes. Pam seconded. All in favor.

III. City Financial Report

- a. Linda motioned to accept the May financials. Delbert seconded. All in Favor.
- b. Tiffany is questioning several entries on the June financials and will work with the City on getting them resolved. Linda motioned to table the June financials until next month. Bonnie seconded. All in favor.

IV. Action on Bills

- a. Tiffany will talk to the City about the window tinting charge for the broken Window.
- b. Mary approved all other bills. Delbert seconded. All in favor.

V. Progress and Service Report of the Director

- a. Bonnie motioned to accept the report. Linda seconded. All in favor.

VI. Unfinished Business

- a. Fall/Winter Planning Day – closing at Noon on Friday, August 22.
- b. Employee Evaluation Sheets – Tiffany has completed the City's evaluations for the other employees. She will contact Misty Gray regarding her evaluation: is the entire board required to evaluate her, or only Patti and Bonnie?

c. Bookmobile and Outreach Conference – Tiffany requested to table these items for now and focus more on a partnership with the school.

VII. New Business

- a. Jodie Sams has resigned from the Library Board due to a scheduling Conflict.



b. Expanding Wednesday's Hours – Starting the first week of September, the Library will be open an extra hour on Wednesdays. This will be on a trial basis to evaluate participation. Mary motioned to accept this change in hours. Bonnie seconded. All in favor.

c. Literacy Initiative – The language proficiency scores for the Carter Lake K-5 School is 43%, the state average is 68%. The science proficiency for Carter Lake is 29%. Beginning the first week of October, the Library is planning a Family Literacy Night, focusing on outreach to kids, parents and family.

d. ARSL (American Small Rural Libraries) Conference – Planning for all employees to attend virtually; the fee is \$55 per person. Tiffany will check with the City regarding a training budget.

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

IX. Next Board Meeting: September 8, 2025, 4:00 p.m.

X. Adjourn

a. Pam motioned to adjourn the meeting at 4:53 p.m. Delbert seconded. All in favor.