



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

**Library  
6:00 pm**

## **Minutes**

### **Roll Call**

#### **I. Roll Call of Members**

- a. Present: Patti Midkiff-President, Bonnie Freeman-Vice-President, Delbert Settles, Pam Christensen, Jodie Sams, Mary Allen  
Staff Present: Tiffany Zuerlein
- b. Patti called the meeting to order at 5:55pm
- c. Makenna Kay had resigned as she is moving out of Carter Lake

#### **II. New Business**

- a. Bonnie motioned to discuss the budget first. Delbert seconded. All in favor.
- a. 2025/2026 Budget Proposal
  - i. Wages
    - 1. Tiffany proposed a wage increase for all employees.
      - i. We are at the 50 percentile for comparable libraries.
      - ii. We are now a Tier III library. This is comparable with libraries in larger cities.
      - iii. We are Level D in size, and the second highest in programming in that group. July - December we held 337 programs, with 6,500 participants.
      - iv. We have a very good staff and don't want to be a "stepping stone" facility.
    - 2. Bonnie motioned for a \$2.50/hour pay increase for all. Pam seconded. All in favor.
  - ii. Software & Databases
    - 1. Tiffany proposed eliminating Bookpages and LinkedIn Learning, unless there is a surge in use for that program.
    - 2. Jodie motioned to accept. Bonnie seconded. All in favor.
  - iii. Collection
    - 1. Tiffany would like to start a video game library.
    - 2. Bonnie motioned to accept. Jodie seconded. All in favor.
  - iv. Operating Expenses
    - 1. Mary motioned to accept. Pam seconded. All in favor.
  - v. Programming
    - 1. Pam motioned to accept. Delbert seconded. All in favor.



- b. Bonnie motioned to accept the budget as presented, with the changes in wages. Jodie seconded. All in favor.

### **III. Disposition of Minutes of Previous Meeting**

- a. Bonnie made a motion to accept the December minutes. Jodie seconded. All in favor.

### **IV. City Financial Report**

- a. City Hall does not have the October through December reports ready.
- b. Bonnie approved the reports we do have. Jodie seconded. All in favor

### **V. Action on Bills**

- a. Bonnie motioned to approve the November bills. Delbert seconded. All in favor.
- b. Pam motioned to approve the December bills. Delbert seconded. All in favor.

### **VI. Progress and Service Report of the Director**

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

### **VII. Unfinished Business**

#### **a. Donation Policy**

- i. Delbert motioned to accept with proposed changes. Bonnie seconded. All in favor. "Amended January 2025" will be added to the bottom of page.

#### **b. Bill of Rights Policy**

- i. Bonnie motioned to accept with the removal of paragraph VI. Delbert seconded. All in favor. "Adopted January 2025" will be added to the bottom of page.

#### **c. Suspension and Banning Policy**

- i. Mary motioned to accept with the inclusion of the 90-day ban wording. Jodie seconded. All in favor. "Amended January 2025" will be added to the bottom of the page.

#### **d. Two-Week Ban Notice Policy**

- i. Bonnie motioned to accept with the inclusion of the 90-day ban wording. Jodie seconded. All in favor. "Amended January 2025" will be added to the bottom of the page.

#### **e. Anti-Bullying Policy**

- i. Pam motioned to accept with the inclusion of Cyberbullying. Jodie seconded. All in favor. "Adopted January 2025" will be added to the bottom of the page.

#### **f. Business Phone Memorandum**

- i. Bonnie motioned to accept with the proposed changes. Jodie seconded. All in favor. "Amended January 2025" will be added to the bottom of the page.



g. Security Camera

i. Mary motioned to accept with the proposed changes. Bonnie seconded. All in favor. "Amended January 2025" will be added to the bottom of the page.

h. Sex Offender Policy

i. Policy was reviewed and accepted as is. "Reviewed January 2025" will be added to the bottom of the page.

i. Library Programming

i. Bonnie motioned to accept with the verbiage on screening performers or presenters being deleted. Delbert second. All in favor. "Amended January 2025" will be added to the bottom of the page.

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

a. Tiffany discussed the possibility of acquiring a Book Bike.

**IX. Next Board Meeting Date: February 10th 2025 6:00 pm**

**X. Adjourn**

a. Delbert motioned to adjourn the meeting at 7:25pm. Pam seconded. All in favor.