

Carter Lake Public Library Board Meeting

Special Session — Minutes

Wednesday, October 14, 2026 | 5:03 p.m.

Location: Carter Lake Library

Roll Call

Present: Patti Midkiff-President, Bonnie Freeman-Vice-President, Pam Christensen, Linda Wetherby, Mary Allen, Julie Urich, Jenny Skinner-Chiburis-Secretary

Absent: None

Staff / Guests Present: Sharon Carr (Interim Director) — joined when brought into the meeting (see IV.e)

I. Roll Call of Members

- a. Patti called the meeting to order at 5:03 p.m.

II. Director Applicants

- a. The board discussed two candidates for the Director position: Sharon and one outside applicant. Neither was present for the discussion.
- b. The outside applicant has no library experience, is completing a Master's in Library Science (expected December 2027), and currently works at Hy-Vee.
- c. Per the job description, the position requires 2–3 years of library experience.

III. Recommendation of Committee

- a. The committee recommended promoting Sharon to Director.
- b. Mary motioned to accept the committee's recommendation to promote Sharon. Linda seconded. Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

IV. Director Compensation

- a. Sharon has served as Interim Director since the last meeting, approximately one month ago.
- b. Current Assistant Director pay is \$23.68/hr. The previous Director's pay (Tiffany) was \$28.40/hr, and the Director salary range is \$25–\$35/hr.
- c. The board discussed retroactive pay to the Interim Director start date. Starting pay of \$25/hr was discussed, with a re-evaluation at the 6-month evaluation.
- d. Julie motioned to offer Sharon \$26.00/hr. Pam seconded. Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes
- e. Sharon was brought into the meeting and offered the Director position at \$26.00/hr. Sharon accepted. The board congratulated Sharon.
- f. Patti will take the retro pay request to Cameron.

V. Assistant Director Position

- a. Sharon will hire the Assistant Director. The position will be posted for 10 days, followed by interviews.
- b. The Library Board offered to assist with hiring and interviewing.

- c. The board may need to review the job description for the Library Assistant Director and the pay (current Assistant Director pay is \$23.68/hr).

VI. City Council Communication with City Employees

- a. City Council members are not to speak directly with city employees. They are to speak with Cameron, and Cameron will approach the board.

VII. Next Meeting

- a. Monday, October 19, 2026, 5:00 p.m., City Hall

VIII. Adjourn

- a. Bonnie motioned to adjourn the meeting at 5:13 p.m. Julie seconded. Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

Minutes recorded by Jenny Skinner-Chiburis, Secretary