Carter Lake Public Library Board Meeting

Monday, November 9th, 2026 | Location: Carter Lake City Hall | Call to Order: 5:24 pm

Minutes

I. Roll Call of Members

- Present: Patti Midkiff (President), Bonnie Freeman (Vice-President), Jenny Skinner-Chiburis (Secretary), Pam Christensen, Linda Wetherby, Mary Allen, Julie Urich
- Absent: None
- Staff Present: Sharon Carr, Library Director

II. Disposition of Minutes of Previous Meeting

a. October 19th Meeting Minutes

- Board reviewed the October minutes. No questions or additions.
- **Motion:** Mary made a motion to accept the October minutes.
- **Second:** Julie
- **Roll Call:** Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

III. City Financial Report

a. September 2026 b. October 2026

- Complete September financials were received. October financials were incomplete due to the city's bank conversion.
- **Motion:** Bonnie made a motion to accept the September financials and table the October financials.
- **Second:** Mary
- **Roll Call:** Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

IV. Action on Bills

- Board reviewed the library expense report (October 1–31, 2026; monthly total $4,984.74).
- **Motion:** Mary made a motion to pay the bills.
- **Second:** Linda
- **Roll Call:** Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

V. Progress and Service Report of the Director

a. Director's Report

- Sharon presented the Director's Report.
- **Motion:** Linda made a motion to approve the Director's Report.
- **Second:** Bonnie

- **Roll Call:** Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

VI. Unfinished Business

a. Assistant Director Position

- Kaitlyn Watson was offered the Assistant Director position and has accepted. Her current pay is $20.80/hour. The board previously approved a pay range of $20–$25/hour, and Sharon offered $22/hour.
- **Motion:** Jenny made a motion to approve the hiring of Kaitlyn Watson at $22/hour.
- **Second:** Julie
- **Roll Call:** Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes

b. Meeting Room Options

- Options were distributed and reviewed. The board favored the 2–4 person mobile office pod ($7,504 per the packet, available through Amazon).
- Reasons discussed: it is on wheels and can be moved, includes ventilation and tinted soundproof glass, is slightly less expensive than the pod previously planned, and its footprint is smaller than the larger options.
- Planned location is along the brick wall by the computers, and the library has extra furniture to use in it for now.
- Intended uses: interviews (including online job interviews), tutoring, private computer use, and meetings with social workers or families.
- Board suggested the pod be reserved in advance rather than first-come, first-served. It will be free to use.
- Some members preferred the larger 4–6 person pod for future use; others felt it was too large for the space. Members also discussed that there is still no space for larger groups (such as the book club, which currently meets in the yoga room at 10:30 on the first Wednesday of each month) and ideas such as movable sound panels or a curtain in the teen area.
- **Motion:** Mary made a motion to replace the previously planned pod purchase with the 2–4 person unit from Amazon for approximately $7,500.
- **Second:** Bonnie
- **Roll Call:** Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes
- Sharon may proceed with the purchase.

c. AI Policy

- Sharon presented the draft AI Policy, which is based on other libraries' policies and includes definitions (such as "hallucinations").
- Board discussed the risk of AI-generated search results being inaccurate and the need to verify information with reputable sources and to tell AI tools not to fabricate information.
- **Motion:** Jenny made a motion to adopt the AI Policy.
- **Second:** Mary
- **Roll Call:** Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes
- The AI Policy was adopted.

VII. New Business

a. Fourth Library Staff Position

- The library would still like to hire a fourth staff member, focused mainly on circulation with help on programming.
- Sharon may post the position at any time and may reach out to prior applicants. Board noted that by law the job must be posted, and that posting can be limited to library-focused sites such as the State Library website to attract library candidates.
- No motion was made.

b. Monthly Programming Recap and Newsletter

- Sharon will include a monthly photo recap of library programs in the newsletter.
- Board discussed emailing the newsletter and recap to city council members, who previously requested emailed materials.
- No motion was made.

VIII. Public Comments

- No public comments.

IX. Next Board Meeting Date

- The board discussed whether to meet in December. There will be no regular December meeting; a special meeting or phone vote may be called if the board needs to approve a new hire.
- Next regular meeting: Monday, January 11th, 2027 at 5:00 pm at Carter Lake City Hall.
- Linda requested a text message reminder the Friday before each monthly board meeting.

X. Adjourn

- **Motion:** Julie made a motion to adjourn the meeting at 5:57 pm.
- **Second:** Linda
- **Roll Call:** Patti-Yes, Bonnie-Yes, Pam-Yes, Linda-Yes, Mary-Yes, Julie-Yes, Jenny-Yes