



**Carter Lake Public Library Board Meeting  
September 9, 2024**

**Library  
6:15 pm**

## **Minutes**

### **Roll Call**

Present: Patti Midkiff-President, Bonnie Freeman, Sharon Paterson, Delbert Settles, Mary Allen

Staff Present: Tiffany Zuerlein

Absent: Makenna Kay

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

- a. Patti called the meeting to order at 6:18pm.
- b. Chrissie Matthews has resigned effective immediately.
- c. Bonnie made a motion to appoint Mary as secretary. Sharon seconded. All in favor.
- d. Patti made a motion to appoint Bonnie as Vice President. Sharon seconded. All in favor.

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

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

#### **III. City Financial Report**

- a. City Hall does not have the June report ready, but we have July's, which is the start of the new budget year.
- b. Bonnie questioned if the budget was okay because the new hire will be full-time rather than part-time.
- c. Bonnie questioned the amount spend on programming. Tiffany paid Dr. Oxygen out of pocket, so there is an extra \$450 in the budget that should be removed.
- d. The Library shelving did not get paid until July (2024-25 year), but it will not affect this year's budget.
- e. Bonnie motioned to accept, other than the extra \$450. Delbert seconded. All in favor.
- f. The June and August City budgets and expense sheets were tabled.

#### **IV. Action on Bills**

- a. Tiffany is planning to not renew the Bookpage and LinkedIn Learning next fiscal year.
- b. Bonnie 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.
- b. Patti suggested sending home registration forms with all children who attend programming and do not have a Library card.
- c. Bonnie mentioned we need to see the Library's budget report every month, in addition to the expense report.
- d. Patti motioned to accept. Delbert seconded. All in favor

**VI. Unfinished Business****a. Board By-Laws**

- i. Board By-laws changes: a three-year term (rather than a six-year term), Officers will be chosen in June (rather than July) and the annual meeting will also be held in June (rather than July).
- ii. Bonnie motioned to accept the by-laws with the proposed changes. Sharon seconded. All in favor. "Amended September 2024" will be added to the bottom of page.

**b. Computer and Internet Policy**

- i. Change time adults have on the computer to two hours. Wording to read: The library will make sure the computers are available in an equitable manner by limiting the time on a computer to 2 hours for adults and 45 minutes for youth.
- ii. Sharon motioned to accept. Bonnie seconded. All in favor. "Amended September 2024" will be added to the bottom of page.

**c. Weather & Emergency Closing Policy**

- i. Tiffany proposed to change the Saturday hours to 10:00am – 2:00pm all year long, with the understanding if Saturdays in Winter get busier, to extend those hours. Saturday Hours to read: All Year: 10:00 a.m. – 2:00 p.m.
- ii. Delbert motioned to accept. Sharon seconded. All in favor. "Amended September 2024" will be added to the bottom of page.

**d. Patron Code of Conduct**

- i. Tiffany proposed adding a paragraph about the Library being a dynamic space, not just a quiet place.
- ii. Sharon motioned to accept. Bonnie seconded. All in favor. "Amended September 2024" will be added to the bottom of page.

**e. Gaming Policy**

- i. The last sentence in the 'Gaming Use' paragraph will be changed to: Adults can use the gaming equipment during adult gaming times.
- ii. Bonnie motioned to approve. Sharon seconded. "Amended September 2024" will be added to the bottom of page.

**f. Personnel Policy**

- i. Revise the 'Recruitment' section to read: The Library Director hires the staff and the Library Board approves the salaries.
- ii. Change the pay range for the Classification Level I employees to \$12.50 - \$18.50, and change this from a part-time to full-time position.
- iii. The Holiday Pay and Vacation Pay will be tabled until the next meeting to allow time to receive information from City Hall.
- iv. Bonnie motioned to approve. Sharon seconded. All in favor.

**g. Roy J. Carver Charitable Grant**

- i. The remaining funds were used to purchase a Lite Brite for the teen area. They confirmed we do not have to worry about the stipulation of using the grant to pay for wall repairs.



## **VII. New Business**

- a. Unattended Children Policy: Policy will be changed to reflect no child under the age of 10 can be left unattended, in all instances, including programming.
- b. Circulation Policy: Tiffany will call Misty Gray at the State to determine the proper wording for the permanent residents at the Mission to receive Library cards.

## **VIII. Adjourn**

- a. Sharon made a motion to change the meeting time back to 6:00pm going forward. Delbert seconded. All in favor.
- b. Bonnie made a motion to adjourn the meeting at 7:30pm. Patti seconded. All in favor.



Carter Lake



Public Library

Minutes taken by Mary Allen