



**Carter Lake Public Library Board Meeting
December 9th, 2024**

**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

Absent: Makenna Kay

Staff Present: Tiffany Zuerlein

b. The new board members, Pam and Jodie, introduced themselves.

II. Disposition of Minutes of Previous Meeting

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

III. City Financial Report

a. City Hall does not have the July, October and-November reports ready.

b. Tiffany's running totals are up to date.

c. August: Valley View Music/Ukulele Workshop should be under "programming", not "software database". Bonnie made a motion to accept the August Financials. Mary seconded. All in favor

d. September: The Library Reserve Balance (CIP) is incorrect on the City report. Mary made a motion to accept the September Financials. Bonnie seconded. All in favor.

IV. Action on Bills

a. Tabled until next month, since we do not have current financial reports from the City.

V. Progress and Service Report of the Director

a. Tiffany presented her report. Bonnie requested adding a category for "Library of Things" to the Circulation report.

b. Delbert motioned to accept the report. Jodie seconded. All in favor.

VI. Unfinished Business

a. Confidentiality Policy

i. Pam motioned to accept. Bonnie seconded. All in favor.

"Adopted December 2024" will be added to the bottom of page.

b. Bill of Rights Policy

i. Bonnie motioned to accept. Jodie seconded. All in favor.

"Adopted December 2024" will be added to the bottom of page.



c. Suspension and Banning Policy

i. Discussed changing the wording to read: violations will be reviewed case by case, and if the board deems necessary a 90-day ban will be issued.

ii. Bonnie motioned to table until the next meeting. Jodie seconded. All in favor.

d. Two-Week Ban Notice Policy

i. Need to change the wording regarding patron conduct.

ii. Pam suggested adding in verbiage on panhandling.

iii. Mary motioned to table until the next meeting. Bonnie seconded. All in favor.

e. Anti-Bullying Policy

i. Jodie suggested adding in verbiage on technology.

ii. Bonnie motioned to table until the next meeting. Delbert seconded. All in favor.

VII. New Business

a. Policies to be reviewed next month: Donation Policy, Business Phone Policy, Security Cameras Policy, Sex Offender Policy, Library Programming Policy.

b. Tiffany trained the Board on the new LiteZilla.

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

IX. Next Board Meeting Date: January 13, 2025 6:00 pm

X. Adjourn

a. Patti motioned to adjourn the meeting at 6:45 p.m. Delbert seconded. All in favor.