



## **Public Library**

## Carter Lake Public Library Board Meeting November 11, 2024

Library 6:00 pm

### **Minutes**

#### Roll Call

Present: Patti Midkiff-President, Bonnie Freeman-Vice-President, Delbert Settles, Makenna Kay, Mary Allen

Staff Present: Tiffany Zuerlein

#### I. Roll Call of Members

a. Patti called the meeting to order at 5:52pm.

## II. Disposition of Minutes of Previous Meeting

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

## III. City Financial Report

a. City Hall does not have the June, August, September and October reports ready. Delbert made a motion to table the financials until next month. Makenna seconded. All in favor

#### IV. Action on Bills

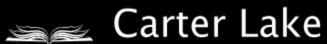
a. Makenna motioned to approve payment of the bills. Delbert seconded. All in favor.

## V. Progress and Service Report of the Director

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

### VI. Unfinished Business

- a. Confidentiality Policy
  - i. Makenna motioned to table discussion of this policy until next month. Delbert seconded. All in favor.
- b. <u>Inter-Library Loan Policy</u>
  - i. Bonnie motioned to accept. Delbert seconded. All in favor. "November 2024" will be added to the bottom of page.
- c. Collection Development Policy
  - i. Tiffany proposed eliminating the verbiage on Audio Books and adding in a paragraph on Library of Things.
  - ii. Mary motioned to accept. Patti seconded. All in favor. "Amended November 2024" will be added to the bottom of page.
- d. Collection Management Policy
  - i. Makenna motioned to accept. Bonnie seconded. All in favor. "November 2024" will be added to the bottom of page.





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### e.Financial Policy

- ii. Tiffany proposed adding fees for lost Community Passes and damage fees for Library of Things items.
- iii. Nonresident verbiage needs to be revised to "\$50 for a family."
- iv. Bonnie motioned to approve. Makenna seconded. "Amended November 2024" will be added to the bottom of page

#### VII. New Business

- a. A patron committed sexual harassment while at the Haunted House, and has been given a two-week ban, per policy.
- b. Policies to be reviewed next month: Confidentiality, Bill of Rights, Suspension and Banning, Two-Week Ban Notice, Anti-Bullying.
- c. Tiffany requested the library be closed on January 20 for spring and summer planning.
  - i. Bonnie motioned to approve. Makenna seconded. Al in favor.
- d. Tiffany trained the Board on how to use the new Card Catalog device

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

IX. Next Board Meeting Date: December 9th, 2024 6:00pm

## X. Adjourn

 Patti motioned to adjourn the meeting at 6:37 p.m. Delbert seconded. All in favor.