



**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. Inter-Library Loan Policy

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.



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. All 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

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