

Carlton Public Library Board Meeting Minutes

January 8, 2026 5:30 p.m.

Members Present: Seth Wynands, Jessie Sobczak, Andrea Williams

Members Absent: Darci Tessier

Staff Present: Jodie Johnson – Interim Library Director

The meeting was called to order at 5:34 pm by Seth.

Approve the agenda - Jessie made a motion to approve the agenda. Second by Andrea. Motion carried.

Approve Minutes - Seth made a motion to approve October 9, 2025, December 5, 2025, and December 15, 2025 minutes. Second by Andrea. Motion carried.

Approve Jodie's Resignation as Board Member - Jessie made a motion to accept Jodie's resignation as a board member. Second by Seth. Motion carried.

Approve Budget Report - Andrea made a motion to approve the Budget Report. Second by Jessie. Motion carried.

Approve Timecards – We are waiting to see how LD timecard approval will work with the combined position.

Election of Officers – Andrea made a motion to approve the nominations for the officers.

Chair – Seth

Vice Chair – Andrea

Secretary - Jessie

Second by Jessie. Motion carried.

Appoint Library Director – Andrea made a motion to appoint Jodie Johnson as Library Director. Second by Jessie. Motion carried.

Library Director's and Library Aide's Reports

Old Business

- A new staff computer was purchased in December. We will probably be over budget but will have the reserves to cover the expenses.
- Policy Review –
 - Penny Rounding – Jessie made a motion to approve the Penny Rounding notice. Second by Andrea. Motion carried.
 - Circulation, meeting room, and Disaster policies were handed out to be reviewed and updated and approved at the next meeting.
- Performance reviews – Jodie will provide copies of City review forms for the next meeting.
- Inventory – Jodie plans to get inventory done by the end of summer.

New Business

- Seth made a motion to table the Job description and Strategic plan until the next meeting. Second by Andrea. Motion carried.

- Jodie and Barb will be going to training January 20, 2026 in Mountain Iron.
- The sewing machine is almost ready for patron use.
- The Winter Reading Program is running January 2 – February 28.
- There is a volunteer interested in doing a story time.
- Jodie recommended changing the library hours if the high school will not be in Carlton next school year.
- Andrea made a motion to approve the Board meeting dates and closed dates for 2026. Second by Jessie.
Motion carried.

Next Meeting: April 9, 2026

Jessie made a motion to adjourn at 6:47 pm. Second by Seth.