

Carlton Public Library Board Meeting – in person
Minutes – October 12, 2023 5:30 p.m.

Members Present: in person: Darci Tessier (DT), Bethany Leseman (BL), Seth Wynands (SW), Andrea Williams (AW), Sheri Ryan (SR), and Sheila Hopp (SH)

Call to Order: 5:37 pm by DT

Approve the agenda – SW motioned, SH 2nd, passed
Introductions and New Members = none needed

General Tasks

-Approve Minutes ~ July, 2023 – SH motioned, SR 2nd, passed

-Approve Budget Report ~ discussion about: changing the 2024 budget to include an est. amt. of 4000 for the Love Your Library line; amount in Donation/Contributions will change due to BL fixing the account number that the books donations goes into; Book Sale Donations amount will reflect this change (see Budget under New Business for more info.); and possible change to the column titles (at least on the Revenue side) to more accurately describe what the columns are telling us * AW motioned, SW 2nd, passed

-Approve time cards ~ *Add end time in for 10/6/23, that timecard hadn't needed to be turned in yet – SR motioned, AW 2nd, passed

Reports

Library Director's Reports ~ July, August, September – SR motioned, SH 2nd, passed
*SW said to respond to emails like Carol's from 9/19/23 with "I'll send that to you soon." And contact the Library Board

Old Business

- Growing/moving collections: ongoing, stop in during library hours to help! – BL talked about the new flow of the collections in the library
- Budget for 2024: City needs our final proposal by Sept.
 - Motion from SW to approve with changes on back page, SR 2nd, passed
 - *changes from back page to budget: change est. amt. in Revenue for Donations/Contributions to \$4500 to reflect FOL, Book Sale Donations and Love Your Library mailer donations
 - AW to bring her classes in to the library once a month, starting 10/24/23!
 - 4 class periods starting around 9:15 am

New Business

- Stuffing treat bags for the Trick or Treat event, stop in during library hours to help!

- Event is 10/28/23 from 1-3
- Hwy 210 closed from 3rd Base to 4 Seasons
 - participants must be in this closed off area to keep people safe.
- Budget : BL realized that the donations made for "book sale items" outside of FOL sale time wasn't going into the right account and changed this
- help with early out projects (can help prep before Wednesdays!)
- check when election years are
- *Going fine free - officially - Motion by SW, 2nd by AW, passed

Adjourn: SW, AW 2nd, passed at 7 pm

Next Meeting: January 11, 2024 5:30 pm

Tabled items: