

**Carlton City Council
Special Meeting Minutes
Wednesday, January 8, 2025 @ 5:30pm**

Oath of Office was Administered at 5:25pm to Mike Soderstrom, Mayor; Heather MacDonald and Denise Coleman Lyng, Council Members.

1.00 Call to Order

Mayor Soderstrom called the meeting to order at 5:30pm.

2.00 Roll Call

Council Present: Mayor, Mike Soderstrom, Councilors: Dave Sobczak, Heather MacDonald, Brent Bodie, Denise Coleman Lyng

Council Absent:

Staff Present: Carol Conway, Clerk/Treasurer; Derek Wolf, Public Works Superintendent; Jodie Johnson, Deputy Clerk; Bethany Leseman, Library Director; Cathie Anderson, Library Aide

Others Present: Andrea Williams, Sherri Ryan, Jaclyn Skille, Seth Wynands, Darci Tessier, Ronald Anderson

3.00 Discussion with Library Board

The Carlton City Council and Carlton Area Library Board met to discuss the expectations and operation of the library and the role the City has. The following was determined:

- ❖ The Library Board is supervisor of the Library Director, and the Library Director is supervisor of library staff, but all library personnel are city employees and must adhere to all city policies.
- ❖ All city guidelines must be followed for the hiring process.
- ❖ The Library Board does not have any financial authority, the City Council is responsible for all financial matters.
- ❖ If the library has maintenance items that need to be addressed, staff will need to fill out a work order form and submit it to public works.
- ❖ The City Clerk will create a meeting request form for staff to complete if they would like to schedule a meeting with the personnel committee or other staff.
- ❖ The activity room is also the alternate Council Chambers and needs to be kept in such a manner that it can be used as such in a short period of time.
- ❖ Jodie Johnson will be joining the Board of Directors as a voting member, and she will be the City of Carlton representative.

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to adjourn the meeting, the time being 6:12pm. The motion passed unanimously.

Respectfully submitted,

Carol Conway
Clerk/Treasurer