

## **Carlton Public Library Board Meeting Minutes**

**October 9, 2025 5:30 p.m.**

**Members Present:** Seth Wynands, Jessie Sobczak, Jodie Johnson

**Members Absent:** Darci Tessier, Andrea Williams

**Staff Present:** Cathie Anderson – Library Aide

The meeting was called to order at 5:32 pm by Seth.

**Approve the agenda** - Seth made a motion to approve the agenda. Second by Jodie. Motion carried.

**Approve Minutes** - Jodie made a motion to approve July 10, 2025 minutes. Second by Seth. Motion carried.

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

**Approve Timecards** - Jodie made a motion to approve the library Director's timecards for payroll periods 15 - 20. Second by Jessie. Motion carried.

**Library Director's and Library Aide's Reports** – During discussion of these reports, Cathie asked if the meeting room could remain unlocked since it is difficult for both aids to lock and unlock the double doors. There was also discussion that the Library Wi-Fi was not working. Cathie was going to contact ALS to see if they had any information. Seth made a motion to approve the July, August, and September reports. Second by Jodie. Motion carried.

### **Old Business**

- Reminder that Bethany's tentative return date is November 11, 2025
- 2026 Budget – the City Council has approved a 4% increase for wages and will not give above the Maintenance of Effort which is \$17,319.00. The 2026 City budget is not finalized yet.
- Advertising for the change in the library hours was not done by the Library Director before she went on maternity leave. It was asked that Bethany begin advertising the new hours right away.

### **New Business**

- Permission to order supplies through City Staff – Seth made a motion to allow Jodie to use her city credit card to purchase tape and contact paper. If staff feel they need additional items, they will contact Seth for approval and then let Jodie know what is needed, Second by Jessie. Jodie abstained. Motion carried. There was discussion that the Board and Library Director should have better prepared for the maternity leave to have better plans.
- Summer Reading Program – The program was not well attended. There was discussion that we should try to get better prizes and make sure they were available. Some adult participants have not received prizes yet as there are none available. There needs to be more advertising to draw people in and have more activities. Possibly look for a local sponsor to get bigger prizes.
- Take & Make Activities – Cathie has ideas for monthly take and make activities. October is pumpkins from toilet tissue roll and construction paper strips.
- Consider new computer for staff – Windows 10 is no longer getting security updates. We should look for donations to replace the staff computer. When Bethany returns from leave, she can work on this. Irving Community Association is a good place to try.

- Understanding for children of staff at work – Seth will have a discussion with Bethany regarding her return schedule and when her children might need to come with to work. The Board feels that Bethany should not bring the children unless it is an emergency and then she should try to find someone to cover her shift. Jodie made a motion regarding this understanding and having Seth have the discussion with Bethany. Second by Jessie. Motion carried.
- Items to be addressed after LD is back
  - Annual review of policies & strategic plan
  - Performance reviews – we will begin doing these annually in April
  - Inventory – needs to be done and there are kits available through ALS
  - Advertising and prep for programs/prizes
  - City website utilization

**Next Meeting:** January 8, 2026

The meeting was adjourned at 6:47 pm