

Carlton Public Library Board Meeting Minutes  
July 10, 2025 5:30 p.m.

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

**Members Absent:** Andrea Williams

**Staff Present:** Bethany Leseman - Library Director

Call to Order at 5:32 pm

**Approve the agenda** - Jessie made a motion to approve the agenda with the removal of closed items under Old Business and the addition under Nevv Business of Items to be added to future agendas. Second by Steth. Motion carried.

**Approve Minutes** - Jodie made a motion to approve the April 11, 2025 minutes with the addition under New Business of: The Library Director was asked to advertise events and activities better. Options were Facebook, the City website, and the Carlton Community News. Second by Darci. Motion carried.

**Approve Budget Report** - Jodie made a motion to approve the Budget Report with the request to change the heading on the last column of the expense side from "projected year end" to "remaining budgeted amount" to reflect what the column displayed. Second by Jessie. Motion carried.

**Approve Time Cards** - Seth made a motion to approve the library Director's timecards for payroll periods 8 - 14. Second by Darci. Motion carried.

**Library Director's Reports** - Seth asked if Bethany could include the highlight of the month in her reports in the future as a way to highlight what is happening. Darci made a motion to approve the April, May, and June Library Director reports. Second by Jessie. Motion carried.

Old Business

**Annual Report** - Bethany will email Board Members a copy of the 2024 Annual Report.

**Changing Library Hours** - The Board discussed options for changing the Library hours to accommodate school classes using the Library with having regular hours that do not differ from week to week. Bethany will begin promoting these hours so patrons and the community will know beforehand.

The new hours for the Library will begin September 2, 2025.

Monday:	12:30 pm to 6:00 pm
Tuesday:	12:30 pm to 6:00 pm
Wednesday:	8:30 am to 11:30 am
Thursday:	8:30 am to 11:30 am
Saturday:	11:00 am to 2:00 pm

Seth made a motion to change the Library hours to begin September 2, 2025. Second by Darci. Motion carried.

New Business

**Maternity Leave** - Discussion regarding possibly hiring a temporary aide for Bethany's maternity leave. Bethany and Seth will meet with current staff to discuss if they can cover Bethany's shifts during her maternity leave. Bethany did not give a time frame for how long she will be gone. There will be a Special Meeting called if vve need further discussion on this.

**Carlton Daze events** - Bethany reviewed the events for Carlton Daze and asked the Board to help advertise.

**2026 Budget** - The Board discussed the hours for the Library to be open and the hours needed for outside of open times. Seth made a motion to approve the 2026 Budget with a total Expense of \$27,034.16 and total Revenue of \$27,035.00. Second by Jodie. Bethany indicated she did not like the budget. Motion carried.

**Adjourn** - Jodie made a motion to adjourn. Second by Darci. Meeting adjourned at 6:50 pm. Bethany was asked to update the posted meeting dates since they have the November date for our next meeting.

Next Meeting: October 9, 2025 5:30 pm