

**Clear Lake Public Library  
Library Board Meeting  
November 7, 2023  
Minutes**

Meeting was called to order at 5:00 p.m. by President Marie Bannink.

Quorum was met: Present were Marie Bannink, Jodi Cress, Kristi Niles, Dawn Peterson, and Christine LaFond. Rosemary Johnson had an excused absence.

**Modify/Approve Agenda**

- Motion was made by Jodi Cress and seconded by Kristi Niles to approve the agenda. Motion carried.

**Approval of the minutes of the October 3, 2023 meeting**

- Motion was made by Marie Bannink and seconded by Dawn Peterson to approve the minutes. Motion carried.

**Approval of the payment of the bills**

- Motion was made by Jodi Cress and seconded by Dawn Peterson to approve payment of the bills. Motion carried.

**School Liaison report – provided by Jodi Cress and Kristi Niles**

- The elementary school students and teachers participated in One School One Book by reading Charlotte’s Web. The movie will be shown this Friday.
- Parent/Teacher Conferences are starting
- National Honor Society Induction is tonight
- Shelby Meyer made it to State Honors Choir
- 2<sup>nd</sup> Quarter started today

**Village Liaison report – provided by Marie Bannink**

- Budget will be approved at the December meeting
- There are three openings on the Village Board
- A Public Information meeting will be held regarding storm water repairs at 4<sup>th</sup> Avenue and 2<sup>nd</sup> Street

**Librarian’s Report**

- See attached
- Motion was made by Jodi Cress and seconded by Kristi Niles to accept the report. Motion carried.

**Staff Bonuses**

- Motion was made by Jodi Cress and seconded by Kristi Niles to give Thank You Bonuses to staff. Using money from the Donations Fund, Karla and Pam will each receive \$200 and Lily will receive \$75.00. Roll call: Dawn: yes, Jodi: yes, Kristi: yes, Marie: yes. Motion carried.

### Holiday Pay Proposal

- Christine has learned that some other libraries pay part-time employees holiday pay. When she puts the budget together, she does not exclude holidays but current employees have never received holiday pay.
- In these difficult hiring times, may help keep current employees and may attract future employees
- After some discussion the following was decided upon: If a holiday falls on a day that an employee is scheduled to work, that employee can put half of the scheduled hours on their time sheet and has the option to make up the other half within 2 pay periods (1 month).
- Motion was made by Jodi Cress and seconded by Dawn Peterson to accept the proposal. It will take effect January 1, 2024. Motion passed.

### Proposed 2024 Budget

- Motion was made Jodi Cress and seconded by Kristi Niles to accept the Proposed 2024 Budget and the Proposed 2024 ACT 150 Budget. Roll call: Dawn: yes, Jodi: yes, Kristi: yes, Marie: yes. Motion carried.

### Donations & Gifts Policy

- Motion was made by Jodi Cress and seconded by Dawn Peterson to approve the policy with the updated language. Motion carried.

### Collection Development Policy

- Motion was made by Marie Bannink and seconded by Jodi Cress to approve the policy. Motion carried.

### Circulation Policy

- Motion was made by Jodi Cress and seconded by Dawn Peterson to table this discussion. Motion carried.

### Adjourn

- Motion was made by Jodi Cress and seconded by Kristin Niles to adjourn. Motion carried. Meeting adjourned at 5:45 pm.