

Library Board Minutes
October 20, 2025

The Carroll Board of Trustees met in the Community Room at the Carroll Public Library. Trustees present: Julie Perkins, Brenda Hogue, Marsha Nuckels, Keith Cook, Ralph von Qualen, and Summer Parrott. Lisa Auen attended via Zoom. Trustees absent: Dale Schmidt and Wes Treadway. Also present: Director Wendy Johnson.

Parrott called the meeting to order at 5:15pm. It was moved by von Qualen and seconded by Auen to approve the agenda. All voted aye. Nays: None. Abstain: None. Absent: Schmidt and Treadway. Motion passed 7-0. Johnson introduced the new Program Specialist Luke Mattingly (moved from new business).

Minutes Approval: It was moved by Cook to approve the minutes from September 18th with the addition of Lisa Auen being added to the trustees present. The motion was seconded by Nuckels. All voted aye. Nays: None. Abstain: None. Absent: Schmidt and Treadway. Motion passed 7-0.

Financials/Approval of bills: Hogue motioned to approve the bills as presented. The motion was seconded by Nuckels. All voted aye. Nays: None. Abstain: None. Absent: Schmidt and Treadway. Motion passed 7-0.

Public Comment: none

Director's Report: Johnson reviewed the directors' report; some highlights include Mattingly has started as the new Program Specialist; staff reviews are underway, and the ILA conference attended by staff was a great experience. Johnson led a class on Succession Planning that was attended by 17 people. Book supplier Baker & Taylor is out of business. Johnson and staff are looking into new suppliers and reviewing the list of books that are not in yet on order with Baker & Taylor. Library staff worked with St. Anthony's Regional Hospital to create a mental health book collection and Commercial Savings Bank is looking into sponsoring 6 versus 3 virtual author talks. The previously recorded talks have had over 16,000 views. Outreach is continuing at Fairview and Adams and a moose making program is being done with Carroll Library on the Road in Breda and Templeton.

New Business:

Board of Trustees Vacancies for 2026: There will be 2 open trustee positions in 2026. Please send referrals for new members to Johnson.

FY26 Budget Preparation and Discussion: No action needed; Johnson advised the Board that the staff is in the process of reviewing periodical usage to determine renewal options.

Job Descriptions: Johnson went over some updates made to the job descriptions for the adult services librarian, children's librarian, and assistant director. It was moved by Parrott to approve the edits with the removal of Baker & Taylor being mentioned as book supplier. Cook seconded the motion. All voted aye: Nays: None. Abstain: None. Absent: Schmidt and Treadway. Motion passed 7-0. Auen left at 5:55pm.

Board of Trustees Continuing Education

Trustee Handbook Chapter 5: Approving and Monitoring Budget: Johnson went over the Trustees responsibility within the budgeting process.

Agenda Items for Next Meeting:

Board of Trustees Education: Trustee Handbook Chapter 6

FY26 Budget Prep Work Session

Adjourn: Cook motioned to adjourn at 6:16 pm with a second from Perkins. All voted aye. Nays: None. Abstain: None. Absent: Schmidt, Auen, and Treadway. Motion passed 6-0.

Next Regular meeting- 5:15pm November 17, 2025, at Carroll Public Library: Community Meeting Room—118 E. 5th St, Carroll, IA 51401.