

Minutes from the Polk City Community Library Board meeting
Tuesday, November 13, 7:30 P.M.

Call to order –Kim Brennan, Judy Nyberg, Maureen McGuire, Dana Capaldo, Kim Kellogg and Roxann Swenson attended.

Approval of Agenda – Approved by Judy, seconded by Roxann.

Approval of minutes –Maureen moved we approve October minutes. Kim Brennan seconded. Minutes approved.

Director’s Report –Two checks were received. Direct State Aid for \$1,856.67 and CD settlement money for \$135.12. Friends Open House will be December 2nd from 2 – 4. They will have a bake sale, story time and craft. Holiday hours- December 24th open 10 – 2, 25th closed, 26th open normal hours, 31st open 10 – 4. Will work on a new meeting room policy. Would like to purchase a lap top for \$1808.28 and a carrel for \$961. Kim B. moved that we ask the Foundation for this, Dana seconded. Getting quote to paint the hours on the glass by the door. See Kim’s reports for upcoming events and statistics.

Foundation Report –nothing to report

Liaison Report –nothing to report

Unfinished Business –

Conflict of interest statement- Roxann moved to accept the policy, Maureen seconded.
Job Description-Table till December.

New Business –none.

Meeting adjourned 8:35 P.M. By Roxann. Seconded by Dana

Minutes submitted by Roxann Swenson