

Minutes from the Polk City Community Library Board meeting
Tuesday, December 11, 7:30 P.M.

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

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

Approval of minutes –Dana moved we approve November minutes. Maureen seconded. Minutes approved.

Director’s Report –Foundation agreed to pay for a computer and carrel. The computer has arrived and the carrel will come in February. Pam passed her PLM 1 & 2 classes. Kim has been going over the budget. Friends will have there annual meeting to vote on officers on January 15th. See Kim’s reports for upcoming events and statistics.

Foundation Report –nothing to report

Liaison Report –nothing to report

Unfinished Business –

Job Description-Roxann moved we approve Kim’s job description. Dana seconded.

New Business –

Policies-Went over meeting room policy and confidentiality policy. We made some changes and will look over again next month.

Meeting dates-Changed next two meetings to January 15th and February 19th.

Meeting adjourned 8:22 P.M. By Roxann. Seconded by Dana

Minutes submitted by Roxann Swenson