

Polk City Community Library Board
Meeting Minutes
December 9, 2008

Call to order – Dana Capaldo, Chris Gregory, Kim Kellogg, Kimberly Knapp, Maureen McGuire and Judy Nyberg

Approval of Agenda – A motion to approve the agenda was made by Judy subject to the following Item III amendment - “Approval of minutes from November meeting.” A second to approve the amended agenda was made by Dana. Motion approved.

Approval of Minutes from November meeting- A motion to approve the November minutes was made by Chris subject to the addition of an “Approval of the Agenda.” A second to approve the amended minutes was made by Dana. Motion approved.

Director’s Report

- a. Kim asked the board permission to close the Library at 6:00 p.m. on New Year’s Eve rather than 4:00 p.m. Permission was granted. The library will close at noon on Christmas Eve and be closed all day on Christmas in conjunction with all city offices.
- b. Kim and Pam will receive training on the cataloging of books January 9, 2009 from 9:00 a.m. until 12:00 p.m. The library will open on the 9th at 1:00 p.m.
- c. Kimberly volunteered to become the library board liaison to the Friend’s Group.
- d. The children’s program attendance has been down the past couple of months due to a decrease in day care attendance.
- e. Volunteers on the library board expressed concern with the use of the computer scanner. It is difficult to consistently scan when checking in/out materials. Kim will look into the cost of a pen scanner to replace the existing scanner and report back to the board next month.
- f. Kim gave each board member the Reconsideration of Materials along with the Statement of Concern about Library Resources policies. She asked that we take time to review these documents prior to next month’s meeting for possible changes.

Foundation Report – Nothing to report

Liaison Report – Nothing to report

Unfinished Business

- a. The Volunteer Policy was reviewed. Chris made a motion to approve the policy and Maureen seconded the motion. Motion approved.
- b. The Work for Fine Program Policy was reviewed. Many changes were made to wording by the board. Kim will send a copy of the revised policy to board members once the changes have been made. A motion to approve the new policy with the board's revisions was made by Dana. Kimberly seconded the motion. Motion approved.

New Business

- a. The Children's Librarian has completed her 90-day probationary period. Kim recommended she be moved to the permanent full-time position of Children's Librarian. Maureen made a motion to approve the recommendation and Kimberly seconded the motion. Motion approved.
- b. Job evaluations. Kim will send copies of the job descriptions and evaluation form for library staff for review and discussion at next month's meeting.

Adjournment

A motion to adjourn the meeting was made by Judy and seconded by Dana.

Our next library board meeting is scheduled for Tuesday, January 13, 2009 at 7:00 p.m.