

**Polk City Community Library
Minutes
June 9, 2009 – 7:06 p.m.**

Maureen McGuire called the meeting to order at the Polk City Library.

Board Members Present – Dana Capaldo, Kimberly Knapp, Maureen McGuire and Judy Nyberg

Board Member Absent – Christine Gregory

Library Director Present – Kim Kellogg

City Council Liaison Present – Dan Lane

Approval of Agenda - Kimberly Knapp made a motion to approve the agenda and Judy Nyberg seconded the motion. Motion approved.

Approval of the Minutes from the May 12, 2009 meeting – A motion to approve the minutes was made by Maureen McGuire and seconded by Dana Capaldo. Motion approved.

Dana Capaldo suggested the Polk City Library board agenda and minutes be placed on the new Polk City web site along with the current posting to the Polk City Library site. The board was in favor of doing this. Kim Kellogg will be responsible for sending the agenda and minutes to both site contacts.

Director's Report:

There is a Kiddies' Parade scheduled in Polk City in June or July. Kim Kellogg asked the board if the library should close early the Friday of the parade. Once Kim has more details (date & time) she will send the board an email for approval to close.

There is an opening for three positions on the Polk City Community Library Foundation. Kim Kellogg will contact the city to request an ad for the Foundation openings be placed on the square board.

All library personnel recently took the CPR class and are now certified.

Foundation Report: N/A

Liaison Report: Dan Lane shared information on the annexation discussion at the recent City Council meeting.

Unfinished Business:

Kim Kellogg and the board reviewed ICAP courses available and there was discussion on which courses might be helpful. A decision on which course(s) to sign up for could not be made without further course detail and the amount of time it will take to complete them. Kim will check into the content and time of the courses discussed and report back to the board, Maureen McGuire signed the WILBOR contract.

New Business:

The board and Kim Kellogg reviewed the current Library Director's job description last revised on September 14, 2007. It was decided to take the wording in the current position description and move it to the format used in the *Iowa Library Trustee's Handbook – Duties and Responsibilities of the Board and Library Director*, Page 49. The accountability under the Library Director column "Staff" in the handbook should also be included in the rewritten description. Kim will send the newly revised position description to the board for review prior to July's board meeting.

Kimberly Knapp will create a document from the revised Library Director position description to use for evaluation purposes.

The board reviewed the revised Check Out Policy and made no changes. It was decided to also review the Renewal Policy for possible inclusion in the Check Out Policy at next month's board meeting.

Kim Kellogg shared copies of the monthly City of Polk City Revenue Report and the work schedule for library employees.

There was a unanimous motion to adjourn at 8:16 p.m.

The next library board meeting is scheduled for Tuesday, July 14, 2009 at 7:00 p.m.