

**Polk City Community Library
Minutes
August 11, 2009**

Maureen McGuire called the meeting to order at 7:03 p.m. at the Polk City Library.

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

Library Director Absent – Kim Kellogg

City Council Liaison Absent – Dan Lane

Approval of Agenda – Judy Nyberg made a motion to approve the agenda subject to the change in order. Discussion regarding new legislation with Amy Beattie, Polk City Attorney will be first on the agenda. Kimberly Knapp seconded the motion. Motion approved.

Meeting with City Attorney regarding new legislation - There was a change in the Sex Offenders law on July 1, 2009, which impacts all public libraries. Amy Beattie provided the board with a Sex Offenders Against Minors Policy for review.

It was decided we would approve the proposed policy once the following additions have been made. 1.) The Library Director must check the sex offender registry each time a new card is requested and 2.) Notification will be given to the sex offender of the library policy.

Amy Beattie will send the electronic copy of the proposed policy to Maureen McGuire to share with the board. Dana Capaldo will make the additions to the policy for review at next month's meeting.

Approval of the Minutes from the June 9, 2009 meeting – A motion to approve the minutes was made by Dana Capaldo and seconded by Maureen McGuire. Motion approved.

Note: During the June meeting we discussed sharing library minutes on both the library site and adding them to the Polk City.org site. We will discuss the status of this addition at next month's meeting with Kim Kellogg.

Director's Report:

Kim visited with Mark Lambert about the Foundation and has contacted a few people who might be interested in being on the Foundation Board. Mark and Kim will schedule a meeting sometime in September for those

interested.

Kim has been going through policies and realized the Overdue Policy was last revised in 2003. She will be updating and making changes for the next board meeting.

Rene and Kim will be meeting with Susan to go over the web site. There will be changes made and they should take place in the next few months. Rene will start her PLM 1 class August 20.

September is library card sign-up month. Kim will ask the Mayor to proclaim September as library card sign-up month. She will take a sample proclamation to be used and read at the Council meeting on August 24.

The summer reading program was a success for both children and adults.

Kim will be working on the annual report for the State Library due the end of September.

Money received:

County money = \$2,751

Friends = \$812 for a Wii

Foundation = \$1,36680 for Kindermusik. (Kim also asked Colin to make this a line item for the budget.

Refund from Oriental Trading Company \$44.98

Foundation Report: N/A

Liaison Report: N/A

Unfinished Business:

Check –Out/Renewal Policy – Dana Capaldo made a motion to approve the revised policy contingent on the removal of the following wording “The Polk City Community Library Board have deemed the following the policy for checking out materials.” Maureen McGuire seconded the motion. Motion approved.

Review ICAP courses for Kim Kellogg – Dana Capaldo approved the following courses selected by Kim Kellogg: Developing Effective Supervisory Skills, Human Touch Performance Appraisals, Supervisory Skills: Take Control. Maureen McGuire seconded the approval. Motion approved.

New Business:

Wii Gaming Policy – A motion to approve the policy was made by Judy Nyberg subject to the following changes and Kimberly Knapp seconded the motion. Motion approved.

Under Item #10 of the policy add a “g” to the word Gaming.

On the signature page of the policy add the word “Gamer” after the word print on the first signature line.

Add the word “gamer” after the word “if” on the last signature line.

Review Library Director job description – Dana Capaldo made a motion to approve the job description and Maureen McGuire seconded the motion. Motion approved.

Kimberly Knapp will create an appraisal form using the same format and send to the board and Kim Kellogg for input. We will discuss the form at next month's meeting.

WILBOR Update:

The board discussed and approved the proposed purchase of two iPods (total cost \$170.) It was unanimous that the iPod giveaway should be well advertised to support awareness of WILBOR.

There was a unanimous motion to adjourn the meeting at 8:40 p.m.

The next library board meeting is scheduled for Tuesday, September 8, 2009 at 7:00 p.m.