

**Polk City Community Library
Minutes
September 8, 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 Present – Kim Kellogg

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 August 11, 2009 meeting – A motion to approve the minutes was made by Maureen McGuire and seconded by Christine Gregory. Motion approved.

Director's Report:

The State Library of Iowa approved the Polk City Community Library recertification with a Tier 3 accreditation through June 31, 2012. Kim Kellogg will send the board the Fine Notices and Overdue policies for revision prior to the October board meeting. She would like to combine the two policies. Kimberly Knapp will take responsibility for redesigning the library website. The library staff will maintain the site. Kelsey Blessman has given notice and will be leaving the library the end of September. Kim Kellogg will post the position in the library, the square and Bulls Eye.

Foundation Report: NA

Liaison Report: NA

Unfinished Business:

After discussing the drafts of the sex offender policy and procedures documents, it was decided to make changes and finalize both during the October board meeting. Maureen McGuire signed the Wii Gaming Policy. The Wii will be located in the conference room of the library.

New Business:

Kimberly Knapp will send a draft of the Library Director performance review form to Kim Kellogg and the board prior to October's meeting for review.

Kimberly Knapp made a motion to adjourn the meeting and Maureen McGuire seconded the motion. Motion approved. The meeting adjourned at 8:30 p.m.

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