

## **Polk City Community Library Minutes October 13, 2009**

Maureen McGuire called the meeting to order at 7:06 p.m. at the Polk City Library.

**Board Members Present** – Christine Gregory, Kimberly Knapp, Maureen McGuire and Judy CONTACT \_Con-3C9274F56 Nyberg

**Board Member Absent** – Dana Capaldo

**Library Director Present** – Kim Kellogg

**City Council Liaison Present** – Dan Lane

**Approval of Agenda** – A motion to approve the agenda was made by Judy Nyberg and seconded by Kimberly Knapp. Motion approved.

**Approval of the Minutes from the September 8, 2009 meeting** – A motion to approve the minutes was made by Maureen McGuire and seconded by Christine Gregory. Motion approved.

### **Director's Report:**

Kim has received five resumes' for the open part time position. Kim would like to revise the Library Card policy. She will send the current policy to board members for review prior to next month's meeting.

There will be a sexual harassment training session at the library the morning of November 18. All board members agreed the library should be closed until 1:00 p.m. that day to allow for this training.

There will be a self-defense class (RAD) available for children (ages 8-12) each Tuesday evening between 7:00 – 8:30 p.m. beginning October 20 into November. Our board meeting scheduled for Tuesday, November 10 will move to Wednesday, November 11, to allow for this training.

The library staff will begin meeting each Monday at noon to review "what's happening in the library" that week.

The computers located in the back of the library will no longer be dedicated to emails only.

### **Foundation Report:**

a. Kim is meeting with Mark Lambert on Thursday. There are a couple of good candidates for the Polk City Foundation board.

### **Liaison Report:**

The Technology Park ground breaking was held Wednesday, October 7, 2009.

### **Unfinished Business:**

The board reviewed the new Sex Offender policy. A motion was made by Judy Nyberg to approve the policy and seconded by Kimberly Knapp. Motion approved.

Kimberly presented the revised library director's performance review form. After discussion, a motion was made by Christine Gregory to approve the form.

Maureen McGuire seconded the motion. Motion approved. The timeline for completion of the performance review will be as follows:

The performance review form will be sent to the participants before the end of October for their completion during the month of November.

The board will compile the completed reviews during the months of December and January.

The personnel committee (Dana & Judy) will meet with the library director to give the performance review in February 2010.

Judy Nyberg will draft a cover letter for the performance review and send it to the board for input. Once the cover letter has been accepted, Judy will send it along with the performance review to the following participants – Kim Kellogg (self appraisal), library staff, board members and the Mayor of Polk City.

### **New Business:**

Myrna Anderson has been in contact with the Elkhart City Clerk and Mayor regarding contracting with a local library. No new library cards will be issued to Elkhart until this issue has been resolved.

The board discussed the Fines/Overdue Policy. Some changes were made to the existing document. The policy will be reviewed during November's board meeting.

Kimberly Knapp made a motion to adjourn the meeting and Christine Gregory seconded the motion. Motion approved. The meeting adjourned at 8:08 p.m.

The next library board meeting is scheduled for Wednesday, November 11, 2009 at 7:00 p.m.