

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

Maureen McGuire called the meeting to order at 7:02 p.m. at the Polk City Library.

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

**Library Director Present** – Kim Kellogg

**City Council Liaison Present** – Dan Lane

**Approval of the Minutes from the October 13, 2009 meeting** – A motion to approve the minutes was made by Maureen McGuire and seconded by Christine Gregory. Motion approved.

**Director's Report:**

- a. Kim will provide library stats for October at the next board meeting.
- b. An offer has been made for the part-time position. Kim will bring the new hire to our board meeting in January, 2010.
- c. Kim received Dana Capaldo's resignation from the library board. The board discussed a thank you lunch for Dana. Judy will coordinate.
- d. Maureen asked Kim to bring certification level information to the board meeting in January. This information will give the board a better understanding of the educational program.

**Liaison Report:**

- a. Dan Lane was re-elected to the City Council and will remain our liaison.

**Unfinished Business:**

- a. The Fines/Overdue Policy was discussed and revisions were made. The board will review these changes in January.

**New Business:**

- a. Andrew Cory, the representative for the City of Elkhart, met with the board to discuss a contract for library services. Kim Kellogg shared a copy of the library's contract with the City of Alleman with Mr. Cory. At

this time Mr. Cory is gathering information from local libraries to make an informed decision on which library to contract services with. He will let Kim know once that decision has been made.

- b. Kim Kellogg shared the November work schedule and October budget with the board.
- c. The Library Card Policy was discussed and revisions were made. The board will review these changes in January.
- d. The Library Board committees are as follows:
  - i. Finance Committee members – Kimberly Knapp and Maureen McGuire.
  - ii. Personnel Committee members – Christine Gregory and Judy Nyberg

The board made a decision to cancel the December 8, 2009 meeting. The next library board meeting is scheduled for Tuesday, January 12, 2010 at 7:00 p.m.

Christine Gregory made a motion to adjourn the meeting and Maureen McGuire seconded the motion. Motion approved. The meeting adjourned at 8:16 p.m.