

## Polk City Community Library Minutes January 12, 2010

Maureen McGuire called the meeting to order at 7:12 p.m. at the Polk City Community Library.

**Board Members Present:** Christine Gregory, Maureen McGuire and Judy Nyberg

**Board Member Absent:** Kimberly Knapp

**Library Director Absent:** Kim Kellogg

**City Council Liaison Present:** Dan Lane

**Approval of Agenda:** Christine Gregory made a motion to approve the agenda and Maureen McGuire seconded the motion. Motion approved.

**Approval of the minutes from November 11, 2009 meeting:** A motion to approve the minutes was made by Maureen McGuire and seconded by Judy Nyberg. Motion approved.

**Director's Report:** Report moved to February 9, 2010 board meeting in Kim Kellogg's absence.

**Foundation Report:** NA

**Liaison Report:** Dan shared an overview of the January 11, 2010 City Council meeting.

**Unfinished Business:** The Fines/Overdue policy and Library Card policy review will be moved to the February 9, 2010 meeting.

**New Business:**

- a. Certification of library staff discussion moved to February 9, 2010 meeting.
- b. The board members reviewed the work schedule for the months of November/December 2009 and January 2010.
  - The library board would like the total number of hours for each library employee added to the report as well as the total number of hours the library was open for the month.
- c. Christine Gregory and Judy Nyberg reviewed the input for the performance review for the Library Director. Judy will schedule a time for the personnel committee to share the review with Kim.

- d. Kimberly Knapp is developing a performance review form for both the Assistant Director/Adult Librarian and the Children's Librarian. The board will review these new documents at the February 9, 2010 meeting.

Judy Nyberg made a motion to adjourn the meeting and Christine Gregory seconded the motion. Motion approved. The meeting adjourned at 8:02 p.m.