

Polk City Community Library Minutes
February 9, 2010

Judy Nyberg called the meeting to order in Maureen McGuire's absence at 7:03 p.m. at the Polk City Community Library.

Board Members Present: Kathy DeBruyn, Christine Gregory, Kimberly Knapp and Judy

Board Members Absent: Maureen McGuire

Library Director Present: Kim Kellogg

The Library Board welcomes our newest member to the board – Kathy DeBruyn.

Approval of agenda: Christine Gregory made a motion to approve the agenda with the addition of the weather policy under new business and Kimberly Knapp seconded the motion. Motion approved.

Approval of minutes from the January 12, 2010 meeting: A motion to approve the minutes was made by Kimberly Knapp and seconded by Christine Gregory. Motion approved.

Director's Report:

- a. There was some discussion concerning pre-approved holiday pay for Renee' Blessman over the Christmas and New Year holidays. Renee' was on vacation during this time. All were in agreement with the decision.
- b. The Traveling Laptop lab will be at the Polk City Library the week of March 15. There is a one-time \$970 office equipment charge to the budget for this service. Classes will be offered to the community during the time the lab is in place.

Foundation Report:

- a. Kim Kellogg reported there are four candidates for the Foundation Board. Kim has written a letter to send to the candidates. Mark Lambert will be involved in the interview process.

Liaison Report: NA

Unfinished Business:

- a. Fines/Overdue Policy – Clarification needs to be made before this policy can be approved. Kim will visit with Sgt. Dustin Bjornson regarding outstanding questions.

- b. Library Card Policy – This policy is ready for Maureen McGuire's signature.
- c. Certification of library staff – Kim Kellogg gave all library board members a handout with details on certification levels and procedures.

New Business:

- a. Review work schedule for January and February 2010 expenditures – Kim Kellogg will add total weekly hours (Wednesday of each week) to the report for each library staff member. The Polk City Library is open a total of 54 hours each week.
- b. Kimberly Knapp developed new evaluation forms for the Assistant Director and Children's Librarian. Kimberly will meet with Kim Kellogg to review and approve the new forms.
- c. Polk City Community Library Weather Policy – Kim will mail a copy of the current Weather Policy to Gary Mahannah.

The library board discussed the Iowa Public Library Trustee training CD and felt it would be beneficial to watch during future board meetings.

Kimberly Knapp made a motion to adjourn the meeting and Judy Nyberg seconded the motion. Motion approved. The meeting adjourned at 8:06 p.m.