

Polk City Community Library Minutes March 9, 2010

Maureen McGuire called the meeting to order at 7:04 p.m. at the Polk City Community Library.

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

Library Director Present: Kim Kellogg

City Council Liaison Present: Dan Lane

Approval of agenda: Judy Nyberg made a motion to approve the agenda and Kathy DeBruyn seconded the motion. Motion approved.

Approval of minutes dated February 9, 2010: Maureen McGuire made a motion to approve the minutes (with the spelling error corrected) and Kimberly Knapp seconded the motion. Motion approved.

Director's Report:

1. The library staff participated in training on the mobile laptop computer lab that will be installed at the Polk City Community Library during the week of March 15. There are 11 laptops and a projector on loan. The laptops will be available for the public to become familiar with using a computer. No formal classes will be available.
2. Rene Blessman will begin her PLM 2 class in April.
3. Older VHS tapes will be weeded and placed on a bookshelf for ongoing sale to the public.
4. Geek Week will begin the week of March 15. The library has received new posters and bookmarks for distribution.
5. Mindy Mackey's probation period has been completed. Kim Kellogg will send a letter to the mayor and city council recommending she be hired.
6. Mirrors for the library are still be researched.
7. Kim Kellogg will send a renewal contract to the Alleman City Clerk with the Polk City Community Library for the year July 1, 2010 – June 30, 2011. The fee will remain the same as last year.
8. The board reviewed the Polk City Community Library Report provided by Kim Kellogg for the month of February.
 - a. A request was made to provide a trend report that shows a running 12 months to gain a better understanding of volume.

Foundation Report:

1. Kim Kellogg reported a letter was sent to four candidates for participation on the Foundation board. There were two responses. Mark Lambert and Kim Kellogg will meet with the candidates the week of March 15.

Liaison Report:

1. The Polk City budget was approved during the March 2, 2010 council meeting.
2. Mayor Gary Heuertz proclaimed the week of March 15, 2010 Geek Week.

Unfinished Business:

1. Maureen McGuire signed the revised Library Card policy.
2. Kim Kellogg is waiting for a response from the Polk City Police on fine information for the Fines/Overdue policy.
3. Kimberly Knapp sent Kim Kellogg evaluation forms for the Assistant Director and Children's Librarian for review. Kim made a few changes and will send those to Kimberly. Kimberly will also develop an evaluation form for the library's part-time position once Kim sends her a copy of the position description.

New Business:

1. The board reviewed the revised work schedule that now includes the total number of hours worked by each library staff member for the week.
 - a. Kim Kellogg will gather statistics to show library open hours, employee hours worked and number of employees from libraries similar in size to the Polk City Community Library for a library staffing matrix to present at next month's board meeting.
2. A motion to confirm the board's previous approval of Rene Blessman's Christmas and New Year's holiday pay was made by Kimberly Knapp and seconded by Maureen McGuire. Motion approved.
 - a. Maureen McGuire will send a letter to Colin Adams' request for board approval of Rene Blessman's holiday pay.
3. Kim Kellogg will create an Excel spreadsheet for budget purposes to share with the library staff.

Judy Nyberg made a motion to adjourn the meeting and Christine Gregory seconded the motion. Motion approved. The meeting adjourned at 8:14 p.m.