

Polk City Community Library Minutes April 13, 2010

Maureen McGuire called the meeting to order at 7:08 p.m. at the Polk City Community Library.

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

Board Member Absent: Christine Gregory

Library Director Present: Kim Kellogg

City Council Liaison Present: Dan Lane

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

Approval of minutes dated March 9, 2010: Maureen McGuire made a motion to approve the minutes and Kimberly Knapp seconded the motion. Motion approved.

Director's Report:

1. The library received 1,000 free secure DVD cases from the Coralville Library. Volunteers have been moving DVD's from existing cases to the new secure cases.
2. Maureen McGuire signed the City of Alleman contract for services with the Polk City Library.
3. Kim Kellogg would like to condense the existing Internet Policy. The board will review the updated version during the May meeting.
4. The computer directly in front of the library distribution desk will be moved to allow for fewer distractions for customers working on the computer. Privacy screens for all computers will be purchased.

Foundation Report:

1. Three people have shown interest in becoming members of the Foundation. Mark Lambert and Kim Kellogg will meet with them on April 27.

Liaison Report:

1. Dan Lane brought the current budget sheet to share with Kim Kellogg and the board.

Unfinished Business:

1. Kim Kellogg is still working with the Polk City Police on the Fines/Overdue Policy.

2. The performance evaluation forms for library employees are complete once Kimberly Knapp and Kim Kellogg make a few minor changes. The completed forms will be sent to the board upon completion for review.
3. Maureen McGuire will send an email to Gary Mahannah and the Polk City Public Works director regarding the purchase of mirrors for the library. Maureen will copy the board and Kim Kellogg into this email.

New Business:

1. The library employee work schedule for the month of April 2010 was reviewed.
2. Kim Kellogg researched comparable "D" library employee count and total expenditure of salaries in close proximity to the Polk City Library. This information can be found on the Internet. Kim shared a copy of the report with the board.
3. The library will have a summer intern within the next few weeks. Several items must be completed prior to her start date:
 - a. The city of Polk City may have an internship policy the library can use for this purpose. Kim Kellogg will check to see if one is available. If not, the library's Volunteer Policy will work.
 - b. A background check will need to be made.
 - c. The summer intern must sign the library's Confidentiality Policy.
4. Kim Kellogg has completed three ICAP (Iowa Community Assurance Pool) on-line courses for a total of 1 ½ CE hours of credit.

Judy Nyberg made a motion to adjourn the meeting and Kathy DeBruyn seconded the motion. Motion approved. The meeting adjourned at 8:03 p.m.