

## Polk City Community Library Minutes May 18, 2010

Maureen McGuire called the meeting to order at 7:10 p.m. at the Polk City Community Library.

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

**Board Member Absent:** Kimberly Knapp

**Library Director Present:** Kim Kellogg

**Approval of agenda:** Judy Nyberg made a motion to approve the agenda (with the removal of the trustee training CD) and Maureen McGuire seconded the motion. Motion approved.

**Approval of minutes dated April 13, 2010:** Maureen McGuire made a motion to approve the minutes and Christine Gregory seconded the motion. Motion approved.

### **Director's Report:**

1. The library will be closed on Monday, July 5, 2010.
2. The library will close early (2:00 p.m.) on Friday, July 23 and all day on July 24, 2010 for the Four Seasons Festival.
3. Renee has been visiting local schools to promote the summer program at the library. She developed a summer reading program calendar and has been sharing this with students.
4. Vacation schedules for library employees have been set. Kim Kellogg will take some vacation time over the 4<sup>th</sup> of July holiday. Judy Nyberg made a motion to approve holiday pay for Kim and Christine Gregory seconded the motion. Motion approved.

### **Foundation Report:**

1. Kim Kellogg and Mark Lambert have interviewed three candidates for the Foundation Board and all three have accepted. They will actively join the board this fall.

### **Liaison Report: N/A**

### **Unfinished Business:**

1. Kim Kellogg reported she has not heard back from our Polk City Police Liaison regarding the Fines/Overdue Policy.
2. Kimberly Knapp and Kim Kellogg are still working on corrections for the evaluation forms for library employees.

**New Business:**

1. The board reviewed the March/April 2010 budget and May 2010 work schedule.
2. There are many issues/problems with the current maintenance of the Polk City Community Library. Kim Kellogg will document and review these with our Polk City Council Liaison, Dan Lane. Hopefully, this will correct the maintenance issues/problems.

Judy Nyberg made a motion to adjourn the meeting and Kathy DeBruyn seconded the motion. Motion approved. The meeting adjourned at 7:45 p.m.