

## Polk City Community Library Minutes September 14, 2010

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

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

**Board Member Absent:** Christine Gregory

**Library Director Present:** Kim Kellogg

**City Council Liaison Present:** Dan Lane

Four seniors from the Ankeny Community School District sat in on the board meeting. Their school assignment was to monitor a public service meeting.

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

**Approval of minutes dated August 10, 2010:** Kathy made a motion to approve the minutes and Maureen seconded the motion. Motion approved.

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

- a. 275 children registered for the Summer Reading Program with an average of 109 attending each week. There were nine teens participating in the program. The adult program had an attendance total of 62 with 507 books read.
- b. Kim and Dan met with Colin to review the budget. There was a budget amendment increase in the amount of \$3,050 last year.
- c. Kim discussed the negative amount in the Kindermusik account with Colin and found that to be in error.
- d. Kim would like to replace the Library's existing Info Center automation system with a new software package. Info Center is not a stable system and is outdated. Kim will be attending a Library Directors' meeting in October to investigate available software programs.

**Foundation Report:** N/A

**Liaison Report** – Dan reported on the Council meeting.

### **Unfinished Business:**

- Christine and Judy will meet with Kim on September 27 to complete Pam's performance appraisal.
- Kim will work with the Polk City police on the Fine/Overdue Policy and bring a copy to October's board meeting for review.

### **New Business:**

- There were a total of 12 applications received for the Library's part-time position. After reviewing the apps a total of five were interviewed by Kim, Christine and Judy. Kim will be offering the position to the person the three agreed upon.
- The work schedule and budget report were reviewed. The Office Supplies account may need to be adjusted. Kim will look into moving money from another library account to Office Supplies and report back to the board in October.

Maureen made a motion to adjourn the meeting at 8:06 p.m. and Kathy seconded the motion. Motion approved.