

Polk City Community Library Minutes
October 12, 2010

Judy Nyberg called the meeting to order at 7:00 p.m. at the Polk City Community Library in Maureen McGuire's absence.

Board Members Present: Kathy DeBruyn, Christine Gregory and Judy Nyberg

Board Member Absent: Maureen McGuire

Library Director Present: Kim Kellogg

City Council Liaison Present: Dan Lane

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

Approval of minutes dated September 14, 2010: Christine Gregory made a motion to approve the minutes and Kathy DeBruyn seconded the motion. Motion approved.

Director's Report:

- a. Friends of the Polk City Library will hold their annual open house at the library on Saturday, December 4.
- b. Lisa Fullerton began work as a part-time employee of the library on October 11, 2010. Lisa attended the Polk City Council meeting with Kim and was introduced to the Council.
- c. Kim and the library staff are working on replacing the existing monthly statistics report with a more comprehensive report using Excel.
- d. Kim would like to open a Corporate Account with Amazon for the purchase of books. This account will provide much better record keeping and also the pre-ordering of books.
 - Judy made a motion to open the Amazon Corporate Account and Kathy seconded the motion. Motion approved.
- e. After reviewing the library budget it was determined the amount of \$500 should be moved from the Buildings & Grounds account to the Office Supplies account. Maureen McGuire will need to authorize this transfer.
- f. Kim will provide the board members with the State Library's Annual Survey at next month's meeting.

Foundation Report:

- a. Kim is meeting with Mark Lambert on Thursday, October 14. She will be giving Mark a check for Kindermusik.

Liaison Report – Dan provided the board with highlights from Tuesday’s City Council meeting.

Unfinished Business: NA

New Business:

- a. Kim will have copies of the monthly work schedule available for the board to pick up prior to each monthly meeting for review.

Christine Gregory made a motion to adjourn the meeting at 7:39 p.m. and Kathy DeBruyn seconded the motion. Motion approved.