

Polk City Community Library Minutes
November 9, 2010

Maureen McGuire called the meeting to order at 7:00 p.m. at the Polk City Community Library.

Board Members Present: Kathy DeBruyn, Christine Gregory, Maureen McGuire, Mike Miller and Judy Nyberg

Library Director Present: Kim Kellogg

City Council Liaison Present: Dan Lane

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

Maureen introduced Mike Miller as our newest member to the Polk City Community Library Board.

Approval of minutes dated October 12, 2010: Christine made a motion to approve the minutes and Kathy seconded the motion. Motion approved.

Director's Report:

- a. Kim reviewed the library's Weather Policy with the board.
- b. Kim is scheduled to take an on-line Excel class on November 30 through the State Library computer course offerings.
 - Renee Blessman has scheduled vacation beginning December 23, 2010 through January 3, 2011.
 - A motion was made by Maureen to approve holiday pay for Renee in December (both Christmas and New Years.) Christine seconded the motion. Motion approved.
- c. Kim is working on Renee's performance review and plans to give Renee her review prior to vacation leave.
- d. The library will follow the same holiday schedules (Christmas and New Years) as the rest of Polk City offices.
- e. Friends of the Polk City Library will hold their annual open house at the library on Saturday, December 4.

Foundation Report:

- a. Kim met with Mark Lambert and gave him a check for the outstanding Kindermusik balance. The check will now go to the Polk City Finance Officer – Colin Adams.
- b. The three outstanding bricks have been installed at the Polk City Library.

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

Unfinished Business: NA

New Business:

- a. Maureen made a motion to move \$500 from the Buildings & Grounds account to the Office Supplies account. Mike seconded the motion. Motion approved.
- b. The board reviewed the November work schedule. Maureen asked Kim if she would include the total number of monthly hours worked on the report.
- c. The board agreed unanimously to elect Kathy DeBruyn to the Finance Committee on the Polk City Community Library Board.
- d. The board asked Kim to research the cost of a scanner for the library and report back.
- e. Kim provided the board members with a copy of the 2010 Iowa Public Library General Information Survey.

Judy made a motion to adjourn the meeting at 7:59 p.m. and Kathy seconded the motion. Motion approved.