

## 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.