

AGENDA  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES

@ the library  
400 Polk County Plaza  
Balsam Lake WI 54810  
Wednesday, June 10, 2009  
12:00 noon Potluck  
12:30 meeting.

**NOTE TIME CHANGE**

Call to Order  
Approval of Agenda  
Approval of Minutes  
Public Comment

Approval of May 2009 vouchers

Financial Report

Director's Report

Statistics  
Annual report final copy  
Statistics  
Activity Report

Policy influenza pandemic emergency plan

Polk County Fair

2010 Budget/staffing

Director's job description

Items for next month's agenda

Adjournment

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/ or participate are asked to notify the County Clerks' office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

*If board members are unable to attend, they are asked to please call 485-8680 by 9a.m the day of the meeting*

**MINUTES  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES**

**@ the library  
400 Polk County Plaza  
Balsam Lake WI 54810  
Wednesday, June 10, 2009  
12:00 noon Potluck  
12:30 Meeting.**

**Call to Order:** The regular monthly meeting of the Board of Trustees for the Polk County Library Federation was called to order by Chairperson Nathan Deprey at 12:38 p.m., a quorum being present, on June 10, 2009, at the Polk County Library Federation office in Balsam Lake, Wisconsin. Other Board members present were James Beistle, Edna Bjorkman, Nancy Mansergh, Gerald Newville, and John Bonneprise (arrived at 12:48 p.m.). Absent was Cathy Shimon. Also present was Library Director Colleen Gifford-Foxwell. Library staff Tina Riley was present for the start of the meeting.

**Approval of Agenda:** Mr. Newville moved, seconded by Ms. Mansergh, to approve the agenda; motion carried.

**Approval of Minutes:** Mr. Newville moved, seconded by Ms. Bjorkman, to approve the minutes of the May 6, 2009, meeting; motion carried.

**Public Comment:** None.

**Approval of May 2009 Vouchers:** Vouchers for May were reviewed and signed by the Board members present. Mr. Newville moved, seconded by Ms. Mansergh, to approve for payment the May 2009 vouchers; motion carried on a unanimous roll-call vote, 4-0.

**Financial Report:** Ms. Gifford presented the financial report. A preliminary report on the Act 150 payments for this year was presented by the Director. Mr. Deprey moved, seconded by Ms. Bjorkman, to accept the report; motion carried.

**Director's Report:** Ms. Gifford presented the Director's report:

**Annual Report - Final Copy:** Ms. Gifford presented the final draft of the 2008 Annual Report, which will be presented to the County Board at its June meeting. Ms. Mansergh moved, seconded by Mr. Bonneprise, to approve the 2008 Annual Report for presentation to the County Board; motion carried.

**Statistics:** Circulation for May was reviewed; with the decrease in the jail population, the percentage of home-bound users has declined slightly.

**Activity Report:** The Director's activity report for May and June along with goals for the month were reviewed.

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**Policy Influenza Pandemic Emergency Plan:** A draft version of an influenza pandemic policy was presented by Ms. Gifford. Discussion ensued. Ms. Gifford will check with other County departments as how best to write the final copy so as to reflect a countywide policy.

*Mr. Newville was excused at 1:08 p.m. to attend a County Board Committee meeting.*

**Polk County Fair:** A sign-up sheet for working at the booth during the Polk County Fair was circulated.

**2010 Budget/Staffing:** Information for the 2010 budgeting and staffing has been received from the County administrative offices.

**Director's Job Description:** The Director's job description was briefly reviewed as to how it relates to grant writing; no action was taken.

**Items for July Agenda:** Agenda items to include 1) pandemic and emergency policy and 2) 2010 staffing and budgeting. The next meeting will be at the Clear Lake Public Library on July 1 at 1pm.

**Adjournment:** There being no further business, Mr. Bonneprise moved, seconded by Ms. Bjorkman, to adjourn; motion carried and the meeting adjourned at 1:25 p.m.

James H. Beistle  
Secretary

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