

AGENDA
POLK COUNTY LIBRARY FEDERATION
BOARD OF TRUSTEES

400 Polk County Plaza
Balsam Lake WI 54810
December 2, 2009

NOTE TIME CHANGE
12:30 HOLIDAY POT LUCK
1:00 p.m. meeting

Call to Order

Approval of Agenda

Approval of Minutes

Public Comment

Approval of November 2009 vouchers
Financial Report

Director's Report
 Statistics
 Activity Report
 Staff job description updates

2010 Budget

2010 Meeting dates

2010 Director Goals

2010 County Plan Committee

Adjournment

If board members are unable to attend, they are asked to please call 485-8680 by 9a.m the day of the meeting. This meeting is open to the public according Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and or participate are asked to notify the county clerk's office (715-485-1226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

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

**400 Polk County Plaza
Balsam Lake WI 54810
Wednesday, December 2, 2009
1:00 p.m. meeting**

Call to Order: The regular monthly meeting of the Polk County Library Board of Trustees was called to order at 1:20 p.m. on December 2, 2009, by Chairperson Nathan Deprey at the Library office, Balsam Lake, Wisconsin. Other members present were James Beistle, Edna Bjorkman, John Bonneprise, Nancy Mansergh, and Gerald Newville. Cathy Shimon had notified the office of her absence. Also present was Colleen Foxwell, Library Director.

Approval of Agenda: Mr. Bonneprise moved, seconded by Ms. Bjorkman, to approve the agenda; motion carried.

Approval of Minutes: Ms. Mansergh moved, seconded by Mr. Newville, to approve the minutes of the October 2009 meeting; motion carried. Note: There are no minutes for the November 2009 meeting as a quorum was not present and the meeting was cancelled.

Public Comment: None.

Approval of October and November 2009 Vouchers: Ms. Mansergh moved, seconded by Ms. Bjorkman, to approve for payment the vouchers from October and November; motion carried on a unanimous roll-call vote, 6-0.

Financial Report: Ms. Foxwell presented the financial report. Indications are that the Library will finish the fiscal year within budget.

Director's Report: Ms. Foxwell presented the Director's report.

Statistics: Circulation figures show high participation in the books-by-mail program, almost 90 percent of circulation.

Activity Report: Ms. Foxwell reviewed her activity report for November and December and grant application activities. An \$18,000 grant to the Friends of the Polk County Library was received from the Otto Bremer Foundation. Application for a Hugh J. Anderson Foundation grant is being submitted. Volunteer statistics for the County Library were reviewed.

Staff Job Description Updates: Ms. Foxwell reported meeting with the Employment Relations Director regarding the Library staffing. Discussion was has on the job description for the library clerk position. Briefly discussed were possible hour adjustments for the staff.

2010 Budget: The 2010 budget was approved by the County Board at its November meeting.

2010 Meeting Dates: A sheet detailing the meeting dates for 2010 was distributed by the Director. Brief discussion was had on the time of the meetings.

2010 Director Goals: The process of setting the Director's goals for 2010 was briefly discussed. Goal setting and performance evaluation will be on the January 2010 agenda.

2010 Polk County Library Services Plan Committee: Brief discussion was had. An updating of the membership of the committee will be made prior to its meeting early next year.

Adjournment: There being no further business, Mr. Bonneprise moved, seconded by Mr. Newville, to adjourn; motion carried and the meeting adjourned at 2:15 p.m.

James H. Beistle
Secretary