

MINUTES
POLK COUNTY LIBRARY FEDERATION
BOARD OF TRUSTEES

400 Polk County Plaza
Balsam Lake WI 54810
December 3, 2008
1:00 p.m. 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 1:05 p.m., a quorum being present, on December 3, 2008, at the Polk County Library Federation office in Balsam Lake, Wisconsin. Other Board members present were James Beistle, Edna Bjorkman, John Bonneprise, Nancy Mansergh, and Gerald Newville. Absent was Cathy Shimon (notified). Also present was Library Director Colleen Gifford-Foxwell. A Christmas potluck preceded the meeting.

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

Approval of Minutes: Ms. Bjorkman moved, seconded by Ms. Mansergh, to approve the minutes as printed; motion carried.

Public Comment: None.

Approval of November 2008 Vouchers: Vouchers for November were reviewed and signed by members of the Board. Mr. Bonneprise moved, seconded by Mr. Deprey, to approve for payment the November vouchers; motion carried on a unanimous roll-call vote, 6-0. Discussion was had on staff supplying a listing of the monthly vouchers prior to the meeting.

Financial Report: Ms. Gifford-Foxwell presented the financial report. Mr. Bonneprise moved, seconded by Ms. Bjorkman, to receive the report; motion carried.

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

Statistics: Circulation figures for November were reviewed. Homebound circulation accounted for 72.9 percent.

Activity Report: The Director's activity report for November and December were reviewed. In relation to this report, discussion was had of staff re-alignment as a result of County Board action dealing with personnel and finance. Mr. Newville moved, seconded by Ms. Mansergh, to receive the report.

Director Job Evaluation: The job performance evaluation process was explained by Andrea Jerrick Polk County Employee Relations; Director. Evaluation will take place at the January 2009 regular meeting in closed session.

Library Technical Support Job Description: Ms. Jerrick briefly explained the process of establishing the “Library Technology Support Technician” position and the job description. No action was taken.

2008 Director Goals: The 2008 goals were briefly discussed; these will be used in the evaluation process next month.

Approval 2009 Books-By- Mail Agreement: Ms Gifford-Foxwell presented the 2009 Books-by-Mail agreement; brief discussion was had. Mr. Newville, seconded by Mr. Deprey, to approve the **2009 Library Books-by-Mail agreement with Indianhead Federated Library System**; motion carried.

Items for Next Month’s Agenda: Evaluation of the Director.

Adjournment: There being no further business, Ms. Bjorkman moved, seconded by Mr. Bonneprise, to adjourn; motion carried and the meeting adjourned at 2:12 p.m. Next meeting is January 7, 2009, 1:00 p.m. at the Library.

James H. Beistle
Secretary

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.