

AGENDA  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES

Polk County Library Federation  
400 Polk County Plaza  
Balsam Lake WI 54810  
January 9, 2013  
1:00 PM

Call to Order  
Approval of Agenda  
Approval of Minutes December 2012  
Public Comment

Approval of December 2012 vouchers  
Financial Report

Director's Report  
    Statistics  
    Activity Report

Recommendation of members of the Polk County Planning Committee

Update on dissolution of the library

Closed Session:

We will be going into closed session under Wis. Stat. Sec 19.85 (1) (c). To consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Polk County Library Director: Evaluation

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 Clerk's office (715-485-9226) at least 24 hours in advance of 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

**Polk County Library Federation Board of Trustees Minutes**  
**Meeting at 400 Polk County Plaza**  
**Balsam Lake, WI 54810**

**Wednesday, January 9, 2013, 1:00 P.M.**

**Call to Order:** The meeting was called to order at 1:05 p.m. Present: Duana Bremer, John Bonneprise, Warren Nelson, Edna Bjorkman. Tanna Worrell and Greg Bowman were absent. Director Colleen Foxwell was present.

**Approval of Agenda:** Motion to approve by Mr. Bonneprise, Seconded by Ms. Bjorkman, Motion carried.

**Approval of Minutes:** Motion to approve by Ms. Bremer, Seconded by Mr. Nelson, Motion carried.

**Public Comment:** None

**Approval of December 2012 Vouchers:** A request by Director Foxwell for reimbursement of the cost of an advanced class on grant writing was approved in a unanimous roll call vote and in writing by board members. Director Foxwell took the class in anticipation of providing funds for a jail literacy program.

**Financial Report:** The board reviewed a (more) maintenance charge bill and determined it is not appropriate. The bill will not be paid because (more) system use was terminated.

Any funds remaining after closing costs of the Polk County Library Federation will be divided equally between all Polk county Libraries. Motion for dispersal by Ms. Bremer, seconded by Mr. Nelson. Motion carried by roll call vote.

**Director's Report:** Circulation statistics for 2012 were reviewed. The Polk County Library was closed to the public after December 21, 2012.

**Activity Report:** Director Foxwell conducted two book discussions at the jail. A Holiday Tea and book sale was well attended. A librarians meeting was held on December 11, 2012. Director Foxwell presented programs at Willow Ridge and Golden Age. She met with jail personnel on December 18, 2012.

**Recommendation of Members of the Polk County Planning Committee:** A list of committee members is being compiled. Lynne Schauls has agreed to chair the group. The County Plan for Libraries is required by the State. Director Foxwell suggests a five-year plan be considered rather than the usual two-year plan.

**Update on Dissolution of the Library:** Jail personnel have decided not to use Director Foxwell's expertise and resources. They will try to establish a reading program by issuing a RFP. Jail personnel have designated limited space and resources for a jail reading program.

Lists of Books-by-Mail patrons have been provided to all Polk County Libraries. Nursing Homes received large print books and audio cassettes. Kits and Bifocal Kits are being updated and the entire collection will be housed at the Amery Public Library. All library supplies were divided among the ten village libraries. Items that can be used by schools were passed on to the Unity School District.

Volunteers are welcome to help with clearing out the Polk County Library facility.

The Indianhead Federated Library System has provided very limited assistance during the PCLF dissolution process.

**Closed Session:** A brief session for Director evaluation was moved by Mr. Bonneprise, Seconded by Ms. Bremer. Motion was approved by roll call vote.

The board agreed that Director Foxwell has provided excellent service and leadership during 2012. Her expertise will be greatly missed.

Letters of recommendation need to be written.

The closed session was ended with a motion by Mr. Bonneprise, Seconded by Mr. Nelson.

Motion carried.

**Adjournment:** There being no further business, a motion to adjourn at 2:05 p.m. was made by Mr. Bonneprise, seconded by Mr. Nelson, Motion carried.