

Agenda
POLK COUNTY LIBRARY FEDERATION
BOARD OF TRUSTEES

400 Polk County Plaza
Balsam Lake WI 54810
January 4, 2012
1:00 p.m. meeting

Call to Order:

Approval of Agenda

Approval of Minutes:

Public Comment:

Approval of December 2011 vouchers:

Financial Report:

Director's Report:

Statistics:

Activity Report:

Board approval letter and application

Evaluation process: Mr. Dana Frey

Director Job Evaluation – Closed Session: 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 responsibly: Polk County Library Federation Director.

2012 Director Goals

Friends of the Library Update

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.

**Polk County Library Federation
Board of Trustees Minutes
400 Polk County Plaza
Balsam Lake, WI 54810
Wednesday, January 4, 2012, 1:00 p.m.**

Call to Order: The regular January meeting of the Board of Trustees was called to order at 1:00 p.m. by Chairman Nate Deprey. Board members present: Duana Bremer, John Bonneprise, Greg Bowman, Warren Nelson, Edna Bjorkman, Nate Deprey. . Also present were County Administrator Dana Frey, and Director Colleen Foxwell. Absent: Cathy Shimon.

Approval of Agenda: Chairman Nate Deprey recommended the agenda be adjusted to consider the evaluation process first. Motion to approve by Mr. Bonneprise, Seconded by Mr. Nelson, Motion carried.

Evaluation Process—Administrator Dana Frey: Dr. Frey led a discussion of evaluation guidelines centered in three specific categories.

1. The library Federation's Mission and Objectives
2. Policy goals in support of its mission and objectives
3. Assess benefits to the various county population segments the Federation is mandated to serve.

Dr. Frey is reviewing all the accurate information necessary to assess the value of the Polk County Library Federation service to the Community.

Approval of Minutes: Motion to approve by Mr. Deprey, Seconded by Mr. Nelson, Motion carried.

Public Comment: None

Approval of December 2011 vouchers: The vouchers report was approved. Vouchers had to be submitted to the Finance Department before year-end. Motion to approve by Mr. Nelson, Seconded by Mr. Bonneprise, Motion carried.

Financial Report: All budget categories completed the year under budget with a substantial carry over. Motion to approve the budget report by Mr. Deprey, Seconded by Mr. Nelson, Motion carried.

Director's Report:

Statistics: Mr. Deprey recommended the report be redesigned to more easily track department work.

Activity Report: Director Foxwell continues to provide programs and learning materials for people who are not able to go to libraries.

2012 Director Goals: A draft of policy goals was reviewed. Director Foxwell will work with direction from Dr. Frey to refine her goals for evaluation.

Grants Update: the 2011 grants report shows Director Foxwell met her grant writing goal when all grants and donations acquired in 2011 are recorded.

Friends of the Library Update: An all Polk County Libraries Friends meeting is planned for January 12 from 12:30 – 3:00 p.m. Tiffany Meyer, Jail Literacy Coordinator, will be a speaker. Money Smart Week mandated by the state is set for April 21—28, 2012. Area libraries will host the programs.

The Federation Friends assisted in developing a brochure for inmates leaving jail which lists county services and the location and resources available at ten Polk County Municipal libraries.

Adjournment: Motion by Mr. Bonneprise, Seconded by Mr. Deprey, Motion carried. Meeting adjourned at 2 p.m.