

Agenda  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES

400 Polk County Plaza  
Balsam Lake WI 54810  
January 5, 2011  
1:00 p.m. meeting

Call to Order:

Approval of Agenda

Approval of Minutes:

Public Comment:

Approval of December 2010 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.

2011 Director Goals

Grants update

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.

**Minutes**  
**Polk County Library Federation**  
**Board of trustees**  
**400 Polk County Plaza**  
**Balsam Lake, WI 54810**  
**Wednesday, January 5, 2011, 1:00 P.M**

**Call to Order:** The January 2011 meeting of the Polk County Library Board of Trustees was called to order by Chairperson Nate Deprey at 1:05 P.M. at the Library office, Balsam Lake, Wisconsin. Members Present: Nate Deprey, Warren Nelson, John Bonneprise, Edna Bjorkman. Also present were: Director Colleen Foxwell and Administrator Dana Frey. Excused absences: Nancy Mansergh and Cathy Shimon.

**Approval of the Agenda:** The library board January 2011 meeting agenda was adjusted to consider Mr. Frey's business first. Motion by Ms. Bjorkman, Second by Mr. Bonneprise Motion carried.

**Evaluation: Dana Frey**

Polk County Administrator Dana Frey attended the Polk County Library Federation Board meeting on January 5, 2011 to inform and assist board members in developing new procedures to better assess 2010 performance, and goal setting for 2011 which can increase the Polk County Library Federation's ability to support village libraries to achieve their missions, and provide successful outreach services to special needs library customers. Mr. Frey presented a chart which describes department head evaluation roles and responsibilities.

**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.

A motion to go into closed session was made by Mr. Bonneprise, second by Mr. Nelson. Motion carried. Mr. Frey assisted in the evaluation of Director Colleen Foxwell's 2010 performance. The board agreed with Director Foxwell's self evaluation and suggested evidence where she exceeded goal expectations. The closed session ended at 2:05 P.M.

**Approval of Minutes:** The December 2010 minutes were approved as presented. Motion by Mr. Deprey, Second by Mr. Nelson. Motion carried.

**Public Comment:** none

**Approval of Vouchers:** Motion to approve – Ms. Bjorkman, Second - Mr. Deprey. Motion carried.

**Financial Report:** 2010 expenses are within budget. The 2011 budget was presented.

**Director's Report:** An activity chart for December and planned activities for January was presented. Circulation of materials at year-end was stable.

**2011 Director Goals:** Tabled until February 2, 2011 Meeting.

**Grants Update:** Total grant money received in 2010 is \$68,700

**Friends of the Library Report:** The friends and all-friends will meet Friday, January 7, 2011 at the Polk County Library Federation office. Discussion topics: Money Smart Week, National Library Week-April.

**Adjournment:** Federation business completed, a motion to adjourn was made by Mr. Bonneprise. Second by Mr. Nelson. Motion carried and the meeting adjourned at 2:25 P.M.

Edna M. Bjorkman  
Secretary