

AGENDA  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES

@ the library  
400 Polk County Plaza  
Balsam Lake WI 54810  
March 2, 2011  
1:00 p.m.

Call to Order  
Approval of Agenda  
Approval of Minutes  
Public Comment

Approval of February 2011 vouchers

Financial Report

Roles and responsibilities for all governing committees

Director's Report  
    Statistics  
    Activity Report  
    LSTA grant funded position  
    DPI annual report approval

Grants update: Hugh J. Andersen received

Friends of the Library Update

**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 Clerks' office (715-485-9226) at least 24 hours in advance of the 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*

**Minutes**  
**Polk County Library Federation**  
**Board of Trustees**  
**400 Polk County Plaza**  
**Balsam Lake, WI 54810**  
**Wednesday, March 2, 2011, 1:00 P.M.**

**Call to Order:** The March meeting of the Polk County Library Trustees was called to order by Chairperson Nate Deprey at 1:03 P.M. at the library office at Balsam Lake, Wisconsin. Members Present: John Bonneprise, Nate Deprey, Edna Bjorkman, Warren Nelson. Excused absences: Nancy Mansergh until April and Cathy Shimon. One board position is vacant.

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

**Approval of February Minutes:** Motion to approve by Mr. Bonneprise, Seconded by Mr. Nelson, Motion carried.

**Public Comment:** None

**Approval of February Vouchers:** Vouchers were reviewed and signed. Motion to approve by Ms. Bjorkman, Seconded by Mr. Bonneprise, Motion carried.

**Financial Report:** The 2011 budget for Library and Books-by-Mail allocations was reviewed. The Books-by-Mail catalogs are placed as an insert in the Inter County Leader which reduces distribution costs. In the future the catalogs will be printed on lighter paper to further reduce costs. Large print books are ordered in several requested genre to supplement the municipal libraries large print inventories. Motion to approve the financial report by Mr. Deprey, Seconded by Mr. Nelson. Motion carried.

**Rules and Responsibilities for All Governing Committees:** A document with sixteen action steps was presented for review. Mr. Bonneprise asked Director Foxwell to choose and adapt the steps that are germane to the Federation Library's function. The Rules and Responsibilities document will be placed on the April agenda.

**Director's Report:**

Statistics: Overall circulation is level and the jail circulation is increasing. Inmates are reading an average of eight books.

Activity Report: Director Foxwell presented programs at the Osceola Housing Unit, Willow Ridge, and the Adult Development Center. She had two "Friends of the Library" meetings, and laptop presentations to village libraries. She plans two visits to Health Care Centers in March.

**LSTA Grant Funded Position:** A job description was reviewed for a project manager to work with the jail in improving inmate literacy. The position is part-time. Hourly wage \$16. Motion to approve the job description by Mr. Deprey, Seconded by Mr. Nelson, Motion carried.

**DPI Annual Report:** The report was reviewed. Motion to approved by Mr. Bonneprise, Seconded by Mr. Deprey, Motion carried.

**Grants Update:** The Hugh J. Anderson Grant for \$20,000 was received. Funds will be dedicated for jail outreach.

**Friends of the Library Update:** An All Friends gathering is planned for April 1. A program on long-range planning will be presented to the Friends by Bob Kazmierski. Laptop computer presentations to all Polk County village Libraries was held on February 23, 2011.

The value of volunteer hours worked at the Polk County Federation Library for February was \$1,575.04.

**Adjournment:** Motion to adjourn by Mr. Deprey, Seconded by Mr. Nelson, Motion carried. The meeting adjourned at 2:40 p.m.