

AGENDA  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES  
@ the library  
400 Polk County Plaza  
Balsam Lake WI 54810

September 5, 2012  
1 PM

Call to Order  
Approval of Agenda  
Approval of Minutes: August 1, 2012

Public Comment

Financial Report: bills approved

Budget 2013

Update of Dissolution Committee recommendations:  
Survey to Books-by-mail  
Timeline of process  
Procedures for dispensing items  
Staffing issues  
Visiting libraries/library boards

Polk County Plan for Library Service recommendation of members

Director's Report  
Statistics  
Activity Report

Friends /Grants update

Items for next month's agenda

Adjournment

This meeting is open to the public according to Wisconsin State Statute 19.83. Person 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.

**Polk County Library Federation Minutes**  
**Regular Meeting of the Board of Trustees**  
**400 Polk County Plaza**  
**Balsam Lake, Mn 54810**  
**September 5, 2012, 1:00 p.m.**

**Call to Order:** The meeting was called to order at 1:05 p.m. by Vice-Chairman Warren Nelson. Present: Duana Bremer, Tanna Worrell, Warren Nelson, Edna Bjorkman. John Bonneprise and Greg Bowman were absent. Also Present: Director Colleen foxwell, and Finance Manager Maggie Wickre.

**Approval of Agenda:** The agenda was adjusted to allow Ms. Wickre to participate at the beginning of the meeting. Motion to approve the adjusted agenda to consider the budget first by Ms. Worrell, Seconded by Ms. Bremer, Motion carried.

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

**Budget 2013:** A document showing details of the 2012 budget and proposed budget for 2013 was reviewed with Ms. Wickre. Several items need clarification. Ms. Wickre is also seeking clarification of some issues under the dissolution process. She suggested a special meeting with County Administrator Frey, Properties Director Peterson, and other managers involved with the process.

**Public Comment:** None

**Financial Report: Bills Approved:** A Finance Report was presented. The procedure for board approval of expenditures was discussed.

**Update of Dissolution Committee Recommendations:**

Survey of Books-by-mail Patrons:

The survey was reviewed and approved by the board with a few changes. Motion to approve by Ms. Worrell, Seconded by Mr. Nelson. Motion carried. The survey is expected to provide information to determine methods for continuing library service to patrons who have difficulty visiting libraries.

Timeline of process: A document was presented showing procedures to manage the difficult tasks that need to be done to accomplish an orderly transfer of services and equipment after the loss of the Polk County Library Service.

Procedures for dispensing items: A list of items available will be compiled. The board will approve the disbursement of items based on current needs.

Staffing issues: The board agreed it would be proper for Director Foxwell to give verbal notice to staff before they receive and official termination notice. All staff qualify for unemployment pay. A motion was made granting Director Foxwell authority to set facility open hours as needed starting 9/17/12. Motion by Ms. Worrell, Seconded by Mr. Nelson. Motion carried.

Visiting Libraries, Library board: As time permits, Director Foxwell will continue visiting village libraries.

**Polk County Plan for Library Service recommendation of members:** Planning committee volunteers are needed to construct a county plan for library service. All Wisconsin Counties are required to have one.

**Director's Report:**

Statistics: Circulation activity was reviewed. The volunteer hours report showed a value for hours worked in August 2012 of \$1,604.48.

Activity Report: Director Foxwell leads a jail book discussion two times a month. She participates in on-going Dissolution Committee meetings, provides health care centers programming- Osceola, Willow Ridge, Golden Age, Pioneer Home. She attended Interfaith Caregivers Board meeting, and attendance at the Osceola Community Foundation annual event.

**Friends/Grants update:** Director Foxwell continues to seek grants for the Friends. Awaiting \$1,000 funding from Polk/Burnett.

She is beginning an on-line class: Proposal Writing and Fundraising Skills for Community Based Organizations.

**Items for Next Month's Agenda:** Books-Mail-Survey Report, Update on Timeframe Meeting, Planning Committee

**Adjournment:** Motion to adjourn at 2:30 p.m. by Ms. Worrell, Seconded by Ms. Bremer, Motion carried.

Edna Bjorkman, Secretary