

AGENDA  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES

Polk County Library Federation  
400 Polk County Plaza  
Balsam Lake WI 54810

**November 7, 2012**  
**1:00 PM**

Call to Order  
Approval of Agenda  
Approval of Minutes  
Public Comment

Approval of November 2012 vouchers  
Financial Report

Budget/staffing for 2013

Books by Mail update (Tanna)

Books between Bars update

Director's Report  
    Statistics  
    Activity Report

Friends of the Polk County Libraries update

Tour of jail space for library program

Holiday farewell tea

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 Trustee Minutes**  
**Meeting at 400 Polk County Plaza**  
**Balsam Lake, WI 54810**  
**Wednesday, November 7, 2012, 1:00 P.M.**

**Call to Order:** The meeting was called to order at 1:10 p.m. by Vice-Chairman Warren Nelson. Present: John Bonneprise, Duana Bremer, Tanna Worrell, Warren Nelson, Edna Bjorkman. Also Present: Director Colleen Foxwell. Greg Bowman was absent.

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

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

**Public Comment:** Director Foxwell thanked the board for support following the death of her father.

**Approval of November 2012 Vouchers:** The voucher report for 10/17/12 – 11/7/12 was reviewed and approved. Motion to approve by Mr. Bonneprise, Seconded by Ms. Bjorkman. Motion carried.

**Financial Report:** Finances are on budget. Work continues on winding down some contracts.

**Budget/Staffing for 2013:** The library Budget amount for 2013 has been determined and recommended. Staffing issues will follow the approval of the Polk County Budget.

**Books-by-Mail Update (Tanna):** Ms. Worrell has led the effort to find support to continue providing library service to patrons who are unable to go into libraries. She has worked with village librarians, Interfaith Caregivers, and other interested entities to determine resources and guidelines for developing a program to replace Books-by-Mail.

**Books Between Bars Update:** Director Foxwell continues working on the myriad issues that have to be resolved to provide a successful jail literacy program.

**Directors Report:**

Statistics: All circulation is down.

Activity Report: October was a busy month for Director Foxwell which included time off for a family emergency. She helped with story time at Clear Lake as new staff was hired there. She presented programs at Willow Ridge and Golden Age, participated in several meetings related to the dissolution of the Library Federation and continuation of services. November will continue the dissolution of Federation Library items and transfer of resources for a jail literacy program.

**Friends of the Polk County Libraries Update:** A meeting of all Polk County Library Friends will be held in Dresser Saturday morning on November 10, 2013.

**Tour of jail space for library program:** The tour will be held later.

**Holiday Farewell Tea:** The December meeting will be at 10:30 a.m., Wednesday, December 5, 2012 with a potluck lunch to follow. A farewell tea is planned following the board activities.

**Adjournment:** Motion to adjourn by Mr. Nelson, Seconded by Ms. Worrell. Motion carried. The meeting adjourned at 2:35 p.m.