

AGENDA  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES

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

NOTE TIME CHANGE

**December 7, 2011**

**12:30 Holiday Pot Luck**

**PLEASE BRING A DISH TO PASS**

**1:00 PM (meeting)**

Call to Order  
Approval of Agenda  
Approval of Minutes (October 2011 and November 2011)  
Public Comment

Approval of November 2011 vouchers  
Financial Report

Director's Report  
    Statistics  
    Activity Report  
    Grant update

Friends of the Polk County Libraries update

2011 Director Goals/Evaluation Discussion

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 trustees Minutes**  
**400 Polk County Plaza, Balsam Lake, WI 54810**  
**December 7, 2011, 1:00 p.m.**

**Call to Order:** The regular December meeting was called to order by Chairman Nate Deprey at 1:10 p.m. Board members present: John Bonneprise, Duana Bremer, Warren Nelson, Nate Deprey, Edna Bjorkman. Cathy Shimon was absent. Also present: Director Colleen Foxwell.

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

**Approval of Minutes:** The October 2011 minutes was approved at the November meeting. Motion by Mr. Deprey, Seconded by Ms. Mansergh, Motion carried.  
The motion to approve the November 2011 minutes by Mr. Bonneprise, Seconded by Mr. Deprey, Motion carried.

**Public Comment:** Board member designate Greg Bowman was welcomed. He is a library user and he has previously served on library boards.

**Financial Report:** The financial report was reviewed and discussed. All categories are within budget. Some carry-over funds are expected due in part to generous volunteer hours at the Polk County Library Federation.

**Approval of November 2011 Vouchers:** The vouchers were approved unanimously by voice vote.

**Director's Report:**

**Statistics:** Service to the jail has been expanding. The Federation's main activity is centered on Books-by-Mail and the jail. A new BBM catalog format has been developed which is delivered as an insert in the yellow advertiser newspaper. This method provides significant savings for reaching library users.

**Activity Report:** Director Foxwell provided programs at three Health Care Centers: United Pioneer, Comforts of Home, and Willow Ridge. She attended several meeting including the Director's Council, Department heads meeting, Librarians meeting at Amery Public Library.

**Her goals for December:** She has finished the Grant Writing On-line Program. She is beginning the planning for Money Smart Week which is mandated for April 2012.

**Grants Update:** Grants received for technology: The Amery Community Foundation, \$1000 and The Luck Friends, \$500. Seeking additional grants to fund the Technology Support Specialist. Expecting an LSTA grant in February 2012 for Jail Literacy and Job Training Skills.

**Friends of the Polk County Libraries Update:** An all friends meeting is planned for January to plan goals to share collaboration of resources. The Polk County Federation Friends expect to

receive grants in February from the Bremer Foundation for technology and jail literacy, and from the Hugh J. Anderson Foundation for jail literacy.

**2011 Director Goals Discussion.** Director Foxwell presented a partial draft of her director goals. The Library Federation Board will review the goals for a performance review in early 2012.

Adjournment: Motion to adjourn at 1:40 p.m. by Mr. Bonneprise, Seconded by Mr. Deprey, Motion carried.