

Agenda  
POLK COUNTY LIBRARY FEDERATION  
BOARD OF TRUSTEES

400 Polk County Plaza  
Balsam Lake WI 54810  
February 3, 2010  
1:00 p.m. meeting

Call to Order:

Approval of Agenda

Approval of Minutes:

Public Comment:

Approval of January 2010 vouchers:

Financial Report:

Director's Report:

Statistics:

Activity Report:

Staff Update:

2010 schedule options

2010 Director Goals:

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  
February 3, 2010  
1:00 p.m. meeting

**Call to Order:** The regular monthly meeting of the Polk County Library Board of Trustees was called to order at 1:00 p.m. on February 3, 2010, by Chairperson Nathan Deprey at the Library office, Balsam Lake, Wisconsin. Other Board members present were James Beistle, Edna Bjorkman, and Gerald Newville. John Bonneprise, Nancy Mansergh, and Cathy Shimon were absent, having notified the office. Also present was Colleen Foxwell, Library Director.

**Approval of Agenda:** Ms. Bjorkman moved, seconded by Mr. Newville, to approve the agenda; motion carried.

**Approval of Minutes:** Mr. Newville moved, seconded by Ms. Bjorkman, to approve the January 2010 minutes as printed; motion carried.

**Public Comment:** None.

**Approval of January 2010 vouchers:** Vouchers for January were reviewed and signed by Board members. Mr. Newville moved, seconded by to approve for payment the vouchers for January, including the Act 150 vouchers in the amount of \$494,989.28; motion carried on a unanimous roll-call vote of members present, 4-0.

**Financial Report:** Ms. Foxwell presented the financial report and introduced Maggie Wichre, interim finance director for Polk County, who had just arrived and explained the 2009 financial computer printout. The administrative account (55110) showed a budget overage of \$14,945.75 of which \$8,178.00 was for unexpected unemployment benefits paid. The County Board Finance Committee had agreed that \$14,000 would be transferred to the general fund balance of the County.

**Director's Report:** Ms. Foxwell presented the Director's report

Statistics: Final circulation figures for 2009 were 22,978; this amount is slightly lower than 2008, primarily due to a lower jail population. January 2010 circulations were also reviewed. Mr. Newville moved, seconded by Ms. Bjorkman, to approve the statistical report to the Department of Public Instruction for 2009; motion carried. Mr. Deprey signed the report.

Activity Report: The director's activity report for January and February 2010 were reviewed.

Staff Update: Ms. Foxwell gave a staffing update. The position description for the Polk County Research/Grant Services position was reviewed. Consideration for approval will be on the March agenda.

Approval of Job Description for Grant-funded Technical Position: The position description for the Friends of the Polk County Libraries Technician Support Grant Funded Contract was reviewed by the Board for input. The Friends will approve this document at their next meeting.

2010 Schedule Options: The 2010 schedule option scenarios were review and held over to the March meeting.

**2010 Director Goals:** Ms. Foxwell distributed a listing of the 2010 Department Head Goals. After review and editorial adjustments, Mr. Newville moved, seconded by Mr. Deprey, to adopt the 2010 department head goals; motion carried.

**Adjournment:** There being no further business, Mr. Newville moved, seconded by Ms. Bjorkman, to adjourn; motion carried and the meeting adjourned at 1:55 p.m.

James H. Beistle  
Secretary

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