

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

NOTE DATE CHANGE
June 30, 2010
1:00 p.m.

Call to Order
Approval of Agenda
Approval of Minutes

Public Comment

Financial Report

Approval of June 2010 vouchers

Director's Report
Statistics: to date 6/28/2010
Activity Report

2011: Budget and Staffing Update
ACT 150

2011 Polk County Fair

Friends of the Polk County Libraries update

Grant update

Friends of the Polk County Libraries Technology Specialist 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

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@ the library
400 Polk County Plaza
Balsam Lake WI 54810
Wednesday, June 30, 2010
1:00 p.m.

Call to Order: The July 2010 regular monthly meeting of the Polk County Library Board of Trustees was called to order by Secretary James Beistle at 1:02 p.m. on June 30, 2010, at the Library office, Balsam Lake, Wisconsin. Other Board members present were Edna Bjorkman, John Bonneprise, Warren Nelson, and Cathy Shimon. Chairperson Nate Deprey arrived at 1:07 p.m. Absent and having notified the office was Nancy Mansergh. Also present was Library Director Colleen Foxwell and Pat Schmidt, member of the County Board and Friends of Polk County Libraries.

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

Approval of Minutes: Mr. Bonneprise moved, seconded by Ms. Bjorkman, to approve the minutes of the June 2, 2010, meeting; motion carried.

Public Comment: None.

Financial Report: Ms. Foxwell presented the financial report noting that to date about \$60,000 has been spent with the savings largely due to the use of temporary help. Mr. Bonneprise moved, seconded by Ms. Bjorkman, to accept the financial report; motion carried.

Approval of June 2010 Vouchers: Vouchers for June were reviewed and signed by the Board members. Mr. Deprey moved, seconded by Mr. Nelson, to approve for payment the vouchers for June; motion carried on a roll-call vote, 6-0.

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

Statistics: to date 6/28/2010: Circulation figures were reviewed; some decline was noted which is due to the cut-off date being earlier than the normal end of month. Jail and home-bound usage accounted for 84 percent of circulation for the month. Nursing home programming had attendance of 84.

Activity Report: The Director's activity report for June and July was reviewed.

2011 Budget and Staffing Update: Ms. Foxwell report that she had met with Dana Frey, Polk County Administrator during which staffing was discussed. The consensus of the Board was that the job description for the Library assistant be revised from general clerk duties to more library specific to include library experience and knowledge of library functioning including the familiarity with library software.

ACT 150: Preliminary figures for Act 150 payments to participating libraries were reviewed; additional information will be presented at the August meeting.

2010 Polk County Fair: Ms. Foxwell circulated a work schedule sign-up form for the County Fair; Board members were asked to volunteer time is available.

Friends of the Polk County Libraries Update: Ms. Schmidt presented information regarding the Friends group: the volunteer organization was founded in 2006 and primarily works as volunteering in the libraries and fund raising including grants. The Friends is a 501(c)(3) organization. The Friends were responsible for obtaining the grant for the technology position. Ms. Schmidt expressed thanks to the Library Director for the job she is doing for libraries in the County.

Grant Update: Ms. Foxwell reported that a grant for \$10,000 was received from the “Friends of Polk County Libraries” and another for \$1,000 from the AnnMarie Foundation to be used as matching funds for the technology position.

Friends of the Polk County Libraries Technology Specialist Update: Kay Fitzgerald, the technology staffer, has been working with a number of the municipal libraries in the County as well as with the County Library. Her work schedule is 20 hour per week. She is employed as a contract worker and will be issued a IRS Form 1099 at the year’s end.

Items for Next Month’s Agenda: Staffing, 2011 Budget, Act 150 update. County Administrator Dana Frey will be at the meeting.

Adjournment: There being no further business, Mr. Bonneprise moved, seconded by Mr. Deprey, to adjourn; motion carried and the meeting adjourned at 2:07 p.m.

James H. Beistle
Secretary

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