

Port Library Bd. of Trustees  
Special Meeting  
July 16, 2012

Present were: Rick Larson, Verlin Kolman, Craig Cousland, Sally Williams, Connie Kopsa & Director Rachel Malay. Jeri Bates arrived at 5:45

Verlin called the meeting to order at 5:30 p.m. and stated the purpose of the meeting which was to discuss & plan the open house plus discuss new building issues.

Building issues were: the circulation desk is finally finished and looks very nice; the shelving people are here working finishing the shelves; tops for the AV shelves need to be ordered as they got missed in the process.

Open house: dates & times for the open house were discussed & resulted in a motion by Rick with a second by Connie to have the open house on Aug. 19<sup>th</sup> from 2pm to 6 pm. The motion carried. Advertising for the open house will be on the TV, newspapers & posters around town. We will check on putting a note in the city utility bills. Members of the Beloit City Council, Library Directors in the area & CKLS workers will be invited. Guided tours will be given during the open house & floor plans and Port facts will be given to everyone attending. A power point show, cookies, iced tea & water will be in the Schafer Room. Prizes and coloring pages will be given to all children attending. Rachel will work on prize bags. A drawing will be held to give away some bigger prizes during the open house. A \$300 limit was placed on prize spending. Connie handed out a sheet about a donor tree and gave details about size, cost & other features of the tree. The tree is about 30 X 43 inches, includes 45 leaves & more leaves can be added at a future date. Craig moved to allow up to \$ 2,200 for the purchase of a donor tree, Sally seconded, and the motion & the motion carried. A sign for the Schafer Room was discussed & by consensus it was decided to put the lettering on the door windows leading into the community room. The sign in the doors will read left door: The Schafer Room. Right door: In Honor of Robert T. & Olive Reed Schafer. Library Benefactors Rick will get the lettering ordered.

The meeting was adjourned at 6:35 p.m.