

PORT LIBRARY MINUTES  
7/8/2013

President Rick Larson called the meeting to order at 5:30 p.m., members present were Rick Larson, Verlin Kolman, Tori Bowers, Keith Bottrell and librarian Rachel Malay.

The minutes of the June meeting were reviewed.

The financial report and bills to be paid were reviewed. Rachel point an example of one time per year payment was the waste removal and all accounts were within the budget. Keith made a motion to accept the minutes, financial report and pay the bills, seconded by Verlin; the motion carried 4-0.

Rachel provided and reviewed the Directors report. Rachel, Craig, Keith and Rick attended the trustee training session at Cawker. Joshua Jackson, circulation assistant was replaced due to health reasons, Brad Wagner is the new assistant. Hard wiring alternate exits would be costly, thus battery powered alarms are on order for the alternate exits, a quote for securing the tunnel will be obtained. We received an excellent desk top magnifier from Hospice.

**OLD BUSINESS**

Keith made a motion at 5:58 to go into executive session for 15 minutes, to discuss non-elected personnel, Tori seconded the motion; the motion carried 4-0. No decision were made during executive session, the meeting room was opened at 6:13.

Verlin made a motion to accept the Directors' salary recommendations effective 7/1/2013, seconded by Tori, the motion carried 4-0 (see packet).

Verlin made a motion to accept the Directors' budget recommendation and request she submit the appropriate resolution to the city, seconded by Keith; the motion carried 4-0 (see packet).

Keith made a motion to waive the GAAP requirement as prepared in the handout, Tori seconded, the motion carried 4-0.

Keith made a motion to schedule regular meeting on the 2nd Monday of each month, second by Tori; the motion passed 4-0.

President Rick appointed Connie, Craig and Tori as a review committee for the library policy handbook; reporting recommendations to the September meeting. Verlin, Keith and John were appointed to develop an instrument to evaluate the librarian. Keith made a motion to approve the appointments, seconded by Tori; the motion carried 4-0.

A recommendation to place a public comment item on the agenda, following the minutes, was approved by consensus.

The members present reviewed guidelines and signed a conflict of interest form; those not present can do this in Rachel office or at the next meeting

Verlin made motion to adjourn, Tori seconded; the motion carried 4-0.

**NEXT MEETING: MONDAY, AUGUST 12, 2013 at 5:30 p.m.**