

Port Library Bd. of Trustees  
Special Meeting  
October 13, 2011

Vice President Kitty Wagner called the meeting to order at 12:05 p.m. The following were present: Rick Larson, Kitty Wagner, Connie Kopsa, Sally Williams, Jeri Bates, and Director Rachel Malay. Verlin Kolman arrived later.

The stated purpose of the meeting was to discuss plans for a public tour and furniture for the new facility. After some discussion the tour date was set for Oct. 23rd from 2:00 p.m. to 4:00 p.m. The purpose of the tour will be to give the public a chance to see the building before construction begins. All attendees will receive a floor plan of the new facility, a fact sheet about what we do and some statistics about libraries in general and The Port Library specifically.

Rachel presented a sheet of prices she had taken off the internet for shelving, chairs and other furniture for the new facility. These were just for reference and we were asked to look for ourselves to see what we could find. There is a lot of different shelving to choose from and after looking we will have a better idea of what we want in the new building. Mainly we need to decide the type of shelving we want.

Rachel said she would contact Cunningham Cable/TV about wiring the new facility for internet and phone service.

The Parks & Recreation Department has asked how many keys we need for the new building and when we want them. After some discussion it was agreed that when we take possession of the new building we would rekey all the doors. For now we do not need a key and can get one from them if needed. The two front doors would be one key and all other doors would be on a different key.

Rachel discussed a possible moving schedule but till we get closer to the moving day it is just discussion.

The meeting adjourned at 1:00 p.m. on a motion by Verlin with a second by Sally.