

Port Library Board of Trustees  
Meeting Minutes September 9, 2013

President Rick Larson called the meeting to order at 5:35 pm. Present were President Rick Larson, Treasurer Craig Cousland, Tori Bowers, John Highland, and library director Rachel Malay. Vice President Connie Kopsa and Keith Bottrell arrived late.

The consent agenda was reviewed, including past meeting minutes, financial reports, statistics, and director's report. The last expected payments have been made from the New Library checking account at Farmway Credit Union and as soon as they clear the account will be closed. It was noted a mistake in arithmetic was found on the statistical report e-mailed out earlier and corrected in the printed copy. Also included after the director's report were past minutes from the Friends of the Port Library meetings and a final report on the summer library programs from Andrea Weidenhaft. Connie Kopsa moved that the consent agenda be approved as presented and Tori Bowers seconded. Motion carried.

Old Business: The policy review committee presented a new copy of the Port Library Policy book. The committee identified formatting and grammar mistakes, and identified language that needed to be changed to reflect the new building. The committee also recommended that the computer policy be looked at by the whole board at a later date. Rick Larson and Rachel Malay will be working on updating the mission and vision statements. A motion was made by Keith Bottrell to accept the changes made by the policy review committee as presented. John Highland seconded and the motion carried.

The library board had some discussion on the director evaluation form presented by the director evaluation committee at the August meeting. The first change deliberated was the time of year for the evaluation. Craig Cousland moved that the date of the annual director evaluation be November and that the evaluations start in 2014. Connie Kopsa seconded and the motion carried. Next the board looked at the lack of a director evaluation form or process as part of the current policy and director job description. Connie Kopsa moved that an item "K" be added to the Personnel Policy and the same wording be added to the director's job description: "The Port Library Board of Trustees will conduct an annual evaluation of the director based on his/her job description." Craig Cousland seconded and the motion carried. Finally, a few changes were proposed for the director evaluation form itself. Connie Kopsa moved that the following sentence be added in bold print to the end of the first paragraph on the first page, "Evaluation is to be based on attached job description," and on the last page the "reviewed by" board members lines be changed to President of the Board and Vice President of the Board. Craig Cousland seconded and the motion carried.

There was no new business or other business.

The meeting adjourned at 6:45 pm on a motion by Connie Kopsa, seconded by John Highland.

The next meeting is scheduled for October 14, 2013 at 5:30 pm.