

Port Library Board of Trustees
Minutes
April 5, 2010

The Port Library Board of Trustees met Monday April 5, 2010. Members present were Rick Larson, Verlin Kolman, Sally Williams, Jeri Bates and Kitty Wagner. Port Library Staff attending were Director Rachel Malay. Connie Kopsa and Pat Heidrick also attended our meeting.

Meeting was called to order at 5:33 p.m. Minutes from the March 8, 2010 were reviewed. Verlin Kolman made a motion to approve minutes of the March meeting. Kitty Wagner seconded. Motion passed.

Financial Reports were reviewed. Kitty Wagner made a motion to approve the financial report and pay all bills. Motion was seconded by Jeri Bates. Motion passed.

Directors Report:

- Several groups continue use of Reading room.
- Early March, a retired teacher from Overland Park donated a large collection of Juvenile Books. We were able to use about 2/3rds of the collection.
- A Memorial was donated to the Library in honor of Dean & Ercelle Speaks. The Library is adding local documents relating to the Civil War era.
- Automation update-Sally Williams has been volunteering time to help affixing barcode stickers to books. More help would be appreciated. April 23rd, a team for CKLS will be at the library to help "push" us forward.
- March 22, Becky Trask's last day at the Library. After review of on file applications, the Circulation assistant position has been offered to Alyssa Twaddell. She will start around April 15th.
- March 22, The Adult Tea Party & New Title preview. Tea, petit fours and reviews of 6 new books available at the library. 8 ladies enjoyed the party and look forward the next review.
- March 26, Anita attended Summer Library Program Workshop in Great Bend. Registrations for Summer Library program will start May 17th.
- Rachel attended information meeting in Salina about USDA Rural Development Grants and Loans. See separate report provided from the meeting.
- Purchased from Cawker City Library, a used book cart.
- April 5th, Rachel will travel to Wichita to attend 3 day Kansas Library Conference. Her presentation is Thursday afternoon.
- April 13th, CKLS workshop on video sharing at the Library.

Old Business:

What should be included on the name plate for Pat Heidrick's portrait?
Total years of service and years as Director of Library were among many suggestions.

New Business:

There is a one week check out for Audio & Music CD's, per Library policy. Some CD's are quite lengthy. A request for a policy revision was made by Director Rachel Malay. Rachel and Staff are recommending a two week check out for all CD's. Verlin Kolman made a motion to change Library policy for audio & music CD's per recommendation, to a two week checkout. Jeri Bates seconded the motion. Motion passed.

Other Business:

Received from CKLS, March 5 - The 2010 System Grant for the Port Library will be \$9068.00. The System Grant Evaluation Committee met February 9th, this grant is based on information sent to CKLS with the completed System Grant Questionnaire. March 16th, CKLS inviting library board members to consider election to the CKLS Executive Committee.

Rick Larson made motion for an Executive Session for acquisition of Real Estate for 30 minutes. Verlin Kolman seconded. Executive Session began at 5:58 p.m. Session was extended for an additional 15 minutes. The Executive session was concluded at 6:48 p.m., with no decisions made.

Rick Larson made a motion for the Library **Trustees to meet for a work session on Monday April 19, 2010 at 7:00 p.m. In preparation for the joint meeting of the Library and City Council scheduled for May 6th.** Jeri Bates seconded. Motion passed.

Rick Larson made a motion to adjourn the meeting. Motion was seconded by Sally Williams. Motion passed. Meeting was adjourned at 6:35.

Next Meeting: Monday - May 3, 2010 - 5:30 p.m.

Chairman

Secretary

****Additional Note****

Joint Port Library Board of Trustees & Beloit City Council Meeting is:

Thursday - May 6th at 7:00p.m.

Location: Guaranty State Bank Community Room.

****Addendum from work session April 19th:**

On April 19, 2010 at 7:05 pm Port Library board members met to discuss plans for their presentation at the May 6th joint city council / library board meeting. Members present were Chairman Rick Larson, Kitty Wagner, Verlin Kohlman, Sally Williams, Jeri Bates, and director Rachel Malay. The board discussed and gathered ideas and will be putting together informational handouts for the city council. No official actions or decisions were made. The work session ended at 8:30 pm.