

Port Library Board of Trustees
Regular Meeting
April 02, 2012

Present: Rick Larson, Verlin Kolman, Kitty Wagner, Jeri Bates, Craig Cousland & Connie Kopsa. Also present were Director Rachel Malay & Dave Birdsong from Design Central.

Verlin call the meeting to order at 5:30 p.m.

Mr. Birdsong reviewed the colors, & fabric choices, for the furniture in the new building. He then discussed the bid process for the purchase of chairs & tables. He left the necessary forms with us for sending out bid requests. Decisions will be later in the meeting.

The minutes of the regular meeting of March 5 and special meeting of March 20 were reviewed and approved on a motion by Connie with a second by Craig. The financial report for March was reviewed with a couple of questions. Jeri moved to approve the financial report and pay all bills. Connie seconded and the motion carried. Rachel gave her report for the last month.

Old Business: Progress report for the new building was discussed. We are waiting on lighting and woodwork. Verlin mentioned that the trees in front need trimmed and he had talked to Wayne's Tree Service about trimming them. After some discussion Rick moved to trim the trees, Craig seconded and the motion carried. The budget for 2013 was presented for discussion and review. Craig moved to adjourn to closed secession for a period of 10 minutes starting at 6:40 p.m. for the purpose of salary discussion to include just the trustees. Rick seconded and the motion carried. The closed secession ended at 6:50. Verlin announced that no decisions were made. Rachel rejoined the meeting. There were a few questions about the new Computer Tech position. A motion covering the new salary schedule was made by Connie and seconded by Jeri. The motion carried. Verlin then moved to increase the book and audiovisual materials budget lines by \$1,000 each with a second by Jeri and the motion carried. Rick moved to approve the 2013 budget of \$170,400.00 with the suggested changes by reading the attached resolution. Craig seconded and the motion carried.

New Business: New book shelving was discussed. Rick moved to go with the State of Kansas approved bid and buy the shelving from Chuck Decker of Southwest Solutions. Connie seconded and the motion carried. Next was the discussion about the purchase of furniture. Connie moved to authorize Rachel to send out bid requests as soon as she has the names and addresses for the vendors. The bids need to be returned within 2 weeks of receipt of the bid request. Kitty seconded and the motion carried. A special meeting will be called to open the bids and award the contract. Rachel then presented a tentative moving schedule. Unless there is a major problem the schedule will probably work out very well.

Verlin declared the meeting adjourned at 7:10 p.m. Rick Larson Sec.