

Port Library Board of Trustees
Minutes
August 2, 2010

The Port Library Board of Trustees met Monday August 2, 2010. Trustees present were Verlin Kolman, Rick Larson, Sally Williams and Kitty Wagner. New Trustee to the Library Board, Craig Cousland, attending his first meeting. Also present were Director Rachel Malay, Beloit City Administrator Glenn Rodden and Council member James Crowley

Meeting was called to order at 5:29 p.m.

Welcome to our new trustee Craig Cousland. Minutes from the July 5th, 2010 were reviewed. A correction for the spelling of Kolman was needed. Rick Larson made a motion to approve minutes of the April meeting, allowing for the spelling correction made. Sally Williams seconded. Motion passed.

The Library has switched from NCK to Cunningham Cable, a total cost of \$455.00 per year. This change should show improved wireless speed and better connections. Financial Reports were reviewed. Rick Larson made a motion to approve the financial report and pay all bills. Motion was seconded by Kitty Wagner. Motion passed.

Directors Report:

- Statistics report – shows more Library users, this is usual for the summer months.
- Summer Reading Programs finished by July 31st.
- July 7th, Marla attended CKLS grant writing workshop.
- July 10th, Library Purchased Microfilmed copy of the Sanborn Fire Insurance maps for the City of Beloit. These plans also included a portion of Cawker City. The maps date back to the late 1800's.
- July 23rd, CKLS technical consultant Steve Thomas and assistant Maribeth Turner installed new PC towers, replacing the front desk and upstairs computers.
- The Mitchell County District Court loaned the Library the index registers for Mitchell County marriage licenses to photocopy, dates from 1872 to 2002, with listings by groom or bride's last name.
- Received a donation of yearbooks from NCK Technical College, 1995 and 1998-2009.
- August 12th, Rotating Book Van visited.
- August 22nd, Rachel will attend the kickoff picnic for the Mitchell County Leadership program. She will attend classes once a month through next spring..
- Fall Story Port and Traveling Story Port begin in late August.
- 2010-2011 - Updated Directory of Port Library Trustees and Library Staff.

Old Business:

Rick Larson spoke briefly about plans Connie Kopsa had for starting the Friends of the Library program. She will present an ad for the newspaper and T.V. Connie will present her ideas in more detail at the September meeting.

Verlin e-mailed Donnie Marris a list of 8 questions and concerns the Library board discussed at the July meeting. Donnie Marris responded by letter on July 22nd, addressing the cafeteria remodel, additional square feet, FEMA safe room, scheduling meetings and architectural fees involved.

The Library has a previous service contract with Donnie Marris, with some services not paid. A total of \$26,000 may be due.

Verlin Kolman will check with Donnie Marris and find out how much the Library owes and an estimated dollar amount for meetings with Donnie Marris at his office.

Verlin Kolman spoke with Mike Cooper about a stand-alone building.

In Mike's opinion a stand-alone building should be about \$100 per sq ft.

Rick Larson made a motion to get a comparison quote for a stand-alone building from Mike Cooper. Craig Cousland seconded. Motion passed.

Rachel received a phone call from Todd Catlin. There is an empty store space of 9,000 sq ft. located in Westwind Plaza. Would Library be interested in leasing the area with the option to purchase? Board Discussion followed offer, deciding that there would not be enough square ft. for expansion and the budget does not allow for paying a lease or utilities. It was agreed that Rachel Malay & Craig Cousland will talk with Todd and visit the building.

New Business:

Implementation of automation. Director Rachel Malay proposed closing the Library for one day each week, She recommended Tuesday as the best day for being closed. Board discussion followed suggestion and agree the Tuesday closings would be the best option. Rick Larson Made a motion that the Library be closed on Tuesdays August 24th until the end of December to implement automation. Sally Williams seconded. Motion passed.

Rick Larson made a motion to adjourn the meeting. The motion was seconded by Kitty Wagner. Motion passed. Meeting was adjourned at 6:33.

Next Meeting: Tuesday, September 7, 2010 - 5:30 p.m.