

Port Library Board of Trustees
Regular Meeting
August 16, 2012

Present: Rick Larson, Kitty Wagner, Connie Kopsa, Sally Williams, and Craig Cousland. Also present were Rachel Malay & Glenn Rodden. Jeri Bates arrived at 5:45.

In the absence of President Verlin Kolman, Vice President Kitty Wagner called the meeting to order at 5:30 p.m. The minutes of the July 6th and 16th meetings were approved on a motion by Connie with a second by Craig. Financial reports were reviewed. Rachel mentioned a couple of items for special note. Craig moved to approve the report and payment of bills. Sally seconded and the motion was approved.

Rachel reviewed her Directors report a copy is attached. Average patrons per day to visit was 78. That is up from around 50 at the old building. It is estimated that we have had 2,885 visitors over a 2 month period. Public computer usage is also up. Total minutes were 10,275 by 163 users over a 2 month period.

OLD BUSINESS: Health insurance was discussed and tabled till our next meeting. Donor recognition was discussed. Rick showed pictures of what will be put on the doors to the Schafer Room and the front door. At the front entrance a brick honor walk with grass landscaping was discussed. Cost of the bricks is \$16.00 per brick engraved and the grass will be native to Kansas so it should last many years. Rick moved to approve the plan, Connie seconded, and the motion carried. Policy Review: Discussed were use policy for the Schafer Room, E-Reader lending policy, Book Return Box Policy and activities NOT allowed in the library. Due to time the rest of the discussion was tabled till next month. Major changes in what was presented were: E-Readers will be loaned out to 14-16 year olds with signed approval of their parents. Ages 17 and up will be loaned with their library card and a signed loan agreement. Other minor changes required no action. Rachel will bring the corrected suggested changes to the next meeting.

NEW BUSINESS: Mr. Rodden explained the section of the city budget that applies to the Port Library focusing on the carry-over section. The library made an unofficial request that carry-overs from the city's granted library budget be transferred to library accounts. A bid from Geisler Roofing to make repairs to the roof was presented. After some discussion Connie moved to approve the bid, Rick seconded and the motion was approved. Craig showed a painting by Jim Boyd that Jim would like to donate to the Port Library. Rick moved to accept the painting, Connie seconded and the motion carried. A gift to the Port Library by the Trustees was discussed. By consensus we decided to buy a floor lamp for the reading area, with a \$140 maximum spending limit. Sally moved and Jeri seconded to name the circulation desk and office area in honor of George Kirgis and the motion carried. Rick will get a plaque made for the area.

Rachel passed out some notes for the open house for our information.

The meeting adjourned on a motion by Connie and seconded by Craig at 7:15 p.m.