

Port Library Board of Trustees  
Minutes  
December 6, 2010

The Port Library Board of Trustees met Monday December 6, 2010. Trustees present were Verlin Kolman, Rick Larson, Craig Cousland, Connie Kopsa, and Kitty Wagner. Director Rachel Malay was present.

Meeting was called to order at 5:31 p.m.

Minutes from the November 8th, 2010 meeting were reviewed. Craig Cousland made a motion to approve minutes of the October meeting. Rick Larson seconded. Motion passed.

Financial Reports were reviewed. Rick Larson made a motion to approve the financial report and pay all bills. Motion was seconded by Connie Kopsa. Motion passed.

Directors Report:

- Rachel estimates needing an additional 6 months of Tuesday closings to complete automation.
- Laptops ordered last month have arrived and have been set up for library use. One laptop is being used for automation work.
- November 15- Surprise donation! A new Ricoh color copier and 5 year lease agreement, donated by a generous anonymous patron.
- November 17- Staff toured North Campus building. Verlin & Rachel visited with Donnie Marrs about floor plan.
- November 30-Library experienced heating problems. Fan was replaced, and the thermostat will be replaced soon.

Old Business:

Review and discuss the first draft of the lease agreement presented by the City of Beloit. The Trustees have suggested several changes be made to the lease agreement draft. Rachel will make changes and Verlin will attend the City Council meeting December 7<sup>th</sup>.

Connie Kopsa made a motion to approve holiday hours as suggested. Craig Cousland seconded. Motion passed.

New Business:

Our generous patron provided not only the new Ricoh color copier, but also a 5 year maintenance lease. Rachel provided proof of insurance coverage. Rick Larson made a motion to approve the Ricoh copier lease with Essdack. Craig Cousland seconded.

Motion passed.

Director Rachel Malay presented suggestions and charts with information about changing hours. The presented schedules could be modified and go in to effect when new library is opened.

Other Business:

Connie Kopsa presented a flyer about Library funding.

Christmas is a good time for people to donate money to a project as a gift.

Discussion followed; the dollar amount of a gift “scale.”

Items that a donor could buy: bricks, book stacks, rooms, etc.

Thursday December 9<sup>th</sup> Donnie Marrs will be in Beloit. He is meeting with the Law Enforcement center and would like to schedule a meeting with the Library to review cost estimates and the floor plan.

Awork Session is planned for Monday December 13<sup>th</sup>, 5:30 p.m. to review floor plans for the new Library & North Campus building lease agreement.

Rick Larson made a motion to adjourn the meeting. The motion was seconded by Connie Kopsa. Motion passed. Meeting was adjourned at 6:40 p.m..

Next Meeting: Monday January 3, 2011 - 5:30 p.m.

\*\*Addendum: on Monday, December 13<sup>th</sup> at 5:30 PM the Port Library board members plus Director Rachel Malay met in a work session to discuss the preliminary floor plan and demolition plans presented by Donnie Marrs. Connie Kopsa also presented fundraising ideas for the new building addition. The meeting ended at 6:50 PM.