

Port Library Board of Trustees
Regular Meeting
December 5, 2011

Present were Rick Larson, Verlin Kolman, Kitty Wagner, Craig Cousland & Connie Kopsa. Absent were Sally Williams and Jeri Bates. Also present were director Rachel Malay, and Sharon Treaster and David Porter representing the Friends of the Port Library group.

Verlin called the meeting to order at 5:30 p.m. The minutes of the November 7 meeting were reviewed and approved on a motion by Craig and seconded by Kitty. The financial report for November was reviewed. The motion to approve the financial report and pay the bills was made by Rick and seconded by Kitty. Motion carried. We have a CD coming due at Farmway Credit Union and Guaranty State Bank. A motion was made by Kitty with a second by Craig to move both CD's to a savings account at the institutions and was approved by the members. By consensus it was decided to approve each CD transfer separately as they mature.

Rachel reviewed her Directors report for November. Rachel mentioned that we will have a small amount left in the budget due to the Youth Services Position vacancy that could be spent on equipment for the new building. After some discussion Connie moved to purchase some new computers with the funds, Craig seconded and the motion carried.

Old Business: The proposed health care package for our staff was tabled till the next meeting.

New Business: There was a short discussion about holiday hours. Rachel gave her recommendation about what was done in the past. On a motion by Connie with a second by Craig it was decided to close early (6:00 p.m.) on December 19, 22 & 29 and be closed all day, per library policy, on December 24, 26, 31 and January 2. The motion concerning hours was approved. A notice will be posted on the door, at the circulation desk and in the Beloit Call. Sharon & Dave from the Friends group shared some questions their group had about the new library concerning the shelving, computers and other items.

Rick made a motion to adjourn to a 10 minute executive session to discuss non-elected personal. Craig seconded and the motion carried at 6:17 p.m. Included in the secession were the Trustees and Rachel. Regular meeting resumed at 6:28 p.m. Verlin said that no decisions were made during the session.

Rick moved to adjourn, Kitty seconded and the motion carried.