

Port Library Board of Trustees Regular Meeting
December 9, 2013 5:30 PM

President Rick Larson called the meeting to order at 5:30 p.m., members present were Rick Larson, Craig Cousland, Verlin Kolman, Tori Bowers, John Highland and librarian Rachel Malay.

The financial report, minutes, director's report and bills to be paid were reviewed as written. Rachel answered questions and clarified report as questioned by the board members. A motion to approve the consent agenda was made by John and seconded by Tori; the motion carried 5-0.

Rachel included a report highlighting the state librarian will visit the library on Wednesday, 12/11/13, the tour will start at 11:00 at the library and will include lunch at Plum Creek; all board member are invited. The Friends of the Library will hold a book sale on Wednesday afternoon.

OLD BUSINESS

President Larson reported attending the City Council meeting and the discussion on Gun control, the council makes the final decision next meeting and their action will encompass the library.

NEW BUSINESS

Rachel recommended the encumbrance of budget funds in an amount equal to January and February 2014 bills, this will cover the time lag, which occurs in distribution of funds from the city. John made a motion to accept the recommendation, seconded Craig; the motion carried 5-0.

Rachel recommended the library close at 5:00 p.m. the week of Christmas, with closing on the 24th and 25th. Craig made a motion to accept the recommendation, seconded by Tori; the motion carried 5-0.

A bid of \$1,151.22 was received from Wildside creative for PORT LIBRARY signage, it includes materials and installing the lettering. A motion to approve the bid was made by Verlin, seconded by Tori; the motion carried 5-0.

Rick said that "Touch a Truck" has been scheduled by the city, the library could assist, but it would be in the City Park. However, this would not provide recognition for the library, thus no interest. The "guide to winning support for rural library" was reviewed by Rick, noting the importance of taking the library message to the people. John pointed out the city bill insert was great way to inform all local residents.

Tori made motion to adjourn, Verlin seconded; the motion carried 5-0.

NEXT MEETING: MONDAY, January 13, 2014 at 5:30 p.m.