

PORT LIBRARY MINUTES
February 10, 2014

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, Keith Bottrell 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 Keith; the motion carried 6-0.

Rachel included a report highlighting the new PORT LIBRARY sign by Wildside Creations, the fire department familiarization tour of the facility, she reported attendance of 8 for her e-reader and e-book workshop and her attendance at the MARC programming workshop at Osborne. The bank account was transferred to the Guaranty, as per 4 year rotation. The Schafer room continues to be a good draw as it was used by CKLS to stress grants available and it is scheduled for Crop Production company meetings. The ELMER equipment has been setup providing internet, television and conferencing potential in the Schafer room. The library was closed February 4th and 5th for snow days and will be closed on February 17th for President's Day.

OLD BUSINESS

The Security system report was tabled, due to lack of new information.

A rough outline and bid for \$1617.00 was received from Gary Underhill, to install the Entryway displace case. A motion was made by John to accept the bid, seconded by Craig; the motion carried 6-0. Rick was asked to obtain the shop drawings, written bid and follow-up on the motion.

NEW BUSINESS

Rachel discussed the potential CKLS 2015 grants and request board input. The suggestions to consider were Shafer room blinds and additional tables, landscaping, additional shelving, microfilm digital reader, continuing education for the staff, programming improvements and golf in the stacks. Additional ideas were solicited and may add to this list.

OTHER BUSINESS

A concern was expressed as to Library Board insurance responsibility and the increased cost for the Insurance. Keith and Craig will review these concerns in an effort to develop better board understanding and to potentially setup a bid/quote situation.

The bonding of the treasurer and audit of books was discussed, it was noted the library is reviewed by the city yearly audit. The automation or outsourcing of the financial records were discussed as a means improving cost efficiency, no action was taken.

We were pleased to hear a good and improving report, concerning past Board Member Connie Kopsa.

A motion to adjourn was made by Keith, seconded by Craig: motion carried 6-0.

NEXT MEETING: Monday, March 10, 2014 at 5:30 P.M.