

Port Library Board Minutes
January 3, 2011

Port Library Board meeting was called to order at 5:31. Trustees present included Verlin Kolman, Rick Larson, Kitty Wagner, Craig Cousland, Sally Williams and Jeri Bates. Also present were director Rachel Malay and library staff Marla Evert. Connie Kopsa, trustee, joined the meeting at 5:35.

Minutes from the December meeting were reviewed. Craig Cousland moved and Rick seconded that we approve the minutes as read. Motion carried. Financial reports were reviewed. It was moved by Rick and seconded by Sally to approve the financial report and pay all bills. Motion carried. Rachel noted that we have \$1,033,969.36 available for a new/remodeled building.

The statistical report for December was provided by Rachel. She reported that several video games were added in December. This has been done the last 3 years. The statistical report included the year-end deletion report. Rachel also included a year-end statistical report. Craig commented and all agreed that this is good information to share with the public.

Rachel asked us to review her director's report. Automation is about 1/3 complete. Verlin, Rick and Rachel have met with Donnie Marrs, architect to work on floorplan of a new building. Verlin, Rick and Rachel also met with Glenn Rodden to discuss the lease agreement. This is work in progress. Rick motioned and Connie seconded that we accept Rachel's report as written. Motion carried.

The trustees moved into a 20-minute executive session at 5:50. Included in the session were trustees and Rachel Malay. The members came out of executive session at 6:10. No decisions were made and no action taken.

The board discussed the lease agreement between the city and library board. It was decided to present in writing to the city council our recommended changes to the current draft of the lease. These changes include:

- 1) the city to pay for utilities OR an increase in the mill levy will be required
 1. boundaries-the new building needs room to allow for expansion
-the new building also will require more parking spaces
 2. A/C -the library will purchase and install the first unit. Repair of this unit and purchase
And installation of subsequent units is the city's responsibility.
 3. Insurance. The city should pay for the building and the Library for the contents.

Verlin plans to discuss the above-proposed changes with Glenn Rodden and the council members at their earliest convenience.

Connie provided a handout demonstrating the levels of gifting to the library. She will begin advertising for this.

Rachel reported that due to only about 1/3 of the automation process being complete, the staff will require more time to do this. After discussion, it was decided to continue to have the library closed on Tuesdays to allow the staff to work on automation. The budget will also allow 3 extra hours per week for both Anita and Marla to work on this. Motion carried to have this be done also.

Moved by Jeri and seconded by Rick to adjourn the meeting. Motion passed. Meeting adjourned at 6:50. Next regular meeting will be February 7, 2011.

****Addendum follows****

Port Library Board Minutes
Special Meeting
January 18, 2011

The Port Library Board met at Pizza Hut in Beloit. The meeting was called to order at 5:30. Trustees present were Verlin Kolman, Craig Cousland, Sally Williams, Kitty Wagner, Jeri Bates, and Director Rachel Malay.

The board members reviewed a possible shelving layout for the new building design put together by Rachel Malay.

Verlin Kolman reviewed past action on the previous lease draft, including an explanation of the terms reached in the current lease draft. Board members then reviewed the current lease draft. Sally Williams moved that Verlin Kolman and Kitty Wagner be authorized to sign the lease as presented on behalf of the Port Library Board of Trustees. Craig Cousland seconded. A vote was taken with all members present voting yes. Trustee Rick Larson had indicated before the meeting that his vote was yes also. The motion passed.

Jeri Bates moved that the meeting adjourn so that everyone present could eat and continue discussion of new library plans. Kitty Wagner seconded. The official meeting adjourned at 5:52.