

Port Library Board of Trustees Meeting Minutes  
January 13, 2015

President Verlin Kolmann called the meeting to order at 5:30 p.m., members present were Tori Bowers, Joyce McKinney, Lorraine Jensby, Keith Bottrell, John Highland and Rachel Malay.

The minutes of the November meeting were reviewed with no changes.

The financial report and bills to be paid were reviewed.

The director's report was reviewed. Rachel noted that November started the first of Monday night video game night that was a hit with the kids. In December the library is planning the first "Aisle of Lites." In December the board meeting was canceled due to illness, about 45 people came through the "Aisle of Lites." Brian DeBey will be working increased hours to fill the circulation assistant vacancy. Rachel gave a tour of the library to the Cub Scouts. And video game nights continue to be a success.

Keith made a motion to accept the minutes of the November meeting, the financial reports from December and January and the Director's reports from December and January. John seconded and the motion carried 6-0.

Encumbrances for January - February 2015 were reviewed. These were approved by the board in December. Tori made a motion to add them to the minutes for January. Seconded by Lorraine and the motion carried 6-0.

Old Business:

The Director's Evaluation Report was signed by all the board members. A copy of the evaluation is attached to this report and the original will be given to Rachel for her files.

New Business:

There are two policies that need to be added to the Trustee section of our policy handbook. They are required by CKLS. They are a Budget Policy and a Capital Improvement Fund Policy. These policies were reviewed by the board. Lorraine made a motion to accept the recommended Budget Policy. Joyce seconded and the motion carried 6-0. Keith made a motion to accept the recommended Capital Improvement Fund Policy. Lorraine seconded and the motion carried 6-0.

Koha Pathfinder Opportunity:

The board discussed this opportunity regarding automation at the library. After discussing pros and cons of our current system Atrium and the new Koha Pathfinder option, John made a motion to not accept the option to join Koha at this time and remain with Atrium. Seconded by Lorraine, the motion carried 6-0.

The board asked Rachel to do an advertisement for new board members for the coming year. We have 2 positions that will need to be filled.

With no further business to discuss, the meeting was adjourned at 6:15 p.m.

Tori Bowers, secretary

Next meeting is Monday, February 9, 2015 at 5:30 p.m.