

Port Library Board of Trustees
Minutes for Special Meeting
July 19, 2011

The Port Library Board of Trustees met Tuesday July 19, 2011. Trustees present were Verlin Kolman, Sally Williams, Connie Kopsa and Kitty Wagner. Director Rachel Malay and Architect Donnie MARR were also present.

This special meeting was called to order at 5:07 p.m.
This meeting was to discuss any changes or additions to be made to the Library floor plan presented by Mr. MARR at the last special meeting.

Some changes discussed were exterior/interior doors & finishes, additional electrical outlets, changes in shelving, additional lighting in magazine area, counter heights, cabinet locations and designating areas for floor coverings, outside lighting and book drop locations.

Mr. MARR will make revisions to the floor plan as presented at this meeting. The board members present gave approval by general consensus to the plan with the changes discussed. Mr. MARR will then send the revised floor plan with bid documents to Rachel.

The Trustees will need to meet to accept and approve the bid documents as presented before the invitation to bid is sent out and the bid date is set.

There were questions and discussion about the process and estimated time of completion.

Kitty Wagner made a motion to adjourn the meeting. The motion was seconded by Sally Williams. Motion passed.
Meeting was adjourned at 5:57 p.m.