

Port Library Board of Trustees
Minutes
June 7, 2010

The Port Library Board of Trustees met Monday, June 7, 2010. Trustees present were President Verlin Kolman, Vice President Rick Larson, Treasurer Sally Williams, Kitty Wagner, Jeri Bates, and Connie Kopsa. Also present were Director Rachel Malay and City Council Member James Crowley, and City Administrator Glenn Rodden.

The meeting was called to order at 5:30 PM.

Minutes from the May meeting were read. Rick Larson moved we approve the minutes. Kitty Wagner seconded. Motion passed.

The financial report was reviewed. Sally Williams moved we accept the financial report and pay the bills. Jeri Bates seconded. Motion passed.

Director's Report:

- Craig Marcotte is still trying to revive the 30+-year-old water fountain. We maybe should just let it rest in peace; it's served a long, productive life. Options for its replacement were explored.
- The library hours have been painted on both sides of the outside book drop.
- The reading room biographies are now on their own shelf and the rest of the reading room rearranged to accommodate the new shelf.
- The renewal agreement for the courier came from CKLS. We had agreed to use the service again.
- Pat Heidrick's nameplate has not come in yet.
- The joint City Council/Library Board meeting was May 6th at 7:00 PM at the Guaranty State Bank meeting room.
- May 11th was New Librarian's Day at CKLS. Anita and I attended.
- May 12th the library was closed so Marla could join Anita and I for the Spring Assembly.
- Linux group met on the second Thursday of the month, the 14th.
- Anita advertised the summer program by doing school visits to BES on the 13th, 14th, and 19th.
- Anita read to pre-schoolers on their last day of school and told them about the pre-k program.
- Auditors called on the 19th to say they were finished with our paperwork.
- Rachel gave another workshop for CKLS on the 18th.
- May 26th Rachel gave a talk to the Lion's Club introducing herself and speaking briefly on the new library plans.
- 27th Steve Thomas from CKLS stopped briefly. We discussed options for replacing our current staff and patron computers and the possibility of using Kan-Guard II. We should be able to just replace the CPUs and not all the components, saving us a little money.
- Last week Rick Larson put barcode labels on over 250 books.
- Rachel received an application for the director position. She emailed the applicant back telling him the position was closed and asking where he had seen the ad.
- Rotating book van will stop Thursday, the 10th.
- The Census 2010 reserved the reading room for Thursdays June 3rd, 10th, and 17th.
- The library will be trying a new Adult Summer Library Program in July. To kick off the program another Tea Party and Title Preview is being planned for June 21st at 7 PM.
- Rachel received an invitation to participate in the next Leadership Mitchell County classes.

- The library's Facebook page has been a positive.

New Business:

Rick Larson moved we pay the \$200 for Rachel to participate in the new Leadership Mitchell County classes from Sept. 2010 – May 2011. Connie Kopsa seconded. Motion passed.

Rick Larson opened a discussion again on starting a Friends of the Library group. Connie Kopsa agreed to help research what our library would need to do to get a group started. Rick said he had some good sources already.

Changes to the Port Library policy were suggested as follows:

II. Library Lending.

A. Who May Borrow.

“Those under eighteen (18) must have a parent's or guardian's signature in ink on their registration before any materials may be checked out.” Addition: Parents need to be registered themselves at the time they complete registrations for their children. Parents may register with their children simultaneously.

IV. Library Services.

C. Children's Services

Addition: Programming in conjunction with these services varies from event to event. The parameters for programming connected to the services is to be set by the Youth Services Librarian before the event in conjunction with the Director and will be enforced by the rest of the staff.

Rick Larson moved that we accept the policy changes as stated. Kitty Wagner seconded. Motion passed.

On Thursday, June 10th at 11:30 a.m. Rick Larson, Rachel Malay, Verlin Kolman, and Kitty Wagner will meet with the architect, Donnie Marrs, regarding plans for a new building or retrofitting the existing former cafeteria building on the previous youth center property. Kitty Wagner brought up the idea that we would need something concrete from the city about the youth center cafeteria building before we have Donnie Marrs produce estimates. James Crowley agreed with Kitty. He stated the building in question will be available to us. Verlin Kolman passed out a sheet with some ideas to consider about a new building (retrofit or newly built) to present to Mr. Marrs. All board members agreed with his needs and ideas.

Old Business:

Rick Larson moved that the Board go into executive session. Connie Kopsa seconded. The Board went into executive session at 6:19 pm for 15 minutes to discuss non-elected personnel. Rachel Malay came in to the executive session at 6:25 PM. Executive session ended at 6:27 pm. No decisions were made.

Rick Larson moved that we accept the Resolution for Budget Approval as follows: “Resolved by the Board of Trustees of the Port Library, having determined that the tax revenues and budget for operations in 2010 will not meet the requirements for operation in the next year, a Year 2011 budget and property tax increase of \$4,755.00 will be adopted.” Connie Kopsa seconded. This resolution was adopted with the Board of Trustees voting in favor, in an action of the board on June 7, 2010.

Connie Kopsa moved to approve the wage and salary scale as presented for July 2010 – June 2011, beginning July 1, 2010. Jeri Bates seconded. Motion passed.

Rick Larson moved to adjourn. Kitty Wagner seconded. Meeting was adjourned at 6:32 pm.

Next meeting will be TUESDAY, July 6 at 5:30 PM.