

PORT LIBRARY MINUTES

Date 6/3/2013

President Rick Larson called the meeting to order at 5:30 p.m. Members present were Rick Larson, Verlin Kolman, Connie Kopsa, Craig Cousland, John Highland, Keith Bottrell, Tori Bowers and librarian Rachel Malay.

The minutes of the May meeting were reviewed. Craig made a motion to approve the minutes, seconded by Connie; the motion carried 7-0.

The financial report and bills to be paid were reviewed. It was clarified that the budget is for a calendar year and some accounts are paid on a yearly basis. Further, the low balance in the maintenance fund reflected major sewer repair. Connie made a motion to approve the financial report and pay the bills, seconded by Keith; the motion carried 7-0.

Rachel provided a STATISTICAL REPORT concerning library and Shaffer room use. Further, noting staff activities for the month.

OLD BUSINESS:

Connie reported on the entrance landscaping, which is progressing well. The drip system, name bricks, buffalo grass and flag stone area remain to be completed. We are in need of donated flag stones.

Rick and Craig met city council members concerning parking, council members were positive toward need for parking. It was agreed the law enforcement center should be first and a reminder that school employees should use the South lot.

NEW BUSINESS:

Tori, by lot was assigned the 2 year term, with the understanding she may serve 2 additional 4 year terms.

There will be a 6:30p.m. trustee training, on June 4 at Cawker City; Craig will provide transportation, leaving the Library at 6:00.

Rachel reviewed the budget process, it was agreed to discuss and finalize the budget at the July meeting.

OTHER TRUSTEE BUSINESS:

Rachel was asked to facilitate the installation of alarm on the Genealogy room door and to request that the city secure the basement tunnel entrance.

Connie made a motion to adjourn, seconded by Craig; the motion carried 7-0. Meeting adjourned, at 6:28 p.m.

Verlin Kolman, Secretary