

Port Library Board of Trustees Meeting Minutes  
June 9, 2014

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

The minutes of the May meeting were reviewed.

The financial report and bills to be paid were reviewed.

The director's report was reviewed. Rachel mentioned that attendance was up this summer due to the programs going on in the library. We had a discussion about DVD check-outs and late fees. The circulation assistant position has been filled. Some paperwork needs to be finished up and the new assistant will start at the end of June. Keith Bottrell made a motion to accept the minutes of the May meeting, the financial report and the director's report. Lorraine Jensby seconded and the motion carried 5-0.

OLD BUSINESS:

The library received one insurance quote from State Farm Insurance. There was discussion over the three different quotes from State Farm involving different deductibles. After going through each of the quotes, a motion was made by Tori to accept the bid from State Farm with the \$10,000 deductible. The premium will be \$4240.00 annually with an additional \$649 for worker's compensation. Joyce McKinney seconded the motion and the motion carried 5-0.

NEW BUSINESS:

There was discussion involving the Electricity and Water Use Responsibility in the library's lease agreement with the city. According to the lease, contract renegotiation for water and electricity is to happen 24 months from the library's occupancy of the building. That is July 1<sup>st</sup> of this year. We have a recommendation reading "The contents of Section 6a and 6b remain in effect for the remaining term of the lease." Keith made a motion to accept the contract negotiation suggestion and to allow Verlin to represent the board when speaking with the city. Lorraine seconded the motion and the motion carried 5-0.

Keith made a motion to go into executive session at 6:15 p.m. for 5 minutes to discuss non-elected personnel. Tori seconded the motion and the motion carried 5-0. No decisions were made during the executive session. The meeting room was opened at 6:20 p.m.

There was a motion made by Tori to accept the salary schedule changes as suggested by the director to go into effect July 1 and John seconded.

A motion was made to adopt the budget recommendations and pass a GAAP waiver as presented by the director, board president, and treasurer for the year 2015. The resolution for budget approval reads: "Resolved by the Board of Trustees of the Port Library; having adopted a budget for the operations in the fiscal year of January – December 2015, the library requests the current full mill levy limit of 7 mills be granted as determined by the City of Beloit for 2015." Lorraine seconded and the motion passed.

OTHER BUSINESS:

The planting bed in the front of the library was discussed with the following suggestions for improvement:

Look into a watering system

Identify the plants with signage

Extend the planting bed to the sidewalk

Add more mulch or change the groundcover around the plants.

No action was taken at this time.

With no further business to discuss, the meeting was adjourned at 6:25p.m.

Tori Bowers, secretary