

Port Library Board of Trustees
Minutes May 2, 2011

The Port Library Board of Trustees met Monday May 2, 2011. Trustees present were Verlin Kolman, Rick Larson, Craig Cousland, Sally Williams, Connie Kopsa and Kitty Wagner. Director Rachel Malay and Friends of the Library President Sharon Treaster were also present. Mandy Fincham from North Central Kansas Regional Planning was also present.

Meeting was called to order at 5:27 p.m.

Minutes from the April 4th, 2011 meeting were reviewed. Rick Larson made a motion to approve minutes of the April meeting. Craig Cousland seconded. Motion passed.

The one item on schedule for Old Business was moved up to accommodate conflicting schedules. Mandy Fincham from North Central Regional Planning is working on the Tax Credit application for the Library. Rachel and Verlin have also been working with Mandy on this project. Today, Mandy contacted Darcel at Frasier & Johnson. Darcel has a lot of information that will help precipitate the application. We are currently under the wing of The Mitchell County Community Foundation.

It has been determined that the Mitchell County Community Foundation will be the Primary Applicant. Curt Frasier, as the representative of the Mitchell County Community Foundation, will sign as the applicant. The Port Library is the Sub-applicant. All donations to the tax credit grant program will go through the Mitchell County Community Foundation.

Mandy will need the May 2, 2011 minutes from the Port Library Board of Trustees approving the Tax credit Application, 10 Letters of support and donation, information from the architect Donnie Marrs and budget information from Rachel. Mandy is listing the Port Library's goals and objectives, specific donations and promised future monies in the application. The Tax Credit application is due by Thursday, May 5th.

The Financial Report was reviewed. Craig Cousland made a motion to approve the financial report and pay all bills. Motion was seconded by Connie Kopsa. Motion passed.

Directors Report:

April 6th -- Rachel attended KLA in Topeka.

April 10-16th -- National Library Week

April 11th -- Friends of the Library meeting, making final plans for the Book Sale

April 14th -- Rotating Book Van here.

April 17th -- Leadership Mitchell County -- Rachel's Graduation!

April 20th -- Rachel attended workshop on E-Books and E-Readers.

April 21st -- Recorded the first Port Picks Radio spot on KVSU.

Tune in on May 7th - 8:30 a.m.

Last week of April, Friends of the Port Library hosted their first Book Sale!

Looking ahead --

May 11th -- CKLS Spring Assembly

President of the Friends of the Library, Sharon Treaster, was proud to announce that the Book Sale made over \$500.00! The Friends of the Library will present a check to The Port Library on Monday May 9th, at 6:00 p.m. The Beloit Call newspaper will be here to report and take photos. Chairman Verlin Kolman thanked Sharon & the Friends of the Library for all of the hard work and time donated to the project.

Old Business:

Using his powers of persuasion, a copy of the New Library floor plan, the attached information sheet and the intent of financial support form, Verlin Kolman contacted 51 Businesses and 20 individuals in the area about donations for the Tax Credit Grant Application. Also see the Ad in the Waconda Trader.

Verlin also gave each of us a copy of the above information and a copy of the tax credit project Budget form. He also wanted to present a letter of support from the members of the Port Library Board of Trustees to the Tax Credit Review Committee. Corrections will be made. Verlin will be gathering signatures on Tuesday.

Mandy will Email the preliminary application to Rachel & Verlin, they will review the application and paperwork and forward to other board members.

Rick Larson made a motion to approve the Tax Credit Application as prepared by the North Central Kansas Regional Planning Commission. Motion was seconded by Sally Williams. Motion passed.

New Business:

Election of Officers for 2011-2012

Nominations as listed:

Chairperson:	Verlin Kolman:	Nominated by Rick Larson, Second by Connie Kopsa.
Vice Chairperson:	Kitty Wagner:	Nomination by Rick Larson Second by Craig Cousland.
Treasurer:	Sally Williams:	Nominated by Craig Cousland, Second by Rick Larson.
Secretary:	Rick Larson:	Nominated by Kitty Wagner, Second by Craig Cousland.

A motion was made by Connie Kopsa and seconded by Craig Cousland to cast a unanimous ballot to approve the Election of Officers. Motion passed. Election of Officers for 2011-2012 was approved.

New for this year, Rachel distributed a Calendar of Library Board events, a reminder for monthly Library Board activities. Rachel also distributed a draft of the 2011-2012 board directory and asked for changes or corrections.

Director Rachel Malay presented one of the new Library Cards. It consisted of a pack of two cards, one credit card size and a smaller key chain card. Rachel also had copies of proposed new adult & children's library registrations. Patrons will need to fill out and sign registration. Adults are responsible for their Library card. Parents of children under 18 may choose to have their child's card remain at the library. They will receive and sign a new library card. This card must be presented at each checkout or accessing computers. Cards are valid for 3 years and will be renewable at that time. The replacement cost of a lost

card is \$2.50.

Rachel suggested an addition of a library card policy (section A-1 in the service section of the policy) and inclusion of the library registration (Appendix K). The board reviewed the policy and made changes as recommended. Changes are noted in the official copy of board proceedings and the approved policy and appendix will be filed in the official policy book. Rick Larson made a motion to adopt the policy as recommended. Connie Kopsa seconded the motion. Motion passed.

Other Business:

Patron David Porter suggests investments of funds into gold and silver stock. At this time the board anticipates using the existing funds to cover building expenses before reinvesting or changing our current investment situation would be beneficial.

Kitty Wagner asked if someone representing the Mitchell County Community Foundation could attend a Library Board meeting. Several members thought this would be a good learning experience. An open public meeting may also be good PR and help to answer some of the questions about funding the new Library.

Rick Larson made a motion to adjourn the meeting. The motion was seconded by Sally Williams. Motion passed. Meeting was adjourned at 6:39 p.m.

Next Meeting: Monday June 6, 2011 - 5:30 p.m.

Chairman

Secretary