

Port Library Board of Trustees Regular Meeting Minutes

May 12, 2014

The meeting was called to order at 5:30 PM. Members present were John Highland, Verlin Kolman, Keith Bottrell, Tori Bowers, Lorraine Jensby, and librarian Rachel Malay. Joyce McKinney joined a few minutes later.

As the officers, with the exception of Verlin Kolman, retired at the previous meeting, Verlin acted as president with Rachel Malay taking minutes.

The minutes from the April meeting were reviewed and Keith Bottrell motioned to accept them as written. John Highland seconded and the motion carried.

The financial reports were reviewed. John Highland made a motion to accept the financial reports as written and pay all bills. Keith Bottrell seconded and the motion carried.

The Director's report was reviewed. The spring session of Story Port ended and Andrea Weidenhaft, youth services librarian, attached a short report. The rotating van visited. The library held an Easter Book Basket drawing and a program on cookbooks at the Port Library. Librarian Marla Evert-Sarver attended a workshop on reader's advisory. The Friend's group met, but the library board is still waiting on copies of the minutes. CKLS used the library meeting room for a workshop on Excel. The display case in the entryway has been completed. The statistics were reviewed and a question arose about checkouts of digital books on Overdrive. This number is kept for state reporting but not currently on the monthly statistics report.

OLD BUSINESS:

There was continuing discussion on the library's current insurance policy. The coverage amount for the building was discussed and the board agreed the amount was a little low. The the future library president will visit with the city. Additionally, the board felt that the library's coverage was a bit high, and Verlin Kolman moved to send bids to State Farm, Fouts, and Litton's for the following coverage amounts: Valuable Papers: \$500,000; Computers & Electronics: \$15,000; Business Property: \$181,000; Premises Medical: \$5,000; Liability on 11,000 sq. ft.: \$500,000/\$1,000,000; Workman's Comp. based on \$102,500 payroll. Terms of coverage to be July 2014 – June 2015. Tori Bowers seconded and the motion carried.

NEW BUSINESS:

Members were nominated for a 1 year term in the officer positions as follows:

- Keith Bottrell nominated Verlin Kolman for the position of President.
- Tori Bowers nominated Keith Bottrell for the position of Vice President.
- Verlin Kolman nominated Tori Bowers for the position of Secretary.
- Keith Bottrell nominated John Highland for the position of Treasurer.

Joyce McKinney then made a motion that nominations cease and a unanimous ballot be cast for the officer positions as nominated. Lorraine Jensby seconded and the motion carried.

The library has an opportunity to take advantage of a video gaming grant through the State Library of Kansas. Part of the grant application required changes to the library's video game policy. The following additions were discussed:

The library may provide a gaming console on which to play games. This console (or consoles) are for use during library sponsored programming and other times as authorized by the director, youth services director, or head of circulation. Consoles will not be circulated or leave the building.

Any patron using a library console and/or attending a library video game program must sign a release form. If the patron is age 18 to 15, a parent/guardian must also sign the release form, but need not be present. If the patron is 14 to 7 the parent/guardian must sign and a parent/guardian/teacher be present in the building while the console is used. (See Service Policy Part X – Computer Access Policy, Section D – Staff Assistance.) Patrons under the age of 7 must have a parent present. The parent will sign the release form and be responsible for their child's actions while using the console. (See Service Policy Part V – General Service, Section C – Unattended Children.)

Anyone, regardless of age, who uses the library console is expected to abide by Part IV of the Service Policy (general behavior).

Any damage to the console, controllers, accessories, projector, or television must be reported immediately. The director will determine if the damage occurred from regular use or if the unit was abused. Consequences or reimbursement will be determined by the director at the time of reporting.

The library is not responsible for content within video games played. (See Service Policy Part II – Library Lending, Section D-1: Parental Rights.)

Patrons may bring their own discs, controllers, or other accessories to use, but the library is not responsible for damage incurred.

The library may, at any time and for any reason, restrict or discontinue providing consoles on which to play games.

Lorraine Jensby moved that the library accept the proposed changes to the video game policy and apply for the grant. John Highland seconded and the motion carried.

OTHER BUSINESS:

A list of meeting dates for the following 12 months was presented. Joyce McKinney moved that the dates be accepted and Tori Bowers seconded. The motion carried.

The current state of the landscaping out front of the library was discussed. The board was asked to take a look at the condition and discuss options at a future meeting.

The meeting was adjourned at 6:30 pm.

Rachel Malay, temporary secretary.