

MINUTES PORT LIBRARY BOARD OF TRUSTEES  
November 2, 2009

The Port Library Board of Trustees met November 2, 2009, for the regularly scheduled Meeting. Chairman Rick Larson, called the meeting to order at 5:30PM. **Present** were Rick Larson, Carol Porter, Sally Williams, Kitty Wagner, Mike Wilkison, Verlin Kolman, Director Pat Heidrick and Rachel Malay, Youth Services.

Rick moved the Trustees go into a **20-minute executive session** to discuss non-elected personnel with Pat Heidrick and Rachel Malay remaining. Sally Williams seconded the motion and it passed. Executive session closed at 5:50 PM. There were no decisions made.

At 6 PM Rick Larson moved the Trustees go into a **10-min. executive session** to discuss non-elected personnel. Verlin Kolman seconded. Motion passed. Executive session ended at 6:10PM.

There were no decisions made.

Craig Cousland, City Council rep, Janice Bassford, Harry Willems, CKLS Administrator & Chris Rippel, CKLS consultant joined the open session at 6:10 PM. All present took a short break for beverages, sandwiches, and dessert.

Verlin Kolman moved the **minutes** of the last meeting be approved as read. Kitty Wagner seconded and motion passed. The **financial report** was read. Mike Wilkison moved the report be approved and all bills be paid. Rick seconded and motion passed.

Director's report followed

- Rachel attended the annual Youth Services conf. in Salina on the 8<sup>th</sup> of Nov.
- Marla attended a workshop "Supporting Book Clubs" in Concordia
- The library has received the promised federal labor law information relating to youth employment.
- The Census Bureau is asking the library to provide space for a kiosk and an occasional census worker in 2010.
- The storm door by the circulation desk will be installed soon.
- Pat has prepared a detailed transition notebook for Rachel's use to ease her transfer to the Director's position.
- Rick plans to attend a meeting in Lincoln Nov. 11<sup>th</sup> on the subject of Friends groups.

**Old business:**

Insurance coverage from Fouts Insurance was reviewed with information previously presented for Trustee consideration. Mike Wilkison moved and Kitty Wagner seconded the insurance coverage for property be increased to \$40,000.00 and coverage for materials be increased to \$1,000,000.00. The changes to be implemented at renewal of our current policy in 2010. The motion passed. Pat was directed to inform Fouts Insurance Agency of our request.

A Public Participation policy draft as presented last meeting was discussed. Kitty Wagner moved and Carol Porter seconded the motion. Motion passed. (SEE attached.)

Mike Wilkison moved to appoint Rachel Malay Port Library Director effective January 1, 2010. Verlin Kolman seconded. Passed.

Verlin Kolman moved the board accept the recommended changes in job descriptions for

Youth Services and Adult Assistant. Mike Wilkison seconded and motion passed. (SEE attached )

The Parental Rights policy was presented and explained. Sally moved the policy be accepted. Rick Larson seconded and the motion passed. (SEE attached.)

Rick Larson moved the meeting adjourn at 6:41 PM for a training session led by Harry Willems, CKLS Administrator, and Chris Rippel, CKLS consultant.

(Materials from that training session are available along with the official copy of the minutes at the Port Library.)