

Port Library Board of Trustees Meeting Minutes  
October 13, 2014

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

The minutes of the September meeting were reviewed with one spelling error changed.

The financial report and bills to be paid were reviewed.

The director's report was reviewed. Rachel noted that Story Port started again for the fall. The Schafer Room is being used by several groups this month. And the next program will be held on Oct. 23<sup>rd</sup> which will be Minecraft night. Keith made a motion to accept the minutes of the September meeting, the financial report and the director's report. Lorraine seconded and the motion carried 6-0.

Old Business:

After last month's hail storm, the insurance adjuster has been out to inspect the roof on the library. There has been some leaking due to damage and the roof needs to be repaired. The Parks and Rec department has been out and they have made minor repairs to the roof to temporarily stop leaks. The Library Board would like to see the roof replaced with better material that will last longer. Keith made a motion to appoint Verlin to talk with the city and get the cost to upgrade to a permanent solution. The motion was seconded by Lorraine and the motion carried 6-0.

New Business:

Each board member was given a copy of the evaluation for the director. We are asked to fill it out and bring it back to next month's meeting to discuss. The board would also like Rachel to submit written evaluations of the other employees at the library. Verlin made a motion that the statement "the librarian will submit written evaluations of other library employees" be put in the policy handbook. Tori seconded and the motion carried 6-0.

There were a few changes made to the director's job outline. They were changes regarding floors of the building. John made a motion to accept the revisions made to the director's job outline. Keith seconded, and the motion carried 6-0.

The Disposal of Surplus Property policy needs to be added to the handbook to meet requirements for the incentive grant. Rachel submitted a proposed policy and the board made a suggestion for an amendment to the policy stating "The director will notify the board of the disposal or sale at the next meeting." Lorraine made a motion to accept the policy as amended. John seconded and the motion carried 6-0.

With no further business to discuss, a motion was made by John to adjourn the meeting, seconded by Verlin. The meeting was adjourned at 6:24 p.m.

Tori Bowers, secretary

Next meeting will be Monday, November 10, 2014 at 5:30 p.m.