

Port Library Board Minutes
September 7, 2010

The meeting was called to order at 5:30. Trustees present were Verlin Kolman, Sally Williams, Kitty Wagner, Connie Kopsa, Craig Cousland, Jeri Bates and Rick Larson. Also present were library director Rachel Malay, Beloit City Administrator Glenn Rodden and council members Denis Shumate, James Crowley and Matt Otte.

Minutes from August 2, 2010 meeting were reviewed. Craig Cousland motioned to approve the minutes and Jeri Bates seconded. Motion passed. The financial report was given by Rachel Malay. Rick motioned that we approve the financial report and pay all bills. Kitty seconded and motion passed. The amended July financial report was also approved.

Rachel provided her director's report with the following highlights:

*The library's automation process continues. The library is now closed on Tuesdays to allow staff to work on this in a more efficient manner.

*Statistical report revealed that even though the library is closed on Tuesdays, the number of patrons served has not declined.

- The library has cancelled its subscription to the Topeka Capital Journal. A new subscription has been taken with the Hays Daily News.
- Julie Crowley, with Parents As Teachers will be hosting a new program for children this fall at the library.

In old business, the trustees discussed the three best options for the location and possible cost of a new library building. Following the discussion, which included city council members and administrator Rodden, it was decided that a survey will be developed to poll the public. The survey will hopefully provide the city council and library board members with some direction as to the wishes of the citizens of Beloit and surrounding communities. The three options continue to be (in no particular order):

1. Retrofit Youth Center Cafeteria Building (11,000 sq. feet)
2. Retrofit Youth Center Cafeteria Building with an addition of 5,000-5,500 square feet
3. New library building with 16,500 square feet. This could either be at 5th and Mill or on old Youth Center ground.

Rachel informed the group that with the number of books we have and the population served by the library, the state library of Kansas standards suggests an area no smaller than 13,500 square feet. Our library would not be penalized if it is smaller, but this is the size that the state library board recommends.

Verlin proposed the following timeline for the survey:

September – November: Develop, distribute and collect a survey to help solicit input as to location and cost of new library.

December-March: Develop blueprints and explore financing such as grants, etc.

April: collect bids and consider a ballot issue

It was decided that a meeting will be held in mid October to inform the public of the three options.

The survey will be sent out with the November city bill. The plan is to have them collected in 1-2 weeks. The library board and city council can then make a more informed decision for the new library.

In new business: Connie Kopsa informed the group about a Friends of the Library group that she and Rick are developing. She requested permission to spend \$60-\$100 on advertising. She made a motion for this and it was seconded by Craig. Motion carried

Rachel asked that the new wireless Internet policy be implemented immediately. Rick motioned and Connie seconded that this be done. Motion carried.

A work session was scheduled for Monday, September 20th at 5:30. This will be to help develop ideas for the survey regarding the new library. A committee will then be formed by 2 members from the library board and 2 from city council to help write the survey.

Motion was made by Rick to adjourn, Sally seconded.

Meeting adjourned at 6:20.

Work session will be Monday, September 20th. Next meeting will be Monday, October 4th.

***Addendum by Director Rachel Malay

The library board met Monday, September 20th in a work session to discuss edits to the survey prepared by the city council. The work session lasted from 5:30 to approximately 6:50 PM. All members were present. The discussion continued the next day via e-mail. A meeting with City Administrator Glenn Rodden and Council Members James Crowley and Bob Richards was scheduled for September 23rd at 4:00 at the city offices to discuss changes to the survey. Edits were finished and the board agreed to have Director Rachel Malay and Board Member Craig Cousland represent the board at the meeting with the council members. Rachel and Craig were given editing and veto power by the board during Thursday's meeting.

On Thursday, September 23rd Rachel and Craig met with Mr. Rodden, Mr. Richards, and Mr. Crowley. The meeting lasted from 4:00 to approximately 5:20. The council members and Mr. Rodden presented an edited version of the survey as well. The group decided to go with the library's version, with minor adjustments. The final version of the survey will be numbered and sent out in the utility bills, to be returned to the city or library by October 15th. A copy of the survey is attached to these notes.

On Monday, September 27th the board met to collaborate on an article series for the Beloit Call explaining the choices on the survey in detail. Verlin Kolman, Rick Larson, Kitty Wagner, Sally Williams, Craig Cousland, and Connie Kopsa attended. Rachel Malay was also present. The meeting began at approximately 5:35 and ended around 6:30. Verlin Kolman had put together a rough draft of each of the articles. The board members discussed the first article in detail, and then Rachel suggested everyone continue the discussion via e-mail. The first article was published in the Beloit Call on October 1st, the second on October 4th, and the final article is planned for October 6th.