

COUNTY OF ST. PAUL NO. 19

LIBRARY BOARD MEETING

MINUTES – JANUARY 3, 2018

Members Present:

Councillor Laurent Amyotte, Councillor Maxine Fodness, Lorna Conner, Connie Currey, Corrine Wieler-Harris, Levina Ewasiuk, Laverne Wilson, Betty Way (Recording Secretary)

1. CALL TO ORDER:

Lorna Conner called the meeting to order at 7:00 p.m.

a. Additions to Agenda:

Councillor Maxine Fodness moved that the Agenda be accepted as amended. **Carried.**

2. MINUTES OF MEETING:

The Minutes of December 6, 2017 Organizational and Regular Meeting were distributed to Members.

Councillor Laurent Amyotte moved that the Minutes be approved as circulated. **Carried.**

3. TREASURER'S REPORT:

Members glanced over Treasurer's Report, January 1 – December 5, 2017 as presented.

Funds Received -	\$163,613.37
Expenses Paid Out -	<u>153,486.00</u>
Bank Balance to December 31, 2017	\$ 10,127.37
Total Committed Funds -	<u>\$ 1,101.12</u>
Total Non-committed Funds -	\$ 9,026.25

Motion that Treasurer's Report be approved as presented, moved by Connie Currey. **Carried.**

4. **N.L.L.S. REPORT:**

Councillor Laurent Amyotte informed Members that from an Executive Meeting that took place in December, a number of staff changes took place. Councillor Laurent Amyotte also announced that the 2018 Budget was approved.

5. **BUSINESS ARISING FROM MINUTES:**

a. **Library Board Insurance – General Liability & Accident Coverage:**

Members expressed their opinions noting item should be discussed further. Kyle Attanasio will be approached for more information if need be.

Laverne Wilson moved that this item be tabled to next meeting. **Carried.**

b. **ALC 2018 – April 26 - 29, 2018 - Jasper:**

Councillor Laurent Amyotte, Councillor Maxine Fodness, Lorna Conner, Connie Currey and Corrine-Wieler Harris confirmed their attendance for the ALC.

Councillor Maxine Fodness moved that above noted Members be approved to attend the ALC in Jasper. **Carried.**

c. **New Ashmont School – Learning Commons – Inventory of Assets:**

Members discussed with the new Ashmont School being built, that an Inventory of our Assets shall be taken from within the Ashmont Public Library. Corina Idzan shall be notified of our request along with Pauline Dechaine from the Mallaig Public Library, who will prepare an Inventory as well.

d. **Budget Approval – Council Meeting, December 13, 2017:**

Members were informed that the 2018 Library Board Budget was approved as presented at the December 13, 2017 Council Meeting.

e. **St. Paul Municipal Library – 2018 Service Agreement Funding Letter:**

Members were informed that the St. Paul Municipal Library received our letter in support of their request, with Service Agreement funding now totaling \$47,000.00.

6. **NEW BUSINESS:**

a. **Ashmont/Mallaig Public Libraries – Time Sheets/Stats/Reports/Pictures:**

Members reviewed correspondence material from our Libraries.

- b. **Ashmont Library: Additional Hours (3) Christmas Craft Activities:**
Concern rose to additional hours being calculated without prior approval from the Board knowing that our Librarians must comply to our Policies.

Councillor Maxine Fodness moved that a letter be addressed to our Librarians of the Ashmont and Mallaig Public Libraries, reminding them that they must conform to the Library Board Policies and Procedures. **Carried.**

- c. **Ashmont Library: NLLS Purchase of Supplies – Allocation Balance:**
Members were informed of a purchase through NLLS, which brought the Ashmont Public Library's Allocation balance to a negative position. It was noted that there was a lengthy delay in NLLS sending the invoice for payment.

- d. **Policies and Procedures Manuals:**
Lorna Conner stated that the Board will review at the next meeting.

- e. **Plan of Service 2018:**
This document as Lorna Conner also mentioned, will be reviewed at the next meeting of the Board.

Councillor Laurent Amyotte moved that we address the Policies and Procedures Manual and the Plan of Service 2018 at our next meeting if timing allows, noting necessary changes, with copies made for Board Members. **Carried.**

- f. **Best Practices for School Housed Public Libraries – Request for Input:**
Lorna Conner informed the Board of this Survey that Public Library Services is compiling information upon. Members will glance over and give their input by January 12, 2018.
Lorna Conner spoke of the importance to the design of just how our Public Library signage should appear at the new Ashmont School.

- g. **Accounts Payable:**
Members glanced over our Accounts Payable Register;
December 6 -19, 2017 - Totaling \$2,739.80

Corrine Wieler-Harris moved that our Accounts Payable Register be approved as presented. **Carried.**

- h. **Presentation – Elk Point Municipal Library:**
Laverne Wilson stated that some Members of their Board would be interested in attending our next upcoming meeting.

Connie Currey moved that an Invitation as Delegations at our next meeting be extended to the Elk Point and St. Paul Municipal Libraries. **Carried.**

At Invitation to our next meeting shall be forwarded to our Librarians as well;
Corina Idzan, Ashmont Public Library and Pauline Dechaine, Mallaig Public Library.

It was noted that the Annual Reports from our Libraries will also be presented at our next meeting, as deadline for submission is February 28, 2018.

Letter of Request - Elk Point Municipal Library:

Laverne Wilson shared with the Board this letter of request for an increase to the 2018 Service Agreement funding in the amount of \$2,500.00, which would be utilized towards their computer replacement project.

Corrine Wieler-Harris moved that this Letter of Request be filed for information at the present time and if funding would permit, then this request for additional funding would be granted. **Carried.**

7. **CORRESPONDENCE:**

No Correspondence material to mention.

8. **NEXT MEETING:**

Following a discussion of the Board, Councillor Maxine Fodness moved that the previous motion from the December 6, 2017 meeting be rescinded, which stated that our meetings be set for the first Wednesday of every month at 7:00 p.m.

Motion shall now state that the Board meet on the fourth Wednesday of every month whenever possible, with the exception of February, which will be scheduled for February 21, 2018 – 7:00 p.m. **Carried.**

9. **ADJOURNMENT:**

At 9:00 p.m., Connie Currey moved that the meeting be adjourned. **Carried.**

Date

Chairperson