

COUNTY OF ST. PAUL NO. 19

LIBRARY BOARD MEETING

MINUTES – MAY 23, 2018

Members Present:

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

1. CALL TO ORDER:

Lorna Conner called the meeting to order at 5:00 p.m.

a. Additions to Agenda:

No additions were made to the Agenda.

Councillor Laurent Amyotte moved that the Agenda be accepted as presented. **Carried.**

2. MINUTES OF MEETING:

The Minutes of the April 23, 2018 Meeting were distributed to Members.

Connie Currey moved that the April 23, 2018 Minutes be approved as presented. **Carried.**

3. TREASURER'S REPORT:

Members glanced over Treasurer's Report, January 1 – May 22, 2018 as presented.

Funds Received -	\$130,838.98
Expenses Paid Out -	<u>105,276.49</u>
Bank Balance to May 22, 2018	\$ 25,562.49
Total Committed Funds -	<u>\$ 7,772.91</u>
Total Non-committed Funds -	\$ 17,789.58

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

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

Councillor Laurent Amyotte informed Members that an Executive Meeting took place on May 5, 2018. Mention of NLLS Policies and Procedures being reviewed.

5. **BUSINESS ARISING FROM MINUTES:**

- a. **Ashmont Public Library – Stats/New Items Ordered:**
Members received clarification that no new items were ordered because of when funding was received and a change-over of staff.
- b. **ALC 2018 – April 26-29, 2018, Jasper**
Councillor Maxine Fodness and Corrine Wieler-Harris expressed their pleasing comments from the Conference.

6. **NEW BUSINESS:**

- a. **ALC 2019 – Reservations Confirmed, Fairmont JPL:**
Betty Way announced that accommodations are confirmed for the 2019 ALC; six rooms are reserved at the Fairmont Jasper Park Lodge.
Board Members discussed the cost factor for accommodation at the JPL and a comparison shall be done with other Hotels in the Jasper town site.
- b. **Mallaig Public Library:**
 - **St. Paul Education – Cost Sharing ALC 2018**
Members were informed that \$500.00 was received from St. Paul Education for cost sharing of Librarian, Pauline Dechaine's 2018 ALC fees.
 - **Alberta Association of Library Technicians Conference, Drumheller:**
With Pauline Dechaine's decision to attend this Conference, Corrina Wieler – Harris moved that the Board reimburse Pauline for her Registrations Fees for the Conference in the amount of \$380.00. **Carried.**
- c. **Mallaig Public Library:**
 - **Damaged Book from Grande Prairie Public Library – Patron Fees**
After some discussion, Councillor Laurent Amyotte moved that the Library Board pay this amount of \$180.70 with fees coming through from Allocation Funds. **Carried.**
- d. **Ashmont and Mallaig Public Libraries – Time Sheets/Report:**
Members glanced through Statistics and Reports from our Libraries.

Members acknowledged Pauline Dechaine's request to stay open an extra hour during the Summer Reading Program on Thursdays from 12:00 to 1:00 p.m., due to the time frame for the van delivery run.

Councillor Maxine Fodness moved that the Board agree to allow the Mallaig Public Library to remain open an extra hour on Thursdays until 1:00 p.m. to accommodate the van delivery. **Carried.**

Mallaig Public Library – Summer Reading Program:

Pauline Dechaine acknowledged help from a Student, inquiring on gesture of appreciation for her volunteer assistance. Further details of payout through our Payroll Department will be checked into.

Mallaig Public Library - Fall Programming:

Pauline Dechaine would like to propose that Mallaig Public Library remain open until 7:30 or 8:00 p.m. on Wednesdays to accommodate Patrons. This item will be brought back to our fall meeting.

e. Ashmont Learning Commons – Meeting, May 23, 2018

Lorna Conner, Connie Currey and Councillor Maxine Fodness attended this meeting at the Ashmont Elementary School, joined by the Librarians and Principals, Denise Warchola and Darrel Kachmarchyk. Board Members were informed of plans underway for the new Ashmont School Learning Commons.

Lorna Conner will address correspondence to Ashmont Public Library Librarian, Corina Idzan about the Ashmont Public Library closure and arrangements will be made to have Computers/Furniture items that will not be utilized at the new Library picked-up.

f. Accounts Payable:

Members glanced over our Accounts Payable Register;
April 23 – May 18, 2018 – Totaling \$3,263.61

Connie Currey moved that our Accounts Payable Register be approved as presented. **Carried.**

g. Policies and Procedures: Members focused back to our Manual, reviewing and discussing items, making necessary changes.

Mention was made of an introduction to our Emergency Disaster Plan for our Librarians and First Aid Training for our Volunteers.

Sheila Kitz will be made aware of this request for training and contact will be made with Rob Duffy.

Councillor Maxine Fodness moved that the County of St. Paul No. 19 Library Board Policies and Procedures be approved as revised. **Carried.**

7. CORRESPONDENCE:

Members glanced over a number of items.

8. NEXT MEETING:

It was noted our next meeting be scheduled for September 26, 2018 – 5:00 p.m.

Councillor Maxine Fodness moved that approval be granted to Library Board Members wishing to be in attendance at the NLLS Conference, September 20 & 21, 2018. **Carried.**

Conference Packages shall be forwarded to Members with Registrations confirmed.

9. ADJOURNMENT:

Connie Currey moved that meeting be adjourned at 8:05 p.m.