

COUNTY OF ST. PAUL NO. 19

LIBRARY BOARD MEETING

MINUTES – MAY 25, 2020

Members Present:

**Corrine Wieler-Harris – Chairperson
Connie Currey – Vice-Chairperson
Shannon Quinney
Betty Way - Secretary/Treasurer**

Members – Virtual Zoom:

**Councillor Laurent Amyotte
Councillor Maxine Fodness
Levina Ewasiuk, Laverne Wilson
Corina Idzan, Pauline Dechaine**

1. CALL TO ORDER:

Corrine Wieler-Harris, Chairperson, called the meeting to order at 4:32 p.m.

a. Additions to Agenda:

Item 6. 1. Budget Deliberation

Corrine Wieler-Harris stated that a letter of thanks shall be addressed to County Council.

Councillor Maxine Fodness then moved the adoption of Agenda as amended.
Carried.

2. MINUTES OF MEETING:

The Minutes of the February 24, 2020 Meeting were distributed to Members.

Councillor Laurent Amyotte moved that the February 24, 2020 Meeting Minutes be approved as presented. **Carried.**

3. TREASURER'S REPORT:

Members glanced over Treasurer's Report, January 1 – May 21, 2020 as presented.

Funds Received -	\$159,775.23
Expenses Paid Out -	<u>101,236.76</u>
Bank Balance to May 21, 2020	\$ 58,538.47
Total Committed Funds -	<u>\$ 16,958.15</u>
Total Funds Remaining -	\$ 41,580.32

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

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

Councillor Laurent Amyotte commented on NLLS Newsletter that was forwarded to all Members. Councillor Laurent Amyotte spoke of the impact of the COVID-19 Pandemic and the protocol that our Libraries must undertake, outlining safety measures and guidelines that must be followed for the safety of our staff and patrons.

Mention of Inter-Library Loans being suspended until further notice.

Zoom Training – June 6, 2020

Annual General Meeting for ALTA – June 13, 2020

5. **BUSINESS ARISING FROM MINUTES:**

a. **2020 ALC – Mallaig Community School, Funding Letter Acknowledged:**
Letter addressed to the Mallaig Community School in appreciation of shared funding received in the amount of \$500.00 for Pauline Dechaine's attendance at the 2020 ALC.

b. **2020 ALC Registration/JPL Accommodation Cancellations-March 25/20:**
Members were made aware of all cancellations due to COVID-19.

c. **2020 NLLS Conference Cancellation:**
Members were informed of the NLLS Conference being cancelled until further notice as well.

d. **Policies and Procedures Manual:**
Corrine Wieler-Harris discussed in detail the importance of incorporating the Public Library Services Pandemic Response into our Policies and Procedures Manual, with mention of the same to be stated within our Plan of Service. It was noted that our Budget will be adjusted in the future to reflect these plans as well. Corrine expressed that our first consideration is for the safety of our staff and patrons, while following Alberta Health and Public Library Services guidelines that are put in place for the safety of everyone. Mention that proper protective gear, meeting standard and code requirements, must be worn at all times.

Councillor Maxine Fodness stated that we must proceed to follow the Public Library Services Template for Public Library Pandemic Response, making our Policy fluid, working jointly and in unison with the School Board.

Connie Currey moved that the Library Board proceed with changes to our Policies and Procedures, with the Public Library Pandemic Response Policy incorporated into the Manual and bring back to next meeting for adoption.
Carried.

6. **NEW BUSINESS:**

a. **Service Agreements – St. Paul and Elk Point Municipal Libraries:**

Betty Way informed the Board that our Service Agreements have been mailed to our respective parties along with funding cheques in the amount of \$47,000.00 to each Library.

b. **St. Paul Education Agreement:**

Corrine Wieler-Harris informed the Board that our Agreement with St. Paul Education was previously signed on June 29, 2015.

It was determined that the Agreement shall be brought back to our September meeting for review. Members were asked to brief through the Agreement.

c. **Members at Large – Term Expiry 2020:**

Members were informed that their term expiry will conclude this fall at which time an advertisement will be published in September.

d. **Minister's Awards for Excellence:**

Corrine Wieler-Harris announced that the 2019 Award has been carried forward into 2020 and with the ALC being cancelled, more information will be forthcoming this fall.

e. **Municipal Affairs Operating Grant (50% Advance-Received May 7/20):**

Members were informed of our 50% advance being received in the amount of \$17,116.00.

Councillor Laurent Amyotte spoke of some Provincial funding cuts to be expected.

Corrine Wieler-Harris commented on our fiscal responsibility of having a budget to allow us to keep spending at a contingency.

f. **Ashmont and Mallaig Public Libraries-Time Sheets/Stats/Reports:**

Members briefed through correspondence material from our Librarians.

Councillor Maxine Fodness moved that all correspondence be approved as presented. **Carried.**

g. **Needs Assessment Surveys:**

After some discussion it was determined that the Needs Assessment Survey will be redesigned by our Librarians, gathering precisely exactly what the needs are in each of their communities. Librarians stated that the Survey was difficult to complete with the closure of the Libraries due to COVID-19.

With the Libraries being closed to the public, the Librarians commented on the safety and sanitization measures being taken when dealing with Patrons and commented on the book curbside delivery service as being very successful.

h. Library Inventory Lists:

Corrine Wieler-Harris assured the Librarians that their Library Inventory Lists can be updated in September.

i. COVID-19: Library Closures/Curbside Delivery Service:

As spoke of earlier.

j. NLLS Levy:

Members were informed that the NLLS Levy invoice is normally received in June and discussion will come forth at our September meeting for the payment process.

k. Accounts Payable:

Members glanced over our Accounts Payable Register:
February 24 – May 21, 2020 Totaling: \$99,313.01

Shannon Quinney moved that our Accounts Payable Register be approved as presented. **Carried.**

l. Budget Deliberation:

Corrine Wieler-Harris stated that a letter will be addressed to County Council acknowledging our appreciation for their funding support.

7. CORRESPONDENCE:

As previously emailed.

8. NEXT MEETING:

Corrine Wieler-Harris informed the Board that our next meeting be scheduled for Monday, September 21, 2020 – 4:30 p.m. Members will be notified if a meeting would need to be scheduled at an earlier date.

9. ADJOURNMENT:

Connie Currey moved that meeting be adjourned at 5:53 p.m.

Date

Chairperson