

COUNTY OF ST. PAUL NO. 19

LIBRARY BOARD MEETING

MINUTES – FEBRUARY 24, 2020

Members Present:

**Connie Currey – Vice-Chairperson,
Councillor Laurent Amyotte, Councillor Maxine Fodness,
Levina Ewasiuk, Laverne Wilson, Shannon Quinney
Betty Way - Secretary/Treasurer
Guests: Corina Idzan, Pauline Dechaine**

Regrets: Corrine Wieler-Harris – Chairperson

1. CALL TO ORDER:

Connie Currey, Vice-Chairperson, called the meeting to order at 4:35 p.m.

- a. Additions to Agenda:
No additions were made to the Agenda.

Councillor Laurent Amyotte then moved the adoption of Agenda as presented.
Carried.

2. MINUTES OF MEETING:

The Minutes of the January 27, 2020 Meeting were distributed to Members.

Councillor Maxine Fodness moved that the January 27, 2020 Meeting Minutes be approved as amended with change to Item 6. b. to state: Councillor Laurent Amyotte moved to approve Time Sheets, Statistics and Reports from our Librarians as presented.
Carried.

3. TREASURER'S REPORT:

Members glanced over Treasurer's Report, January 1 – February 20, 2020 as presented.

Funds Received -	\$ 7,525.67
Expenses Paid Out -	<u>1,898.75</u>
Bank Balance to February 20, 2020	\$ 5,626.92
Total Committed Funds -	<u>\$ 1,105.82</u>
Total Funds Remaining -	\$ 4,521.10

Motion that Treasurer's Report be approved as presented, moved by Shannon Quinney.
Carried.

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

Councillor Laurent Amyotte informed Members of cutbacks on Courier runs, the purchasing of a new van and the hiring of two new employees. A general Board Meeting will take place on February 29, 2020.

5. **BUSINESS ARISING FROM MINUTES:**

a. **2020 ALC - Mallaig Community School – Shared Funding:**

Connie Currey stated that our letter of request for shared funding along with an invoice have been sent to the Mallaig Community School.

6. **NEW BUSINESS:**

a. **2020 ALC – April 23-26, Jasper Registrations/JPL Accommodations:**

Betty Way informed the Board that Registrations and Accommodations have been confirmed.

Mallaig Public Library Request – Attendance, C. Corbiere:

Members discussed a request brought forth from Pauline Dechaine of Alternate Evening Librarian, Charlene Corbiere's attendance at the 2020 ALC.

Levina Ewasiuk then moved that Charlene Corbiere not be approved to attend the 2020 ALC. **Carried.**

Discussion then rose of Pauline Dechaine being approached by D'Arcy Evans from the Myrnam School to accompany her to the 2020 ALC.

Councillor Maxine Fodness moved that D'Arcy Evans be approved to attend the 2020 ALC with Pauline Dechaine with the understanding that accommodation fees be at a shared cost. **Carried.**

b. **NLLS 2020 Conference, Elk Point – May 28 & 29:**

Connie Currey made mention of upcoming Conference stating that Members will be made aware when the Brochure becomes available online.

c. **Service Agreements – St. Paul & Elk Point Municipal Libraries:**

Betty Way announced that Service Agreements for our partnerships will be drafted in March when our funding is secured.

d. **Annual Reports:**

Members glanced over Annual Reports from the Ashmont and Mallaig Public Libraries as prepared by our Librarians.

Councillor Maxine Fodness moved that the 2019 Annual Reports be approved as presented. **Carried.**

e. 2019 Statement of Receipts & Disbursements:

Members briefed through the 2019 Statement of Receipts & Disbursements knowing that a draft copy has been forwarded to the office of Synergy Chartered Professional Accountants for approval.

Laverne Wilson moved that the 2019 Statement of Receipts & Disbursement be approved as presented. **Carried.**

f. 2020 Budget:

Members glanced over the 2020 Budget as outlined.

Councillor Maxine Fodness moved that the 2020 Budget be approved as presented. **Carried.**

g. Ashmont & Mallaig Public Library – Time Sheets:

Members briefed over January Time Sheets for our Librarians.

Councillor Laurent Amyotte moved that the Librarian's January Time Sheets be approved as presented. **Carried.**

Pauline Dechaine shared the March Calendar for the Mallaig Public Library, speaking of a number of group sessions she is holding; Terrarium Class, Clock Making, Movie Night, Book Club Nights and the Little Bees Book Club.

Mention that Kellie Handford is the new Principal for the Mallaig Community School.

Corina Idzan updated Members on a number of happenings at the Ashmont Public Library, mentioning that more evening programming is being offered to include; Terrarium Classes, Blind Date with a Book, Sign Painting and Paint Night.

Councillor Maxine Fodness moved that Shannon Quinney be accepted to assist Corina Idzan with some evening programs at the Ashmont Public Library when she is available and needed. **Carried.**

h. 2020 ALTA Membership:

Members were made aware that our 2020 ALTA Membership fees have been paid in the amount of \$153.75.

i. Accounts Payable:

Members glanced over our Accounts Payable Register;
January 7 – 27, 2020 Totaling: \$1,898.75

Levina Ewasiuk moved that our Accounts Payable Register be approved as presented. **Carried.**

Members briefed through the Elk Point Municipal Library Program Plan for 2020.

j. **Policies and Procedures:**

Members started review of our Policies and Procedures, commencing on Page 9.

Page 10 – Item 4.2 Library Materials and Book Selection:

Delete items B. and C to restate:

- B. The book allocation that the Libraries receive from NLLS and the material programming allocation received from the Library Board will be spent according to the Librarian Managers discretion.

Page 13 – Item 6.1 Clarification of Jurisdiction:

- B. Removed word – payment

County of St. Paul No. 19 Library Board shall be responsible for the hiring and determination of working conditions of:

1. the staff after school operation hours.

Members commented on a written agreement being established for Library Staff on the County payroll system. Councillor Maxine Fodness will be in contact with Sheila Kitz regarding this concern.

Page 14 – Item 6.4 Duties of the Librarian:

- G. Removed wording – Board approved

Administering programs which seek to improve the quality and quantity of Library services to the community, etc.

Page 16 – Item 6.8 Expenses for Attending Workshops, Conferences and other Meetings:

- B. Changed to read

Staff will be remunerated for attending the above and paid a per diem on the same fee schedule as Members At Large for in or out of town meetings.

Page 17-18 – Item 7.2 Violence and Harassment:

- B. Changed to read

- Harassment – Behavior that demeans, embarrasses, humiliates, annoys (this includes words, gestures, intimidation, bullying or other inappropriate behavior).

Page 25 – Schedule “C” Volunteer Letter of Understanding

Change to paragraph 4

All Volunteers who have contact with Patrons at the Library must undergo a Police/Security Check at the Libraries expense, except for work experience Student Volunteers.

7. **CORRESPONDENCE:**

Board Basics Workshops were circulated for information.

8. **NEXT MEETING:**

Connie Currey stated that our next meeting be scheduled for Monday, May 25, 2020 – 4:30 p.m.

9. **ADJOURNMENT:**

Councillor Laurent Amyotte moved that meeting be adjourned at 7:04 p.m.

Date

Chairperson