

COUNTY OF ST. PAUL NO. 19

LIBRARY BOARD MEETING

MINUTES – SEPTEMBER 8, 2020

Members Present:

Corrine Wieler-Harris – Chairperson
Connie Currey – Vice-Chairperson
Councillor Laurent Amyotte
Councillor Maxine Fodness
Levina Ewasiuk, Laverne Wilson
Shannon Quinney
Betty Way - Secretary/Treasurer

Corina Idzan

Regrets: Pauline Dechaine
(Via Cell Phone)

1. CALL TO ORDER:

Corrine Wieler-Harris, Chairperson, called the meeting to order at 4:44 p.m.

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

Laverne Wilson then moved the adoption of Agenda as presented. **Carried.**

2. MINUTES OF MEETING:

The Minutes of the June 22, 2020 meeting were distributed to Members.

Laverne Wilson moved that the June 22, 2020 Minutes be approved as presented.
Carried.

3. TREASURER'S REPORT:

Members glanced over Treasurer's Report, January 1 – September 3, 2020 as presented.

Funds Received -	\$162,567.78
Expenses Paid Out -	<u>138,704.55</u>
Bank Balance to September 3, 2020	\$ 23,863.23
Total Committed Funds -	<u>\$ 15,403.92</u>
Total Funds Remaining -	\$ 8,459.31

Motion that Treasurer's Report be approved as presented, moved by Corrine Wieler-Harris. **Carried.**

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

Councillor Laurent Amyotte informed Members that at present NLLS is without an Executive Director and he no longer sits on the Executive Committee, though remains on the Budget and Building Committee. Mention of a zero percent increase in November and the reopening of the van runs as government courier is not operating. Noting that at end of September, all online programs will be up and running.

5. BUSINESS ARISING FROM MINUTES:

a. Policies and Procedures Manual:

Members glanced over Manual, with a number of changes to be implemented.

2. Administration Policy:

Page 2 - Item 2.1 B.

➤ Evaluation – Library Board will evaluate Libraries

Page 2 - Item 2.1 E.

The Alberta Libraries Act determines that the Board will meet a minimum of four times per year with meetings being open to the public. Special meetings may be called at any time.

b. St. Paul Education Agreement:

Members briefed through Memorandum of Agreement, noting a number of changes to be made.

Page 1 - Last Clause; And Whereas The Alberta Libraries Act states that:

Page 2 – Facilities

1. Libraries shall be established and operated in the Ashmont School and Ecole Mallaig Community School at the expense of the School Division in a room, adequate for the purpose. The facilities shall be:

1) open to the public during and outside of the hours which the School is in operation for regular classes as set out in Appendix “A”, except during COVID-19 or any Pandemic Response.

1. 4) Clause to be deleted.

Page 3 – Item 3. It is acknowledged by both parties, that access may at times be restricted due to seasonal cleaning requirements, possible renovations, construction work or public health restrictions.

Page 7 – Appendix A - Public Hours of Operation

Ashmont Library: Regular Hours - September - June:

Tuesday & Thursday - 3:30 p.m. - 7:30 p.m.

Wednesday - 3:30 p.m. - 6:30 p.m.

Summer Hours - July - August:

Tuesday & Thursday - 10:00 a.m. - 2:00 p.m.

Wednesday - 10:00 a.m. - 1:00 p.m.

Mallaig Library: Regular Hours - September - June:

Tuesday & Thursday - 3:30 p.m. - 6:30 p.m.

Wednesday - 3:30 p.m. - 8:30 p.m.

Summer Hours - July - August:

Tuesday & Wednesday - 3:30 p.m. - 7:00 p.m.

Thursday - 9:00 a.m. - 1:00 p.m.

6. **NEW BUSINESS:**

a. **SPERD-COVID-19 Procedures: Relaunching our Libraries**

Corrine Wieler-Harris commented on discussions with SPERD that our Library space may be needed for classrooms, stating that we must be in continual intervention with SPERD. Patrons are continually utilizing the online virtual Library resources or curbside service.

Pauline Dechaine spoke of protocol with curbside pick-up still working well for her patrons.

Members discussed that our Policies and Procedures, along with the Memorandum of Agreement will be revised to reflect these changes for COVID-19 procedures.

Corina Idzan informed Members of her procedure for renting out electronics to her patrons and the process she follows for delivery of books.

Corrine Wieler-Harris stated that our Public Library inventory lists will be compiled and brought back to our February meeting, along with our Memorandum of Agreement and Annual Reports.

Members questioned inventory prices listed, whether depreciation costs should be reflected, also questioning insurance deductible. Betty Way will contact Kyle Attanasio for further clarification upon our RMA Insurance.

b. **COVID-19: Library Association of AB Community Meet-up**

A number of Members shared their views from this Zoom Meeting on July 14/20.

c. **Stronger Together Virtual Conference: October 1 & 2/20**

Members showed interest and will register by the deadline of September 28/20.

d. **RMA Insurance Program Renewal Application 2020/21:**

Members were made aware that the Library Board's Program Renewal Application 2020/21 has been sent to RMA Insurance.

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

Corrine Wieler-Harris stated that the County will be publishing an advertisement this month for the appointment of Library Board Members commencing this 2020 term.

f. **NLLS Levy Invoice:**

After some discussion, Levina Ewasiuk moved that the Library Board proceed to process the NLLS Levy Invoice in the amount of \$33,827.64. **Carried.**

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

Corrine Wieler-Harris informed the Board the 48 submissions were received with our application not being selected.

- h. **Ashmont & Mallaig Public Libraries – Time Sheets/Reports: June-August:**
Members glanced through Librarian's timesheets for information purposes.
- i. **St. Paul Municipal Library Delegation – October Meeting:**
Members were informed that Eunhye Cho, Library Manager will be invited to our October meeting.
- j. **Accounts Payable:**
Members glanced over our Accounts Payable Register:
June 22 – September 3, 2020 Totaling: \$35,286.87

Councillor Laurent Amyotte moved that our Accounts Payable Register be approved as presented. **Carried.**

7. **CORRESPONDENCE:**
None to mention.

8. **NEXT MEETING:**
Corrine Wieler-Harris informed the Board that our next meeting will be scheduled for Monday, October 19, 2020 – 4:30 p.m.

9. **IN-CAMERA – CLOSED SESSION:**
Moved by Councillor Maxine Fodness to move into closed session as per Section 17 and 27, Division 2, Part 1 of the FOIP Act at 6:30 p.m. Betty Way and Corina Idzan were excused from the meeting, along with Pauline Dechaine, who accessed the meeting through Councillor Laurent Amyotte's cell phone.

Betty Way entered back into the meeting at 7:14 p.m.

Moved by Councillor Laurent Amyotte to revert to open meeting at 7:20 p.m.

10. **ADJOURNMENT:**
Connie Currey moved that meeting be adjourned at 7:22 p.m.

Date

Chairperson