COUNTY OF ST. PAUL NO. 19
LIBRARY BOARD MEETING
(VIRTUAL ZOOM)

MINUTES – MARCH 22, 2021

Members Present:

Hosts: Corrine Wieler-Harris - Chairperson, Betty Way - Secretary/Treasurer

Virtual Zoom: Shannon Quinney - Vice-Chairman,
Councillor Laurent Amyotte, Councillor Maxine Fodness, Helen Gamblin,
Patricia Miller, Bryce Bodnar, Corina Idzan, Pauline Dechaine

1. CALL TO ORDER:

Corrine Wieler-Harris, Chairperson, called the meeting to order at 4:36 p.m.

a. Additions to Agenda:
Corrine Wieler-Harris made mention of an in-camera item, which will be noted as item 2. a. In Camera.

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

2. MINUTES OF MEETING:

The Minutes of the February 22, 2021 meeting was distributed to Members.

Motion by: Helen Gamblin that the Minutes of the February 22, 2021 meeting be approved as presented. **Carried.**

3. TREASURER'S REPORT:

Members glanced over Treasurer's Report, January 1 – March 17, 2021 as presented.

Funds Received -	$117,769.55
Expenses Paid Out -	4,204.51
Bank Balance to March 17, 2021	$113,565.04
GIC	15,000.00
Total Committed Funds -	$ 9,734.18
Total Funds Remaining -	$103,830.86

Motion by: Bryce Bodnar that Treasurer's Report be approved as presented. **Carried.**

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

Councillor Laurent Amyotte informed Members that there was not too much to report, reminding everyone of the upcoming Virtual Conference, May 27 & 28, 2021.

Corrine Wieler-Harris informed the Board to enter into an in-camera session.
Betty Way was asked to leave the meeting.
At 4:40 p.m., Shannon Quinney moved that the meeting enter into an in-camera session.
At 5:20 p.m., Bryce Bodnar moved to revert to an open meeting. Betty Way entered back into the meeting.

5. BUSINESS ARISING FROM MINUTES:

No business was brought forth.

6. NEW BUSINESS:

a. Memorandum of Agreement - SPERD:

Corrine Wieler-Harris informed the Board that the Memorandum of Agreement has been finalized and will soon be signed by both parties.

b. Public Library Services Branch-Training & Orientation Workshop Report:

Members conversed over comments from the Virtual Workshop and guidance received from Jordan DeSousa, Library Consultant held on March 3, 2021.

c. Public Library Services Branch – Virtual Symposium, April 14 & 15/21:

Members were reminded of upcoming Symposium, with interested Members planning to register, confirming their attendance with Betty Way.

d. NLLS Virtual Conference – May 27 & 28, 2021:

Members were also reminded of the NLLS Virtual Conference and will register online for the event.

e. RMA Insurance:

Corrine Wieler-Harris stated that she has not heard back from SPERD as of yet, responding to our request for Library content coverage. Corrine will be in contact with Sha Lyn Tichkowsky to confirm this content coverage.

f. Annual Reports - Approval:

With final changes to our Annual Reports now complete, Helen Gamblin moved that our Annual Reports for the Ashmont and Mallaig Public Libraries be approved as presented. **Carried.**

g. Librarian's Salary Grid/Job Description:

h. Library Allotments:

Corrine Wieler-Harris stated that these items will be taken up later on in the Agenda.

i. Ashmont & Mallaig Public Libraries – Time Sheets/Reports:
Members glanced over time sheets from our Librarians.
Librarians briefed Members on the school closures from COVID-19 outbreaks and the on-going activities/social media postings as they encourage virtual library use to patrons.

j. 2021 Budget - Revision:
Corrine Wieler-Harris announced that with our reduction in County funding, Library Allotments in the amount of $10,000.00 each for the Ashmont and Mallaig Public Libraries will be allotted in half, for a sum of $5,000.00 with the balance of the other half being granted when our Provincial Funding is received.

After a lengthy discussion of our 2021 Budget Revision, Helen Gamblin then moved that the following adjustments be made to our 2021 Budget as follows:
* Service Agreement with the St. Paul and Elk Point Municipal Libraries be decreased in the amount of $1,000.00 each, from $47,000.00 to $46,000.00,
* Board Conferences be decreased $3,000.00, from $10,000.00 to $7,000.00,
* Board Meetings be decreased $1,000.00, from $11,000.00 to $10,000.00. **Carried.**

k. Service Agreements:
Motion by: Shannon Quinney that the annual Service Agreements for the St. Paul and Elk Point Municipal Libraries be approved in the amount of $46,000.00 rather than $47,000.00 for the year of 2021. **Carried.**

Motion by: Councillor Maxine Fodness that a letter be attached to the Service Agreements, stating that due to budget constraints, the St. Paul and Elk Point Municipal Libraries shall receive half of the funding in the amount of $23,000.00 with the balance of the other half disbursed after we obtain our Provincial funding. **Carried.**

l. Accounts Payable:
Members glanced over our Accounts Payable Register:
February 22 - March 15, 2021 Totaling: $1,791.55

Motion by: Councillor Laurent Amyotte that our Accounts Payable Register be approved as presented. **Carried.**

7. <u>CORRESPONDENCE</u>:
Letter from Alberta Municipal Affairs funding 2021-22 acknowledged.

8. <u>NEXT MEETING</u>:
Corrine Wieler-Harris informed the Board that our next meeting will be scheduled for Monday, June 14, 2021 – 4:30 p.m.

Corrine Wieler-Harris informed the Board to enter into an in-camera session. Betty Way was asked to leave the meeting.

At 6:37 p.m., Councillor Maxine Fodness moved that the meeting enter into an in-camera session.

At 7:24 p.m., Patricia Miller moved to revert to an open meeting. Betty Way entered back into the meeting.

Members discussed in detail the creation of a Pay Grid for our Library Managers and Library Clerks for the Ashmont and Mallaig Public Libraries.

Motion by: Helen Gamblin that the Library Board approve a Pay Grid as follows:
Library Manager: Starting wage $20.00/Hr. with $1.00 increments up to a maximum of $25.00/Hr.;
Library Clerk: Starting wage $18.00/Hr. with $1.00 increments up to a maximum of $23.00/Hr**. Carried.**

Corrine Wieler-Harris will be in contact with Library Managers concerning this Pay Grid and meet with Tim Mahdiuk, Interim CAO to present this Pay Grid.

9. **ADJOURNMENT:**

At 7:26 p.m., Shannon Quinney moved that the meeting be adjourned.

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Date **Chairperson**