

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

MINUTES – MAY 17, 2021

Members Present:

Host: Betty Way - Secretary/Treasurer

Virtual Zoom: Corrine Wieler-Harris – Chairperson, Shannon Quinney - Vice-Chairman, Councillor Laurent Amyotte, Councillor Maxine Fodness, Helen Gamblin, Bryce Bodnar, 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:

Corrine Wieler-Harris made mention of additions to the Agenda:

- Item 7. Correspondence a. Chairperson Correspondence
- b. Librarian Wages

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

2. MINUTES OF MEETING:

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

Motion by: Councillor Maxine Fodness that the Minutes of the March 22, 2021 meeting be approved as presented. **Carried.**

3. TREASURER’S REPORT:

Members glanced over Treasurer’s Report, January 1 – May 14, 2021 as presented.

Funds Received -	\$118,572.13
Expenses Paid Out -	<u>54,852.94</u>
Bank Balance to May 14, 2021	\$ 63,719.19
GIC	<u>15,000.00</u>
Total Committed Funds -	<u>\$ 7,612.36</u>
Total Funds Remaining -	\$ 56,106.83

Motion by: Shannon Quinney that the Treasurer’s Report be approved as presented.
Carried.

At 4:40 p.m. Patricia Miller joined in on the meeting.

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

Councillor Laurent Amyotte reminded everyone of the upcoming Virtual Conference, May 27 & 28, 2021. Mention of upcoming elections to take place.

5. BUSINESS ARISING FROM MINUTES:

Corrine Wieler-Harris informed Members that our Memorandum of Agreement was signed with St. Paul Education on March 26, 2021.

Corrine stated that the Library Board must take into consideration any wage increases for Librarians, which will need to be reflected in the County Budget, with assistance from Gina Laramee, Finance Officer.

6. NEW BUSINESS:

**a. Public Library Service Branch – Virtual Symposium, April 14 & 15/21-
Comments:**

Members conversed over comments from the Symposium.

Councillor Laurent Amyotte stated that it became very apparent that we need our own Insurance in the case of disaster assistance.

Corrine commented on an Emergency Response Workshop she attended and the urgency to have contents coverage for our Libraries in the case of a disaster, assuring Members that our coverage is in place with County of St. Paul, through RMA Insurance. Further information will need to be acquired from SPERD of how our Libraries are incorporated into their Emergency Response Plan.

Corrine stated that it would be a good plan for the Library Board to make provisions in the Budget for Emergency Response strategies as well as Occupational Health and Safety guidelines.

Mention of how we will incorporate this new clause into the Policy and Procedure Manual in the future; as Item 10. Public Library Pandemic Response as discussed in 2020.

b. Reminder – NLLS Virtual Conference – May 27 & 28/21:

A number of Members expressed their interest in attending this virtual conference.

c. 2021 Budget – Final Approval:

Motion by: Patricia Miller that the County of St. Paul Library Board's official Budget for 2021 be approved enabling us to proceed with application for our Provincial Grant. **Carried.**

d. RMA Insurance – Property Insurance - Contents:

Members were informed of our Library's Contents Value as follows:

- Mallaig Public Library	- \$233,998.00	Insurance Coverage -	\$474.44
- Ashmont Public Library	- \$119,146.00	Insurance Coverage -	\$208.74
		<u>Total:</u>	<u>\$683.18</u>

e. **Library Manger/Library Clerk: Salary Grid/Job Description:**

Will take item up later on in Agenda, Item 7. b.

f. **Service Agreements:**

Corrine Wieler-Harris stated that our Service Agreements have been acknowledged by our respective partners, signed and returned.

g. **Ashmont & Mallaig Public Libraries – Time Sheets/Reports:**

Members glanced through Time Sheets from our Librarians.

h. **Accounts Payable:**

Members glanced over our Accounts Payable Register:

March 22 – May 12, 2021 Totaling: \$50,648.43

Motion by: Helen Gamblin that our Accounts Payable Register be approved as presented. **Carried.**

7. **CORRESPONDENCE:**

- Members glanced through correspondence items from Elk Point Municipal Library.

a. **Chairperson Correspondence:**

Corrine Wieler-Harris announced that she will be resigning as Library Board Chairperson effective immediately. Corrine's letter of resignation will be handed in tomorrow, May 18, 2021.

At 5:05 p.m. Corina Idzan & Pauline Dechaine left the meeting.

b. **Librarian Wages:**

At 5:05 p.m., Corrine Wieler-Harris moved that the meeting enter into an in-camera session.

At 5:29 p.m., Councillor Maxine Fodness moved to revert to an open meeting.

Moved by: Helen Gamblin that after a thorough discussion, it was determined that our Library Managers; Corina Idzan - Ashmont Public Library and Pauline Dechaine – Mallaig Public Library be approved for an increase in pay, based on our pay grid system at a wage of \$25.00/Hr., effective May 1, 2021, while noting that the Library Clerk position wage for Charlene Corbiere remain at \$22.00/hr. **Carried.**

Corrine Wieler-Harris stated that the difference for these wage increases shall be reiterated at year end.

8. **NEXT MEETING:**

Vice-Chairperson, Shannon Quinney informed the Board that our next meeting will be scheduled for Monday, September 20, 2021 – 4:30 p.m., or earlier at the call of the Vice-Chair if necessary.

9.

ADJOURNMENT:

At 5:36 p.m., Shannon Quinney moved that the meeting be adjourned.

Date

Chairperson