

**COUNTY OF ST. PAUL NO. 19
LIBRARY BOARD MEETING
County Office – Lower Level Boardroom**

MINUTES – FEBRUARY 1, 2022

Members Present:

**Shannon Quinney - Chairperson, Patricia Miller - Vice-Chairperson,
Councillor Maxine Fodness, Councillor Dale Hedrick, Helen Gamblin,
Corina Idzan, Charlene Corbiere, Betty Way - Secretary/Treasurer**

1. CALL TO ORDER:

Shannon Quinney called the meeting to order at 4:40 p.m.

a. Additions to Agenda:

No additions were made to the Agenda.

Helen Gamblin moved the adoption of Agenda as presented. **Carried.**

2. MINUTES OF MEETINGS:

The Minutes of the November 29, 2021 Organizational Meeting was distributed to Members.

Motion by: Councillor Maxine Fodness that the Minutes of the November 29, 2021 Organizational Meeting be approved as presented. **Carried.**

The Minutes of the November 29, 2021 Regular Meeting were distributed to Members.

Motion by: Councillor Dale Hedrick that the Minutes of the November 29, 2021 Regular Meeting be approved as presented. **Carried.**

Delegation: 4:45 p.m. – Eunhye Cho, Library Manager, St. Paul Municipal Library
Eunhye Cho shared with the Board the St. Paul Municipal Library's 2021 Year in Review, speaking of statistics and just how the curbside services have been working for the patrons. Mention of the Summer Reading Program, which ended up to be quite a family event with seventy-six participants. The Take Home Programs for various age groups and the Take & Make Kits took on a lot of interest Eunhye explained, as well as the Culture Bags. Upcoming plans for 2022, along with some future goals were shared with the members. The Board expressed their thanks to Eunhye for her very impressive presentation, leaving the meeting at 5:15 p.m.

3. **TREASURER'S REPORTS:**

Members glanced over the Treasurer's Report, January 1 - December 31, 2021 as presented.

Funds Received -	\$168,264.47
Expenses Paid Out -	<u>\$ 145,817.24</u>
Bank Balance to December 31, 2021 -	\$ 22,447.23
Total Committed Funds -	<u>\$ 10,286.67</u>
Total Funds Remaining -	\$ 12,165.56

Members glanced over the Treasurer's Report, January 1 – 21, 2022 as presented.

Funds Received -	\$ 22,447.23
Expenses Paid Out -	\$ 1,272.32
Bank Balance to January 21, 2022 -	\$ 21,174.91
Total Committed Funds -	\$ 10,281.67
Total Funds Remaining -	\$ 10,893.24

Motion by: Patricia Miller that the Treasurer's Reports be approved as presented. **Carried.**

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

Councillor Maxine Fodness informed the Board that a meeting of the Executive shall take place later on in the month. Mention made of James MacDonald, Executive Director sending in a weekly report to the Board. More information will come from next meeting.

5. **BUSINESS ARISING FROM MINUTES:**

No business to mention.

6. **NEW BUSINESS:**

a. **Annual Reports – February Discussion:**

With a few delays with school enrollment, the Annual Reports will be finalized at our February meeting.

Motion by: Councillor Dale Hedrick that our Annual Reports from our Libraries be tabled to February meeting for discussion. **Carried.**

b. **HR Written Agreement with County Administration (Librarian's Payroll):**

Shannon Quinney shared with Members the HR written agreement that the County has designed for administering the Librarian's payroll.

Motion by: Patricia Miller that the HR written agreement be accepted by the Library Board. **Carried.**

c. Ashmont & Mallaig Public Library – Time Sheets/Stats/Reports:

Members glanced through time sheets from our Librarians, along with statistics.

Corina Idzan informed the Board of happenings at the Ashmont Public Library, stating that the Take & Make Kits have been popular, drawing in some new patrons into the Library and announcing that book distribution still continues on.

Charlene Corbiere updated Members on activities at the Mallaig Public Library mentioning that January was a quieter month, with live storytelling Wednesday nights and big plans for February programming.

Librarians mentioned that Allocation spending plans will soon be underway.

Motion by: Helen Gamblin that Librarian's time sheets, statistics and reports be accepted as presented. **Carried.**

Members discussed the fact that proper signage is still not in place for the Ashmont Public Library. Corina Idzan stated that Doug Fedoruk with SPERD would be the best contact about this signage. Shannon Quinney will make arrangements to contact Doug Fedoruk and bring back information to next meeting.

d. Library Tour – Fall:

Shannon Quinney informed the Board that plans for our Library Tour will take place this coming fall.

e. Preliminary 2022 Budget:

Members were handed an official copy of our Preliminary 2022 Budget which was presented to County Council in December 2021.

f. Elk Point Municipal Library – 2022 Budget:

Members glanced through the Elk Point Municipal Library's 2022 Budget.

g. Accounts Payable:

Members glanced over our Accounts Payable Register:

December 14 - 17, 2021 Totaling: \$4,513.77

January 10 - 12, 2022 Totaling: \$1,272.32

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

h. Policies & Procedures Manual (Updated):

Members glanced through our Policies & Procedures Manual and updates will be inserted, mainly concerning the Library Manager and Library Clerk salary grids.

Motion by: Helen Gamblin that the Policies & Procedures Manual be approved as presented. **Carried.**

7.

CORRESPONDENCE:

Members briefed through a few correspondence items.

8.

NEXT MEETING:

Shannon Quinney stated that our next meeting will be scheduled for Tuesday, February 22, 2022 – 4:00 p.m., County Office, Lower Level Boardroom.

9.

ADJOURNMENT:

At 5:45 p.m., Shannon Quinney moved that the meeting be adjourned.

Date

Chairperson