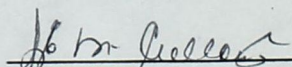


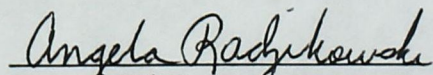
VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Tuesday, January 18, 2000

- 1.0 Call to Order: Shelley McCullough called the meeting to order at 7:07 p.m.
- 1.1 Attendance: Mike Garon, Pat Hopkin, Sophie Major, Shelley McCullough, Elaine Nepstad, Angela Radzikowski, Sharon Smith, Darlene Wood and guest Paula Benson
- 1.2 Regrets: Jane Bourlon
- 2.0 Approval of Agenda: Elaine made a motion to accept the agenda with additions, Mike seconded. All in favor. Carried
- 3.0 Adoption of Minutes of Previous Meeting: Angela moved adoption of minutes, Darlene seconded. All in favor. Carried.
- 4.0 Business from Previous Meeting
- 5.0 Treasurer's Report: no report at this time. Discussion on increase for student workers who receive \$6.90 an hour now. Elaine made motion to give those workers a \$0.25 an hour increase and in the future to establish a grid for paying the part time staff. Sharon seconded, all in favor. Other discussion on hiring replacements to get them trained.
- 6.0 Librarian's Report: Sophie presented her report and moved acceptance of it, Mike seconded All in favor. Carried
- 7.0 Committee Reports: no meetings
- 7.1 Financial Committee: Date for a meeting set for Tuesday, January 25 at 5:00. Darlene, Pat, Sharon, Paula, Elaine, Shelley were to attend.
- 7.2 Programming Committee: Date for a meeting for fund raising ideas set for Wednesday, February 16 at 5:00. Mike, Noemi, Paula, Angela, and Shelley were to attend.
- 8.0 Correspondence:
- 8.1 PLS: 2000 grant funding: There will be two instalments of the provincial operating grant, \$10,071.70 and \$6872.75.
- 8.2 TAL-ALPEN grant funding approval: grant application approved with description of what will receive and money already paid out will be reimbursed.
- 8.3 PLS - ALPEN grant funding approval details: itemizes the libraries and funding.
- 8.4 PLS: subsidies for conferences: a lower rate for Alberta Library members to attend conferences in Jasper and Edmonton have been negotiated. Elaine made motion that Sophie attend the Canadian Library Association Conference from June 21 to 25. Darlene seconded. All in favor. Carried.
- 8.5 IKON: copier lease renewal: lease expired. Sophie will look into getting a newer refurbished copier or purchasing a new copier. Also will find out what is included in lease-- repairs, cleaning, etc.
- 9.0 New Business
- 9.1 Meeting with Town Office re: library expansion. Mr. Peterson wants input on expanding the library to the entire upstairs. Who will pay for it? Sophie has books and guidelines to help research the subject.
- 9.2 PLS/MD meeting: Sophie and Shelley will attend.
- 9.3 Nominating Committee: Elaine suggested a nominating committee be formed for upcoming elections at General Meeting. Elaine and Darlene will be on committee.
- 9.4 Need a town councillor to sit on the Board. Sophie will look into it.
- 10.0 Member Concerns:
- 10.1 Wednesday evening volunteers: Meredith will work Jan.19, Elaine on Jan. 26, Shelley on Feb. 2 and ? on Feb. 9.
- 11.0 Date for Next Meeting: Annual General Meeting on Tuesday, February 22, 2000 at 7:00.
- 12.0 Adjournment: Shelley made motion to adjourn the meeting at 8:12 p.m.



Chairperson



Secretary

VALLEYVIEW MUNICIPAL LIBRARY
ANNUAL BOARD MEETING MINUTES
FEBRUARY 22, 2000

- 1.0 Call to Order: Shelley called the meeting to order at 7:16 p.m.
- 1.1 Attendance: Mike Garon, Meredith James, Pat Mabley, Noemi Maitland, Sophie Major, Shelley McCullough, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Sharon Smith, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Pat Hopkin
- 2.0 Approval of Agenda: Moved by Elaine N., seconded by Mike. All in favor. Carried.
- 3.0 Adoption of Minutes of Previous Meeting: Darlene moved adoption of minutes, Angela seconded. All in favor. Carried.
- 4.0 Treasurer's Report: books almost ready for the auditors. Sharon moved acceptance of her report, Mike seconded. Sharon made motion to reappoint Sylvain and Sylvain as auditors, Mike seconded.
- 5.0 Librarian's Report: Sophie presented the librarian's report. Discussion on trying to get new members and initiatives with other groups in town. Noemi presented a report on her programs. Sophie moved acceptance of her report, Elaine N. seconded. All in favor. Carried.
- 6.0 New Business
- 6.1 Election of Officers: Elaine N. and Darlene, the nominating committee, conducted the elections. Nominations were held for the following positions:
Chairperson - Shelley McCullough - Elaine P. moved nominations cease, Angela seconded.
Chairperson - Shelley McCullough
Vice-Chairperson - Mike Garon - Sharon moved nominations cease, Elaine N. seconded.
Vice-Chairperson - Mike Garon
Secretary - Angela Radzikowski - Darlene moved nominations cease, Mike seconded.
Secretary - Angela Radzikowski
Treasurer - Shelley nominated Elaine Peterson as Treasurer Elect, Darlene seconded. All in favor. Carried
Treasurer Elect - Elaine Peterson, pending appointment to Board.
Discussion followed the elections to get a computer program to help the treasurer.
- 7.0 Member Concerns:
Mike brought up light for that corner.
- 8.0 Date of Next Meeting: February 20, 2001
- 9.0 Adjournment: Darlene made motion to adjourn meeting at 8:17, Angela seconded.

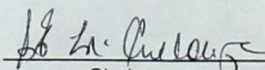
Chairperson

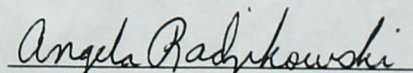
Secretary

VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Tuesday, February 22, 2000

- 1.0 Call to Order: Mike Garon called the meeting to order at 8:22 p.m.
- 1.1 Attendance: Mike Garon, Meredith James, Pat Mabley, Noemi Maitland, Sophie Major, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Sharon Smith, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Pat Hopkin, Shelley McCullough
- 2.0 Approval of Agenda: Darlene made a motion to accept the agenda with additions, Angela seconded.
- 3.0 Adoption of Minutes of Previous Meeting: Sharon moved adoption of minutes, Elaine N. seconded.
- 4.0 Business from Previous Meeting:
 - 4.1 Photocopier: Sophie had been quoted \$2695.00 for the purchase price of a new copier. She had not heard back from IKON. Sophie looked at Staples and found copiers from \$400. and up. A \$700. copier could be adequate for library's needs. Mike will look further into copier costs and will report back at next meeting.
 - 5.0 Treasurer's Report: Sharon presented an oral report and moved acceptance of her report, Elaine N. seconded.
 - 6.0 Librarian's Report: Sophie presented her report and moved acceptance of it, Angela seconded.
 - 7.0 Committee Reports:
 - 7.1 Financial Committee: meeting held Tuesday, January 25. The budget was reviewed at that meeting.
 - 7.2 Programming Committee: meeting rescheduled for Tuesday, March 21 at 6:00 p.m.
 - 8.0 Correspondence:
 - 8.1 ALTA re: Millennium Bursary Awards - \$500. in a lottery draw. Library was to be notified by Feb.1 if won.
 - 8.2 ALTA re: Call for nominations
 - 8.3 ALTA re: Trustee Orientation Workshop- to be held in Grande Prairie April 8, 2000. It is possible that Mike, Elaine P. and Darlene would attend.
 - 8.4 PLS re: MD installment - operating grant received.
 - 8.5 Human Resources Development re: grant application - grants available for summer workers.
 - 8.6 Alta. Advanced Education re: grant application - grants available for summer workers.
 - 9.0 New Business:
 - 9.1 Accounting/Software Package - discussion on purchasing an accounting package. Elaine P. will look into it and tabled until the next meeting.
 - 9.2 Library expansion - shown floor plan as exists. Meredith developed a proposed plan for the whole upstairs.
 - 9.3 Flowers for Lis - members will donate.
 - 10.0 Member Concerns:
 - 10.1 Wednesday evening volunteers: Feb. 23 - Sharon, Mar. 1 - Elaine N., Mar. 8 & 15 - ?
 - 10.1 Computer and printer connection: Mike will call to check on it.
 - 10.2 Sophie's extra volunteer hours: Meredith brought up Sophie's extra volunteer hours and fact that she should have more help. Sophie would like two days a week with an assistant (paid or volunteer).
 - 10.3 Friends of Library: Elaine N. brought up Friends of the Library and she will look into it.
 - 11.0 Date for Next Meeting: Tuesday, March 21, 2000 at 7:00.
 - 12.0 Adjournment: Mike made motion to adjourn the meeting at 9:33 p.m.. Darlene seconded.


Chairperson


Secretary

VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Tuesday, March 28, 2000

- 1.0 Call to Order: Mike Garon called the meeting to order at 7:08 p.m.
- 1.1 Attendance: Mike Garon, Pat Hopkin, Noemi Maitland, Sophie Major, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Sharon Smith, and Warren Stewart representing Town Council
- 1.2 Regrets: Jane Bourlon, Shelley McCullough, Darlene Wood
- 2.0 Approval of Agenda: Elaine N. made a motion to accept the agenda , Sharon seconded.
- 3.0 Adoption of Minutes of Previous Meeting: Mike moved adoption of minutes, Angela seconded.
- 4.0 Business from Previous Meeting:
 - 4.1 Photocopier: Mike passed around the information he found on photocopiers. Warren will look into the Town donating its old copier.
 - 4.2 Trustee Orientation Workshops: Mike and Elaine P. will still go.
 - 4.3 Friends of the Library info from Dawson Creek: Elaine N. wondered if it would be feasible to have such a group in Valleyview.
- 5.0 Treasurer's Report: Sharon presented her report. Mike moved acceptance, Angela seconded.
- 6.0 Librarian's Report: Sophie presented her report. Elaine N. moved acceptance, Sharon seconded.
- 7.0 Committee Reports:
 - 7.1 Financial Committee: none
 - 7.2 Programming Committee: meeting Tuesday, March 28 at 6:00 p.m. Meeting's agenda reviewed and suggestions given including talks on gardening. Warren will speak with Debbie Stewart to see if she would be willing to give a talk.
- 8.0 Correspondence:
 - 8.1 ALTA news: passed around
 - 8.2 Town of Valleyview re: Council representative: Warren Stewart appointed as Town Council rep.
 - 8.3 Alberta Community Development 2000-2003 plan: a document of its business plan.
 - 8.4 Linda Duplessis re: CLA Conference: June 21-25 in Edmonton, Sophie will be attending.
 - 8.5 PLS re: APLEN/CAP Training Survey: to learn about the system, to be held in Grande Prairie.
 - 8.6 Alberta Government News Release
 - 8.7 Vitalize 2000: Volunteer conference to be held in Calgary, more at next meeting.
 - 8.8 Wormsmith: PLS has it now. It is available for bookings.
 - 8.9 Wordspinner: celebration of Canadian authors, storytellers, and illustrators coming to Grande Prairie.
 - 8.10 PLS News 'N Notes March 2000
 - 8.11 Magic bookmarks: Scouts are promoting their event, a magic show, and will have bookmarks at the library.
 - 8.12 Excellence in Librarianship Awards: calling for nominations for librarians who excel.
- 9.0 New Business:
 - 9.1 Museum: Question about the status of a museum in Valleyview brought up.
 - 9.2 Elaine Peterson as new member - Angela will write letter to Town Council.
- 10.0 Member Concerns:
 - 10.1 Wednesday evening volunteers: Mar. 29 - Elaine N., April 5&12 - Sharon

**Valleyview Municipal Library
Programming Committee Meeting
April 12, 2000**

- 1.0 Shelley MacCollough called meeting to order at 4:50pm
- 2.0 Attendance: Shelley McCullough, Meredith James, Mike Garon, Elaine Nepstad, Sophie Major
- 3.0 Old Business
 - No response from Burlington re request for help with summer programming
- 4.0 New Business
 - Mike suggested computer art from local artist for gallery display
 - Could use a TV/VCR for children's programs, perhaps for a Saturday movie or to complement crafts/storytimes. Will put in a request in Valleyviews library column, also write to local service organizations for donations.
 - Alberta Library Week May 1-7.
 - May will be adopt-a-magazine month. Can make posters asking people to adopt a magazine, also write to past donors. Will review present magazines for use. Need some children's magazines. Will approach Santa's Anonymous to sponsor Owl and Chickadee. Other magazines to consider are PC Novice, an ATV magazine, Ranger Rick.
 - Gardening series Wednesday evenings in May. Sophie has presenters lined up.
- 5.0 Programming ideas for summer
 - Children's Earth Day program – plant seeds, could use plant container outside ie. adopt a planter.
 - Summer program Postcard patrol – give postcards to kids who go on holidays to send back to the library – “How I Spent My Summer Vacation” show and tell.
 - Connect up with the Visitor Center to welcome visitors or newcomers to the library. Put brochure in Visitor Center, invite travellers to the library, have newcomers coffee get-together in the library.
 - Pet Parade in the parking lot, invite Josie from Snowbound to do a pet care program
 - Invite park interpreter to do a bug program one Saturday in the summer.
- 6.0 Adjournment at 6pm

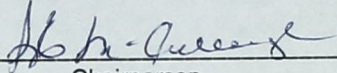
Brochures
Radiospots

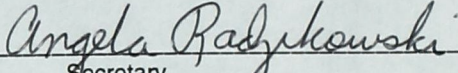
VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Tuesday, April 18, 2000

- 1.1 Attendance: Mike Garon, Sophie Major, Elaine Nepstad, Angela Radzikowski, Sharon Smith, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Pat Hopkin, Shelley McCullough, Elaine Peterson, Warren Stewart
- 2.0 Approval of Agenda: Darlene moved to accept the agenda with corrections and additions, Elaine seconded.
- 3.0 Adoption of Minutes of Previous Meeting: Elaine^{N.} moved adoption of minutes, Sharon seconded.
- 4.0 Business from Previous Meeting:
 - 4.1 Photocopier: Sharon took the chair while Mike discussed the photocopier. The Town would have given us the old one but it would have cost \$1500. in repairs. IKON still has not picked up the copier at the library even though Sophie has contacted them about it. Mike made a motion that we buy the Canon 920 for \$699.00 (with a 3-year warranty), Elaine seconded, all in favor. Mike resumed the chair.
 - 4.2 Friends of the Library : Elaine^{N.} will put posters up in the library and around town and Sophie will put it in the May brochure to see if people are interested in forming such a group.
- 5.0 Treasurer's Report: Sharon presented her report and moved it to be accepted, Angela seconded.
- 6.0 Librarian's Report: Sophie presented her report and moved it to be accepted, Elaine^{N.} seconded.
- 7.0 Committee Reports:
 - 7.1 Financial Committee: none.
 - 7.2 Programming Committee: meeting held April 12. Minutes of meeting presented. Highlights: will have the gardening series and Sophie will put the dates and topics in May brochure. Elaine^{N.} moved we adopt the committee meeting report, Angela seconded.
- 8.0 Correspondence:
 - 8.1 Vitalize 2000 conference: information passed around
 - 8.2 YABS Annual General Meeting: meeting information on Young Alberta Book Society
 - 8.3 PLS re: Invitation/Meeting Summary: annual meeting May 6. Jane has been with PLS for ten years and a member of the rural board for five years.
 - 8.4 STEP application: approved. STEP will pay \$4.50 of worker's hourly wage for twelve weeks. Meredith will be the STEP worker. Sharon made motion that Meredith be paid \$9.00 an hour. Elaine^{N.} seconded, all in favor, passed.
 - 8.5 Town of Valleyview re: approval of Elaine Peterson as new Board member.
 - 8.6 Public Library Statistics 1998
 - 8.7 The Trustee Voice March 2000 ed. (7 copies): copies passed around.
- 9.0 New Business:
 - 9.1 Computer desk for sale: Connie Gourlay has a desk for sale and is asking \$300.00. Mike will look at it with someone else from the library. Also brought up that we need new chairs.
 - 9.2 Gifts for student helpers graduating: Meredith had suggested scrapbook materials for the three students.
 - 9.3 New student workers needed for the beginning of June: Sophie will advertise for three student workers and applications will have to be in before the next Board meeting.

- 10.0 Member Concerns:
- 10.1 Wednesday evening volunteers: Apr. 19 - Elaine N., Apr. 26- Darlene, May 3- ?, May 10- Elaine
- 10.2 Volunteers for book sale: sale begins on Monday, April 24. Angela - 11:00-1:00, Darlene - 1:00-3:00, Mike- 3:00-5:00.
- 10.3 Internet policy: Sharon took chair as Mike spoke on what he learned at the Trustee Orientation Workshop. We cannot refuse children to use the internet. Pat MacNamee will be contacted for more information. We will need to review and/or revise our internet policy. Mike resumed the chair.
- 11.0 Date for Next Meeting: Tuesday, May 16, 2000 at 7:00.
- 12.0 Adjournment: Darlene made motion to adjourn the meeting at 8:32 p.m., Elaine seconded.


Chairperson


Secretary

*Programming Committee Meeting
June 13, 2000*

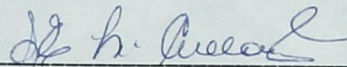
- 1.0 *The meeting was called to order at 4:35 p.m. by Shelley McCullough.*
- 2.0 *Attendance: Mike Garon, Meredith James, Pat Mabley, Sophie Major and Shelley McCullough.*
- 3.0 *Old Business:*
 - *Burlington Resources sent \$1000 to be used for programming. We have spent \$235 on registration fees for Noemi Maitland to attend Kalidescope in Calgary this October. Plans are in the works to have the author Will Reese come to the library (\$150 plus mileage) and the Space Sciences Centre planetarium (\$175) for the SRP. The remaining funds will be spent in the fall to enhance some children and adult programs.*
 - *TV/VCR donations have been received totalling \$800. They include \$250 Legion, \$100 Legion Auxillary, \$250 Elks, \$200 Royal Purple.*
 - *Adopt-a-magazine has seen some donations start to come in.*
 - *Gardening series was successful at the beginning. Next year we will try to run it during the month of April instead of May.*
 - *TIC is willing to sell/swap our used books for us. We are also going to put a poster up advertising our SRP and Internet services. We have had over half a dozen tourists come to the library to check their email.*
- 4.0 *New Business*
 - *Gallery displays - May/June will feature Ken Marshall and June will also feature a Treaty 8 display.*
 - *Family Learning Initiative has been approved for another year so we will be able to have Noemi offering our RhymeTyme and Tot's Express paid for by them (FLI)*
- 5.0 *Other concerns*
 - *Staffing updates: Amanda P. is resigning at the end of June, Krista P. and Erin T. are resigning at the end of July. Jean M. and Loretta J. may not be available due to health concerns. Meredith J. position is finished on July 21. Three new student helpers and one casual staff have been hired on a trial period. We also have received another resume for a casual worker.*
 - *Grants: We have been approved for a computer, hardware and software through the Bill & Melinda Gates Foundation Grant (valued at \$8000). We are also applying for library furnishings through the Community Lottery Board Grants (deadline June 30).*
- 6.0 *The meeting was adjourned at 5:30 p.m.*

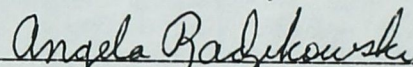
VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Tuesday, June 20, 2000

- 1.1 Attendance: Jane Bourlon, Mike Garon, Pat Mabley, Sophie Major, Shelley McCullough, Elaine Nepstad, Angela Radzikowski, Warren Stewart, Darlene Wood
- 1.2 Regrets: Pat Hopkin, Elaine Peterson, Sharon Smith
- 2.0 Approval of Agenda: Mike moved to accept the agenda with additions, 7.3 PLS, 7.4 Town of Valleyview, and 10.2 donation of books and shelving. Elaine N. seconded. All in favor. Carried.
- 3.0 Adoption of Minutes of Previous Meeting: Jane moved adoption of minutes, Mike seconded. All in favor. Carried.
- 4.0 Business from Previous Meeting:
 - 4.1 Board development workshop highlights: tabled until the next meeting. Elaine P., one of the attendees was absent.
 - 4.2 Photocopier: it is here.
 - 4.3 Student helpers: in Programming Committee (PCM) report.
 - 4.4 Computer desk: in PCM report.
- 5.0 Treasurer's Report: Sophie presented the report on behalf of Elaine P. The Town will do the library's payroll for a six month trial period. Warren will look into the possibility of having the library employees part of the Town's employees. Elaine P. will help Sophie with a revised proposal for MAGS over the summer. On Elaine P.'s behalf, Sophie moved acceptance of the treasurer's report. Elaine N. seconded. All in favor. Carried.
- 6.0 Librarian's Report: Sophie presented her report. Many visitors from out of town are coming to the library to check their e-mail. Discussion to advertise the library more. Sophie moved her report be accepted, Angela seconded. All in favor. Carried.
- 7.0 Committee Reports:
 - 7.1 Financial Committee: meeting has been scheduled for June 26 at 5:00 p.m.
 - 7.2 Programming Committee: meeting held June 13. Minutes of meeting presented.
 - 7.3 PLS: Jane Bourlon gave a brief history of the PLS. It covers the largest region of the seven systems in the province. Grande Prairie Public Library is the resource sharing library - the need for a resource center is legislated. More computers have been given out. Jane is the vice-chair for PLS and the next meeting will be in August in Slave Lake.
 - 7.4 Town Council of Valleyview: Warren Stewart brought a memo from the Town Council on points to be clarified. (1) appointed person - Jane stated that she would like to continue as the appointed Council supporting Jane's appointment to the PLS Board as well as resubmitting her name for membership in the Library Board.] (2) reporting requirements - Jane will report to the Board and Town Council. (3) expenses - Jane stated that PLS pays for mileage, hotel and meals. (4) Library Board minutes - The Board's minutes will be made available to Town Council.
- 8.0 Correspondence:
 - 8.1 PLS re: ILL charges on books - PLS will now pay the extra charges on inter-library loan books.
 - 8.2 ACD re: Plan of Service due - due date has been extended. Sophie and Elaine P. will work on it over the summer and Christine Nelson has offered her assistance.
 - 8.3 Lobstick re: donation of book - a copy of Treaty 8, An Interdisciplinary Journal has been donated.
 - 8.4 VV Santa Anonymous re: AAM & donation of toys - through Elaine N.'s efforts Qw and Chickadee magazines are part of Adopt - A- Magazine and Carol MacCallum also will donate toys to the summer reading program.
 - 8.5 PLS re: allotment invoice - passed around.

- 8.6 Netspeed 2000 - will be held in Calgary Sept. 28-30.
- 8.7 Alberta Library History Survey - wants sources of history of libraries in Alberta.
- 9.0 New Business: none
- 10.0 Member Concerns: Wednesday evening volunteers: June 21 - Elaine N., June 28- Meredith ?, July 5 - ?, July 12 - Darlene. Will have to get volunteers for the remaining Wednesdays in July and August.
- 10.2 Donation of books and shelving - Lars Waring has donated 150 feet of shelving and books from Lis' old bookstore.
- 11.0 Date for Next Meeting: Tuesday, September 5, 2000 at 7:00.
- 12.0 Adjournment: Mike made motion to adjourn the meeting at 8:23 p.m., Angela seconded.


Chairperson


Secretary

FINANCIAL COMMITTEE MEETING
27 June 2000

Meeting began at 5:30 P.M.

In attendance were – Sophie Major, Elaine Nepstad and Elaine Peterson

Items discussed included –

Community Lottery Board Grant – a draft copy of the grant was edited and the final copy was submitted by the deadline date of June 30th.

MAGS – discussed ways of submitting proposals more likely to be accepted. A smaller, reduced application was decided upon because MAGS does not do partially funded applications. With a smaller grant application we may have a better chance of success. Draft copy of the MAGS grant will be available by the end of September.

Annual Grant Cycle – setting up an annual grant cycle was discussed. A timetable and information on various grants would need to be put together. A list of grants to apply to.

MD Grant Increase – annual MD grant is due in October. It was proposed that we ask for an increase in funding from them. Data will need to be collected to make our case for this request.

Staff hours – an increase in staff hours is needed for our library. Sophie will put together a proposal of what we need, ie: who needs what and how much. We will also be looking at doing staff evaluations, job descriptions, contracts, etc.

The meeting was adjourned at 6:30 p.m.

VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Thursday, September 7, 2000

- 1.1 Attendance: Paula Benson, Mike Garon, Pat Hopkin, Meredith James, Sophie Major, Shelley McCullough, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Sharon Smith, Warren Stewart
- 2.0 Approval of Agenda: Mike moved to accept the agenda, Angela seconded. All in favor. Carried.
- 3.0 Adoption of Minutes of Previous Meeting: Angela moved adoption of minutes, Darlene seconded. All in favor. Carried.
- 4.0 Business from Previous Meeting:
 - 4.1 Board development workshop highlights: tabled until the next meeting when those who attended the workshop will present mini-topics.
 - 4.2 Plan of Service: tabled until the next meeting and will be presented then.
- 5.0 Treasurer's Report: Elaine Peterson presented her report showing percentage of budget spent and percentage of revenue received from January 1, 2000 to July 31, 2000. After the August payroll there is \$5837.80 in the bank. The August payroll was the first that the Town has done. The Financial Committee will have to meet before Sept. 26 and a meeting was tentatively scheduled for Wed., Sept 13 at 7 p.m. Elaine moved to adopt her report as presented. Elaine Nepstad seconded. All in favor.
- 6.0 Librarian's Report: Sophie presented her report on statistics of year to end of July. Volunteer hours should be put in the day binder. Sophie moved acceptance of her report, Mike seconded. All in favor.
- 7.0 Committee Reports:
 - 7.1 Financial Committee: minutes of the June 27 meeting were reviewed.
 - 7.2 Programming Committee: no meeting held. Brochures detailing Sept. and Oct. programs were distributed.
- 8.0 Correspondence:
 - 8.1 ACD re: remaining grant documents - Elaine Peterson will fill them out.
 - 8.2 MAGS grant application - will send in a proposal which is a modification of a previous proposal for six guest speakers on health related topics over the year and will request a smaller grant.
 - 8.3 PLS re: budgeting for CAP Internet charges - will be covered until April 30, 2001, then the library will have to pick up the cost. Sophie will inquire about costs for different Internet plans and will get an estimate of what costing a month now.
 - 8.4 PLS re: APLEN money - letter from July 7, 2000. Holding \$950., \$3800. has been expended.
 - 8.5 Community Lottery Board grant - application has been favorable. The library will receive \$7378. for furnishings.
 - 8.6 PLS re: Author tour in October - Kate Buchholz will be here Tuesday, Oct. 24.
 - 8.7 MD#16 re: 2001 Budget Preparations - grant application has to be in earlier this year, by Oct. 2.
 - 8.8 Library Planning Consultants - information sent on library designs.
 - 8.9 ALTA re: Trustee Orientation workbook and video - have been received and Board members may sign them out.
 - 8.10 Resignations from Krista Piebiak and Amanda Patterson as of July 31, 2000
 - 8.11 Adopt-a-magazine donations - Horizon Motel has donated for Alberta Report and Anita Gaboury for Outdoor Canada.
 - 8.12 Donations for TV/VCR - \$800.00 in donations have been received: \$250. from the Legion, \$100. from the Ladies' Auxiliary, \$250. from the Elks and \$200. from the Royal Purple. Paula will look

- into acquiring a stand.
- 8.13 RLC 2000 - Rural Library Conference will be held Oct. 2 & 3 in Grande Prairie. Sophie, Pat Mabley, Meredith, Shelley and Noemi will attend.
- 9.0 New Business:
- 9.1 Signing authority - the bank needs verification of those who have cheque signing authority. It was recommended that four people have the authority. Elaine Peterson made the motion that Sophie Major be the fourth person to have signing authority. Darlene seconded. All in favor. Carried. Elaine P. will need a filing cabinet at the library to keep treasurer information. Pat Hopkin will bring one.
- 9.2 Spelling Bee - to be held Wed., Sept. 27. Sophie and Paula will be in it and maybe Pat M. If anyone else interested, call Sophie.
- 10.0 Member Concerns:
- 10.1 Wednesday evening workers : Sept. 13 - Paula, Sept. 20 - Elaine Nepstad.
- 10.2 Electrical outlet - Mike brought up the need for another electrical outlet downstairs. Suggestion that an offer could be made to an electrician for membership for family for one or two years.
- 11.0 Date for Next Meeting: Tuesday, September 26, 2000 at 7:00.
- 12.0 Adjournment: Mike made motion to adjourn the meeting at 8:45 p.m., Angela seconded.

Chairperson

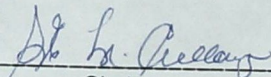
Angela Radzkowski
Secretary

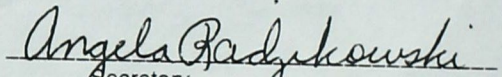
VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Tuesday, September 26, 2000

- 1.0 Call to order: Shelley McCullough called the meeting to order at 7:13.
- 1.1 Attendance: Paula Benson, Mike Garon, Pat Hopkin, Sophie Major, Shelley McCullough, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Warren Stewart
- 1.2 Regrets: Jane Bourlon, Sharon Smith, Darlene Wood
- 2.0 Approval of Agenda: Mike moved to accept the agenda, Elaine N. seconded. All in favor. Carried.
- 3.0 Adoption of Minutes of Previous Meeting: Angela moved adoption of minutes, Mike seconded. All in favor. Carried.
- 4.0 Business from Previous Meeting:
 - 4.1 Board development workshop highlights: tabled until the next meeting due to time restraints.
 - 4.2 Plan of Service: tabled until the next meeting and will be presented then.
 - 4.3 CAP Internet charges (8.3 of 07/09/00 meeting): PLS does not have any information yet. Sophie and Elaine P. will check into it. Need clarification on trunk line.
 - 4.4 Spelling Bee: Meredith, Paula and either another staff member or Elaine N. will take part.
 - 4.5 Signing authorities: Pat Hopkin will take care of it.
- 5.0 Treasurer's Report: Elaine Peterson presented her report showing percentage of revenue received and percentage of budget spent to August 31, 2000. It was noted that the Town of Valleyview gave \$13,500. for Jan. to June 2000 at the end of December and it was deposited then. Alberta Culture needs a letter from the Town verifying the money had been given. Elaine moved acceptance of her report, Elaine N. seconded.
- 6.0 Librarian's Report: Sophie presented her report on statistics of year to end of August. August's book circulation was the highest for the year and August's memberships were the lowest. Sophie moved acceptance of her report. Pat seconded. All in favor. Carried
- 7.0 Committee Reports:
 - 7.1 Financial Committee: Discussion on the 2001 Budget. From recommendations in the Financial Committee Report, Mike made motion that the assistant librarian, Pat Mabley, be given extra hours for training. Pat seconded. All in favor. Carried. Elaine Peterson made motion for trial period to the end of December for more hours on Monday for admin time when the library would be closed to the public: closed 9 a.m. to 1 p.m., open 1 p.m. to 9 p.m. Pat seconded. All in favor. Carried. The new hours would be in effect October 16 until the end of December. Application for Grant from M.D. discussed. Elaine P. and Sophie worked on budget together. Elaine wants to make the statement that the Library wants to establish a stable base budget so will not have to fund raise to supplement budget. Pat made motion that draft budget as presented be accepted. Elaine N. seconded. All in favor. Carried. Elaine P. and Sophie will continue to work on it for the presentation.
 - 7.2 Programming Committee: no meeting held. However, regarding the author's visit on October 24, PLS will pay the \$80. more to enable an extra reading.
- 8.0 Correspondence:
 - 8.1 Industry Canada : telephone census - done
 - 8.2 Letter to Town Office re: Jane Bourlon appointment to Board - letter read
 - 8.3 Linda Duplessis re: Dr. Laura/Media info - library's response to her TV program on lewd libraries was passed around.
 - 8.4 Linda Duplessis re: media package - passed around

- 8.5 PLS Board Meeting Highlights - passed around
8.6 Town of Valleyview re: appointment of Jane Bourlon - Town approved her appointment.
- 9.0 New Business:
9.1 Letter to Town Council seeking approval for Paula Benson's appointment to the Library Board - Angela will write it.
- 10.0 Member Concerns:
10.1 Wednesday evening workers : Sept. 27 - Elaine N., Oct. 4&11 - ?, Oct. 18 - Pat H.
10.2 No response yet from M.D. to appoint someone to the Board so will ask again. Will be sending minutes to the M.D. as well.
10.3 Paula looked into seeing if there were extra stands around for a TV/VCR and there were none.
10.4 North wall still leaks so Angela will write a letter to the Town Office requesting this be fixed.
- 11.0 Date for Next Meeting: Tuesday, October 24, 2000 at 7:00.
- 12.0 Adjournment: Elaine N. made motion to adjourn the meeting at 9:00.


Chairperson

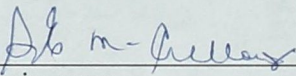

Secretary

Valleyview Municipal Library Board Meeting Minutes
Tuesday October 24, 2000

- 1.0 Shelley McCullough called the meeting to order at 7:10 pm
 - 1.1 Attendance: Shelley McCullough, , Sophie Major, Elaine Nepstad, Jane Bourlon, Mike Garon, Elaine Peterson, Pat Hopkin, Paula Benson, Warren Stewart
 - 1.2 Regrets: Angela Radzikowski, Darlene Wood
- 2.0 Approval of agenda with additions 9.1 and 9.2.

Pat moved the agenda be adopted with amendments, Mike seconded.
- 3.0 Adoption of minutes of previous meeting: Mike moved adoption of minutes, Elaine Peterson seconded.
- 4.0 Business from previous meeting:
 - 4.1 Board Development Workshop Reports. Elaine Peterson discussed board policy review, which was brought up at the workshop. After discussion it was decided to form an ad hoc committee in January to review library policies. Mike reported that use of library materials, etc., or denial of use, must be consistent with library system policies as well as within the library. Jane mentioned ALTA has training videos for board use.
 - 4.2 Plan of Service. Sophie reported that the plan of service will be ready for review shortly. She will distribute to board members before the next board meeting.
 - 4.3 CAP charges. There is confusion about Telus phone #'s that the library is paying for. Sophie will investigate this.
 - 4.4 MAGS application. It has been sent in to Mistahia.
- 5.0 Treasurer's Report
 - 5.1 Town of Valleyview re clarification of funding. Elaine Peterson presented letter that clarifies funding from the town.
 - 5.2 The library board has received grant money from ACD for \$7600.
 - 5.3 MD grant application. The MD has agreed to grant \$16,000 to the library, \$4000 more than previously, but not as much as asked for. There was discussion of developing a joint agreement between the Town, the MD, and the library.
 - 5.4 Memo from Town Manager. Elaine Peterson distributed a memo from the town manager presenting future options for moving/expanding the library. The memo was for information only.
 - 5.5 Treasurer's Report reviewed. Elaine Peterson moved it be accepted, Jane seconded. Carried.
- 6.0 Librarian's Report: Sophie moved acceptance of her report, Mike seconded.
- 7.0 Committee Reports:
 - 7.1 No financial committee meeting was held this month. One is scheduled for November 8 at 4:30 at library.
 - 7.2 No programming meeting was held this month, and none is scheduled.
- 8.0 Correspondence
 - 8.1 ACD grant information. Sophie presented a list of potential grants from ACD.
 - 8.2 CLA refund – attendees to the CLA conference may receive partial registration refund.
 - 8.3 Announcement re campaign to advertise libraries

- 8.4 Letter from Meredith James announcing resignation.
 - 8.5 Notice of Adobe Software Products available for libraries at low prices. Jane moved, and Mike seconded that the library take advantage of this offer.
 - 8.6 Letter announcing Sharon Siga's resignation.
 - 8.7 Grants are available from Regional Cablevisions. This will be investigated.
 - 8.8 Announcement of Alberta Public Charities seminar.
- 9.0 New Business
- 9.1 Report from PLS. Jane asked for feedback from Rural Librarians conference. Attendees felt the conference was excellent, except for one session. Would prefer Thurs/Fri instead of Mon/Tues. Questioned why there was an American speaker.
 - 9.2 Friends of the Library. Paula and Elaine Nepstad reported that a preliminary Friends of the Library meeting was held on Monday, Oct 23. There were 4 interested members of the community there, and a wide-ranging discussion was held about the role of the library in the community, and how a Friends group could support the library. An organizational meeting will be held on Wednesday, Nov. 1 at 7pm at the library.
- 10.0 Member Concerns
- 10.1 Wednesday evening workers needed
 - 10.2 Christmas party November 23 at Pinky's
- 11.0 Date for next meeting – Dec. 5, 2000
- 12.0 Adjournment – Mike moved the meeting adjourned at 8:35pm.



Chairperson

Secretary

VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Tuesday, December 5, 2000

- 1.0 Call to order: Shelley McCullough called the meeting to order at 7:09.
- 1.1 Attendance: Paula Benson, Pat Mabley, Noemi Maitland, Shelley McCullough, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Mike Garon, Pat Hopkin, Sophie Major, Sharon Smith, Warren Stewart

- 2.0 Approval of Agenda: Darlene moved to accept the agenda, Elaine N. seconded. All in favor. Carried.

- 3.0 Adoption of Minutes of Previous Meeting: Minutes not available.

- 4.0 Business from Previous Meeting:
 - 4.1 Friends of the Library: Elaine Nepstad reported that the group decided to form a society and an application was sent to Alberta Registries. The group has come up with some ideas already such as to have an open house to celebrate the library's automation. Some suggestions for the old cards were to display them, or to put in a draw. Also, the possibility of laminating the new cards was discussed.

- 5.0 Treasurer's Report: Elaine Peterson presented her report showing percentage of revenue received and percentage of budget spent to October 31, 2000. Paula Benson moved acceptance of the report, Elaine N. seconded.
 - 5.1 Letter to Town Council re: financial assistance - Town Council will support the Library, a meeting with the M.D. will be set up and the Town Council will let us know what transpires. Also brought up to have an ad in the M.D. monthly newsletter for a M.D. resident to serve on the Library Board and will have a notice at the Library as well, to request a member.

- 6.0 Librarian's Report: Sophie absent and reports did not print off.

- 7.0 Committee Reports:
 - 7.1 Financial Committee: no meeting held.
 - 7.2 Programming Committee: no meeting held.

- 8.0 Correspondence:
 - 8.1 ALTA re: nomination forms - for deserving trustees
 - 8.2 PLS re: copy of ALPEN support agreement
 - 8.3 TAL re: Gates Foundation grant - \$3343.00 received for internet connecting lines. If already have the line, and the Library has, money can be reallocated, but approval is needed. Examples of approved items was provided. (As an aside on this subject found out that the Library had been paying for an unused line for almost one and a half years and cannot be credited on this.)
 - 8.4 Community Lottery Board re: grant - \$7378.00 has been granted for furnishings
 - 8.5 PLS re: Action Request - request to contact MLA to increase support for libraries. Will be brought forward at January meeting.
 - 8.6 PLS re: Electricity Rebate Program - libraries are eligible.
 - 8.7 MAGS re: grant application - application was received and will be notified in January as to approval.
 - 8.8 Microsoft re: tax deductible status - will have to check it out with Sophie
 - 8.9 PLS re: Copyright agreement - for libraries with photocopiers. If sign the contract, Alberta Community Development will pay the fees for the two years, 2000&2001 and after that libraries will have to pay.
 - 8.10 Sharon Siga re: Premier's survey - libraries are not on the list but can write them in under 'other priorities'.

- 9.0 New Business:
- 9.1 Librarian - will need to advertise for one. An ad hoc hiring committee of Paula Benson, Shelley McCullough, Elaine Nepstad and Elaine Peterson was formed to go over the criteria. Meeting will be held Thursday evening, Dec.7, after Board supper. Elaine Peterson will look into possibility of benefits through the Chamber of Commerce.
- 10.0 Member Concerns:
- 10.1 Wednesday evening workers: Dec. 6 - will have to call someone in, Dec. 13 - Elaine N., Dec. 20 - Paula
- 10.2 Board training in Library's new system: training session scheduled for Tuesday, January 16, 2001 at 6:30 p.m. before the Board meeting
- 10.3 Inside lights: better lighting is still needed downstairs by east wall
- 10.4 Christmas hours: Library will be closed Dec. 25, 26 and Jan. 1 and possibility of Dec. 27, if Town Office is closed that day.
- 11.0 Date for Next Meeting: Tuesday, January 16, 2001 at 7:00.
- 12.0 Adjournment: Elaine P. made motion to adjourn the meeting at 8:53 p.m.

Chairperson

Angela Bodzikowski

Secretary