

# VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

## Tuesday, January 16, 2001

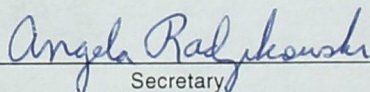
- 1.0 Call to order: Shelley McCullough called the meeting to order at 7:07 p.m.
- 1.1 Attendance: Paula Benson, Jane Bourlon, Mike Garon, Pat Hopkin, Pat Mabley, Noemi Maitland, Shelley McCullough, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Karen Ratzlaff, Sharon Smith, Warren Stewart, Darlene Wood, and guest Garry Peterson
- 1.2 Regrets: none. All members present
- 2.0 Approval of Agenda: Pat Hopkin approved the agenda with additions, Sharon seconded. All in favor. Carried.
- 3.0 Adoption of Minutes of Previous Meeting: Paula adopted the minutes, Pat H. seconded. All in favor. Carried
- 3.5 Special agenda item re: Garry Peterson - Town of Valleyview. Mr. Peterson, Valleyview's Town Manager, attended the meeting to clarify some issues. He stated that he would recommend to Town Council to "forgive" the Library's \$7500.00 to the Town for the next four years. The issue of the future location of the Library was discussed and this matter still has to be determined. Possibilities were the Town office area if the Town office moves, moving into one of the vacant buildings downtown, or sharing space with a new school. The Library Board asked the Town for its assistance in applying to the M.D. for funding and Mr. Peterson conveyed to the Board that the Town would be willing to assist in negotiations and he wrote up an agreement (copies of which were passed around) requesting funding "at least equal to the Town's allotment". There would be an agreement with the Town, M.D. and Library. Paula Benson made the motion that the Town move forward to negotiate on behalf of the Valleyview Municipal Library Board, with the M.D., details to be decided at a later date by the executive of the Library Board. Mike Garon seconded. All in favor. Carried
- 4.0 Business from Previous Meeting:
- 4.1 Friends of the Library: Elaine Nepstad reported that the group has not received its status yet. It still has to be approved by the Friends of the Library Association.
- 4.2 Ad in M. D.'s newsletter: Darlene wondered if the ad was put in the Municipal District's newsletter. It appears that it had not, so a call will be made to put it in.
- 4.3 Hiring of librarian: Paula reported that the ad hoc committee met on Jan. 15. There were only a few applications received and that possibly could be due to the time of year. ValleyViews only advertised for one week instead of the two requested. It appears that the ad was paid for the two weeks and this will be clarified with the ValleyViews. The ad will run again in the Peace River paper, the South Peace News, the ValleyViews, M.D. newsletter, and notices will be put up in Crooked Creek and Debolt. The applicants will be contacted to apprise them of what is happening. Elaine Peterson removed herself from the committee because she applied for the job. The ad will be changed to include the hours and salary range. There was one application for the casual position and one for the student position. Will still have the applicants go through a small, formal interview. Will advertise for more casual workers to have a pool of interested individuals. Will ask at Hillside for student workers. Mike made the motion to readvertise. Elaine Nepstad seconded. All in favor. Carried.
- 5.0 Treasurer's Report: Elaine Peterson presented her report showing percentage of revenue received and percentage of budget spent to December 31, 2000. The Library should finish the year with a small surplus and overall we should be pleased. The final report for 2000 will be presented at the February meeting. If anyone wants changes to the Treasurer's report format, let Elaine know. Elaine Peterson also brought information on benefits' packages. The Town's package is very expensive. Warren Stewart asked if Library could get a package with other libraries in the province. Elaine will check it out with PLS. This issue will be discussed at a Financial Committee meeting and will be brought back to the Board with an information sheet. Still just investigating a benefit package and if did go ahead would start small. For the year end, Pat Hopkin made a motion to retain Sylvain and Sylvain as auditors for the yearly review. Mike seconded. All in favor. Carried. Deb Chateaufneuf will also be retained. Elaine has been working with Sophie on PLS vouchers and should get approximately \$4000.00 back on book purchases. Paula Benson moved adoption of the report, Pat H. seconded. All in favor. Carried.



- 6.0 Librarian's Report: Pat Mabley presented the librarian's report with statistics from January to the end of October. To 01 December 2000 on Dynex, from PLS, and the breakdown is not the same. Will see what can be generated to separate patron numbers (town and country). Will contact PLS and tell what stats had been getting and ask how to get those now. Paula adopted the report. Darlene seconded. All in favor. Carried
- 7.0 Committee Reports:  
7.1 Financial Committee: no meeting held.  
7.2 Programming Committee: no meeting held.
- 8.0 Correspondence:  
8.1 Resignation letter from Paula Benson - Paula is resigning from the Board, due to a new job in Spruce Grove. The Board accepted her resignation with regrets.
- 9.0 New Business:  
9.1 Tuesday evening hours - not many patrons in from 5:00 to 9:00 p.m. Elaine P. suggested looking at comparison of numbers with other evenings. Financial Committee will revisit this situation for the hours of opening and administration time for the librarian. Mike made a motion that the Tuesday's opening hours be changed to 11:00 a.m. to 5:00 p.m. and the casual worker in for three hours, 10:00 a.m. to 1:00 p.m. Jane Bourlon seconded. All in favor. Carried. Will begin the new hours on February 6th. Pat M. will get bookmarks made up with the change and Noemi will put it in the ValleyViews along with information on Storytime and other library programs.  
9.2 PLS report by Jane Bourlon - Jane reported that Sharon Siga resigned and Linda Duplessis is the new director of PLS. With the resignation of Michael Weidlich as chairperson of the PLS Board, Jane Bourlon, as vice-chair, will move into the chairperson's position until PLS' general meeting in May.
- 10.0 Member Concerns:  
10.1 Wednesday evening workers: Jan. 17 - Sharon, Jan. 24 - Paula, Jan. 31 - Elaine N., Feb. 7&14 - Will call in a casual worker if can't get a volunteer.  
10.2 Sophie - Board wants to do something soon for Sophie. Pat H. made a motion that the Board can spend up to \$250.00 on a parting gift for Sophie. Darlene seconded. All in favor. Carried. A tentative date for an appreciation party for Sophie and Paula is Thursday, January 25.  
10.3 Mike re: old hub - Mike would like to buy an old hub. Paula made a motion that the network hub be given to Mike for \$1.00. Darlene seconded.
- 11.0 Date for Next Meeting (Annual General Meeting): Tuesday, February 20, 2001 at 7:00 p.m. Pat M. will put an ad in the ValleyViews and a notice up in the library. A nomination committee of Elaine N. and Darlene was formed. A committee for the "new library expansion" will have to be formed and that will wait until after the annual general meeting.
- 12.0 Adjournment: Darlene made motion to adjourn the meeting at 9:12 p.m.

---

Chairperson

  
Secretary



VALLEYVIEW MUNICIPAL LIBRARY  
ANNUAL BOARD MEETING MINUTES  
FEBRUARY 20, 2001

- 1.0 Call to Order: Mike Garon called the meeting to order at 7:12 p.m. with introduction of new librarian, Marlaina Mitchell
- 1.1 Attendance: Mike Garon, Pat Mabley, Sophie Major, Marlaina Mitchell, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Pat Hopkin, Shelley McCullough,
- 2.0 Approval of Agenda: Moved by Elaine P., seconded by Elaine N. All in favor. Carried.
- 3.0 Adoption of Minutes of Previous Meeting: Sharon moved adoption of minutes, Darlene seconded. All in favor. Carried.
- 4.0 Treasurer's Report: Elaine Peterson presented the unaudited statement. There will be a small deficit at year end. With the Community Lottery Grant for furnishings, the furnishings have been ordered but not received yet. With the money from the Gates Foundation, have until the end of March to spend the money on computer items such as a wand, larger monitor, toner and paper. Elaine P. made the motion that the unaudited report be accepted as presented. Darlene seconded. All in favor. Carried.  
The preliminary budget for 2001 for revenue and estimated expenses was presented. Sophie pointed out that as of the end of April, ALPEN will no longer be paying for the Internet. Possible additional expenses were taken under advisement - telephone costs may increase. For the utilities there are rebates but we will keep an eye on that expense. Elaine P. made the motion that the preliminary budget from the Finance Committee be accepted as presented. Sharon seconded. All in favor. Carried.
- 5.0 Librarian's Report: Sophie presented the librarian's report. The Town and Country statistics are important and Sophie will try to get samples from other libraries to see how they are representing those stats which are not tracking on Dynex. In the meantime will track manually. The information is entered as town or MD resident on computer, just have to pull it out. With Dynex, AV material is included in the totals. Collection codes will change. Total visitors for 2000 was 9736. Volunteers' hours are not always being tracked, so members will be able to bring up their hours under Member Concerns. Sophie moved acceptance of her partial report with updates to follow. Angela seconded. All in favor. Carried.
- 6.0 New Business
- 6.1 Election of Officers: Darlene Wood assumed the chair. Elaine N. and Darlene, the nominating committee, conducted the elections and submitted nominations for the following positions:  
Chairperson - Mike Garon - Elaine P. moved nominations cease, Elaine N. seconded. All in favor. Carried  
Chairperson - Mike Garon  
Vice-Chairperson - Shelley McCullough - Mike moved nominations cease, Elaine P. seconded. All in favor. Carried.  
Vice-Chairperson - Shelley McCullough  
Secretary - Angela Radzikowski - Elaine N. moved nominations cease, Mike seconded. All in favor. Carried  
Secretary - Angela Radzikowski  
Treasurer - Elaine Peterson - Angela moved nominations cease, Elaine N. seconded. All in favor. Carried  
Treasurer - Elaine Peterson



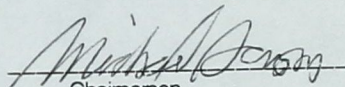
Following the elections, Mike reassumed the chair.

7.0 Member Concerns:

Sharon brought up concern that the stairs are hard for some people to manage. Warren will bring issue up with the Town for a wheelchair ramp for access to get into the building. Warren will also look into lighting for outside of the building. Mike mentioned that more electrical outlets are needed. Elaine P. informed the Board that money has been budgeted for maintenance and to go ahead and get it done. Staff will talk with Town to make sure okay and will ask for a cost estimate. Discussion on membership fees. There has been lobbying to eliminate fees province-wide. Suggestion to invite Mel Knight to all Open House functions at the library.

8.0 Date of Next Meeting: February 19, 2002

9.0 Adjournment: Darlene made motion to adjourn meeting at 8:07 p.m.

  
Chairperson

\_\_\_\_\_  
Secretary



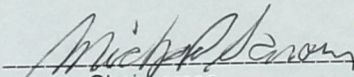
# VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

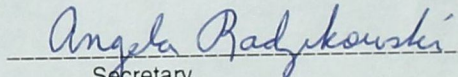
## Tuesday, February 20, 2001

- 1.0 Call to order: Mike Garon called the meeting to order at 8:12 p.m.
- 1.1 Attendance: Mike Garon, Pat Mabley, Sophie Major, Marlaina Mitchell, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Pat Hopkin, Shelley McCullough
  
- 2.0 Approval of Agenda: Elaine N. moved to accept the agenda with additions. Sharon seconded. All in favor. Carried.
  
- 3.0 Adoption of Minutes of Previous Meeting: Warren adopted the minutes. Elaine P. seconded. All in favor. Carried.
  
- 4.0 Business from Previous Meeting:
  - 4.1 Ad clarification (4.3 Jan. minutes): The ad that had been in the Valleyviews had only been paid for one week.
  - 4.2 Benefit package (5.0 Jan. minutes): call will be made before next meeting. Financial Committee will look into it later in the spring.
  
- 5.0 Treasurer's Report: Elaine Peterson noted that there was little activity for January and report will be made at next meeting. Warren Stewart made the motion that the Treasurer's Report be presented every second month, unless needed in the interim. Elaine N. seconded. All in favor. Carried.
  
- 6.0 Librarian's Report: Until the Town and Country are statistics worked out will not have a full report. No report to date. Automation report compiled by Meredith James handed out for Board members to read at home.
  
- 7.0 Committee Reports:
  - 7.1 Financial Committee: Meeting held regarding salaries for existing staff. Elaine P. made motion to go "in camera" to make recommendations to Board. Darlene seconded. Darlene made motion that we come out of "in camera". As a result of discussion Elaine P. made motion that salaries be adopted as notified. Darlene seconded. Letter to be written to staff, Sophie and Pat, informing them of discussion. Elaine P. made motion that Board approve recommendations of acting librarian responsibilities (Pat Mabley). Elaine N. seconded. Darlene made motion that Board accept Personnel recommendations that Marlaina Mitchell be hired with conditions as discussed. Letter of offer to be written to Marlaina. Warren seconded.
  - 7.2 Programming Committee: no meeting held.
  - 7.3 Personnel Committee: "in camera".
  
- 8.0 Correspondence:
  - 8.1 Mistahia Re: MAGS - Library's request was not selected
  - 8.2 PLS Re: Consulting Dept. Services - staff changes
  - 8.3 ALPEN Re: transfer of ownership - of CAP ALPEN equipment to library
  - 8.4 K. Ratzlaff Re: Hours clarification: staff will determine
  - 8.5 SCP Application - Summer Career Placement Program for hiring post secondary students for summer employment for fourteen weeks
  - 8.6 STEP Application - due February 28
  - 8.7 ALTA News - brochure. Information on workshop in St. Albert
  - 8.8 Community Development Business Plan - accountability statement
  - 8.9 Alberta Library Conference - April 26-29 at Jasper Park Lodge



- 9.0 New Business:
- 9.1 Friends of the Library: Elaine N. made motion that upon receipt of a letter from the Friends of the Library, the Board loan the Friends of the Library \$250.00. Darlene seconded.
- 9.2 Shelving: need a strategy meeting for dealing with it.
- 9.3 Signing authority: With the changes on executive and librarian, Elaine P. made motion that the signing authority be changed for new chairperson and librarian, effective March 1st. Elaine N. seconded.
- 10.0 Member Concerns:
- 10.1 Wednesday evening workers: Feb. 21 - Sharon, Feb. 28 & Mar. 7 - will call casual if no Board members available, Mar. 14 - Elaine N.
- 10.2 Overdue fines for Board members and staff with new system: Elaine N. made motion that staff and Board members be treated as other patrons and pay fines. Darlene seconded.
- 11.0 Date for Next Meeting: Tuesday, March 20, 2001 at 7:00.
- 12.0 Adjournment: Darlene made motion to adjourn the meeting at 9:41 p.m.

  
-----  
Chairperson

  
-----  
Secretary



VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES  
TUESDAY, MARCH 20, 2001

- 1.0 Call to Order: Mike Garon opened the meeting at 7:10 pm
- 1.1 Attendance: Mike Garon, Pat Mabley, Marlana Mitchell, Elaine Nepstead, Elaine Peterson, Shelley McCullough, Sharon Smith, Darlene Wood, Jane Bourlon, Pat Hopkin.
- 1.2 Regrets: Warren Stewart, Angela Radzikowski
- 2.0 Approval of Agenda: Approved with additions Moved Shelley, 2<sup>nd</sup> Pat M
- 3.0 Adoption of Minutes of Previous Meeting: Adopted as written Moved Darlene 2<sup>nd</sup> Elaine N
- 4.0 Business from Previous Meeting:
  - 4.1 Summer placemtn: Librarian decided to send application in for the STEP grant.
  - 4.2 Applicable to above
  - 4.3 Applicable to above
  - 4.4 The Community Business Program was a statement of objectives-not something we are responsible for.
- 5.0 Treasurer:s Report: The attached report was gone over and Marlana voiced some concerns regarding Staffing for summer. Same were discussed.
- 6.0 Librarian:s Report: There continue to be glitches with the information from the computer, Marlana Has a meeting with PLS to try and rectify the problem.
  - 6.1 Shelving has been purchased, Marlana would like some input on where to put it!
  - 6.2 MOTION # 1 Move that we send the Librarian and one other member to the Alberta Library conference in Banff. Moved Jane 2<sup>nd</sup> Shelley
- 7.0 Committee Reports: No meetings held.
- 8.0 Correspondence:
  - 8.1 M. D.'s volunteer recognition night coming up- we are to submit names for same.
  - 8.2 MOTION #2 Move that we do not renew the membership to the Canadian Library Association. Moved Elaine P 2<sup>nd</sup> Pat H
- 9.0 New Business:
  - 9.1 The Committees are staffed as:
    - a. Financial- Elaine P, Pat H, Marlana
    - b. Facilitates- Marlana, Pat M
    - c. Programs- Noemi, Sharon, Marlana, Mike
    - d. Personnel- Darlene, Shelley, Elaine P, Elaine N
  - 9.2 MOTION #3 Move that we put \$200.00 for the upgrading needed for the main computer Moved Jane 2<sup>nd</sup> Shelley
  - 9.3 We discussed the Quote sent to us for the plug ins and the extra lighting—the board decided to have more quotes submitted. Those members who know any electricians, please ask them To submit a quote.
  - 9.4 Carpenter- One quote was submitted on the paperback shelving and we decided to have more quotes submitted.
  - 9.5 PLS Jane gave a short report:
    - a new member has joined
    - PLS plan to approach the colleges to see if they will become members
  - 9.6 Service plan- the library has to send in a five year plan of goals and objectives—Meeting MARCH 26 TUESDAY
  - 9.7 Friends of the Library- The board asked Elaine to ask the Friends if they would take over the Adopt a Magazine program



10.0Members concerns:

- 10.1 The Wednesday s not comvered will have the casual help March 21 Sharon, March 28 Pat H April 4 Elaine
- 10.2 Sophie's Supper will be April 3 , 2001 @ 6 pm at the Gold Fountain

11.0Next meeting will be April 24, 2001

12.0Ajourned at 8:50 pm Moved Elaine P 2<sup>nd</sup> Sharon



**Facility Committee Meeting**  
**April 10, 2001**  
**Valleyview Municipal Library**

In attendance: Marlaina Mitchell, Librarian                      Elaine Nepstad – Board Rep  
                         Pat Mabley, Assistant Librarian                      Elaine Peterson – Board Treasurer

The meeting came to order at 5:00 p.m.

The group elected Elaine Peterson as the Committee Chairperson.

1. Pending approval of the board this committee feels that its purpose is to
  - a. “consult with the staff to maintain and enhance our existing space to better suit our needs.
  - b. the committee should remain active until the library expansion is completed. Expansion is to mean either enlarging existing space, or a move to new quarters.

The committee would also like the person designated to represent the Library and the Library Board at any meetings to discuss new space, to be an active member of the Committee. Our board chairperson, we believe, is the person that has been attending recent community meetings.

**Items discussed:**

1. Enhancement of existing space:

The staff is planning an enhancement of existing space to encourage collection usage.

To facilitate this the committee is in the process of checking prior commitments concerning gallery space.

Elaine Peterson – will speak with Pat Gilchrist, Sherri Taylor (Town Office) and Ted Blowers (former Town Office employee).

- we should ask Shelly McCullough for any information she may remember.
- we also need to speak with Sophie.

The staff are to meet and discuss physical layout options. They are also to sketch some rough floor plans. They will also go back into the old files and check for old agreements or information that might be in old minutes.

The meeting adjourned at 6:00 p.m.



# VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

## Tuesday, May 8, 2001

- 1.0 Call to order: Mike Garon called the meeting to order at 7:09 p.m.
- 1.1 Attendance: Mike Garon, Pat Hopkin, Pat Mabley, Shelley McCullough, Marlaina Mitchell, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Warren Stewart, Darlene Wood
- 1.2 Regrets: Jane Burlon, Sharon Smith
- 2.0 Approval of Agenda: Pat Hopkin approved the agenda with date corrections, Elaine N. seconded. All in favor. Carried.
- 3.0 Adoption of Minutes of Previous Meeting: Pat H. adopted the minutes, Shelley seconded.
- 4.0 Business from Previous Meeting:
  - 4.1 Plan of Service: The goals of the Plan of Service were reviewed and further ideas were given. A thank you was expressed to the committee for all their work. Elaine P. made motion to adopt the Plan of Service with the added suggestions. Pat H. seconded. All in favor. Carried
  - 4.2 Electrician Quote Update: Quotes for three electrical plugs from three companies were reviewed. Dr. Sparky's: \$291., Perron: \$288., Curoda: \$465. Elaine P. moved that we go with the lowest bidder and have the plugs done. Pat H. seconded. All in favor. Carried  
Quotes for installing fluorescent lights were reviewed. Dr. Sparky's: \$298.77 (four lights), Perron: \$298. (three lights), Curoda: \$350. (three lights). No money in budget at this time for this expense. Elaine N. moved that we wait until fall to see if surplus money in budget to cover it. Shelley seconded. All in favor. Carried.
  - 4.3 Carpenter Quote Update: Quotes for shelving and racks were reviewed. Bernie's Contracting: \$1395. + GST, Dave Noel: \$1650. Nothing in budget to cover it. Accepted as information.
- 5.0 Librarian's Report: Monthly statistics were presented. Highlights of Jasper Conference: Alberta Library Site online and will open in June 2001. Twenty-five million books on it and there are over 21,000 libraries in Canada. Marlaina requested a leave of absence from May 26 to June 16. Personnel committee will look at her request. Marlaina moved acceptance of her report. Shelley seconded.
- 6.0 Treasurer's Report: Expenditures and Revenues to end of March were presented. Warren moved acceptance of report as presented. Darlene seconded.
- 7.0 Committee Reports:
  - 7.1 Financial Committee: no meeting held.
  - 7.2 Programming Committee: no meeting held.
  - 7.3 Facilities Committee: Meeting held April 10. Minutes of that meeting were reviewed.
  - 7.4 Staffing (Personnel) Committee: no meeting held. A meeting date will be set for librarian's review. Board members were polled and all agreed that the library staff may move furniture if required.
  - 7.5 Computers Upgrades Report: Mike reported.
  - 7.6 Step Grant Update: Grant given for worker for 30 hours a week for 13 weeks. \$4.50 from grant and Library adds to it.
- 8.0 Correspondence:
  - 8.1 Seniors Advisory Council: newsletter. Passed around.
  - 8.2 The Trustee Voice: newsletter. Passed around.
  - 8.3 Peace library System Highlights: activities and Board decisions. Passed around.
  - 8.4 Linda Duplessis's Letter of Grant Source: information.
  - 8.5 Peace Library System Newsletter
  - 8.6 Peace Librarian Award Nominations
  - 8.7 Marigold Library Newsletter
  - 8.8 Transferring of Internet Account: APLEN CAP billing transferred to Library and Library will take care of account as of May 1, 2001



- 9.0 New Business:
- 9.1 Report on Open House: Patrons came, refreshments were served, Friends of the Library were present, book sale on.
- 9.2 Lottery Grant Furniture: Most of the furniture applied for has been received - shelving, two chairs, computer desk/hatch, display units, magazine racks.
- 9.3 APLEN Grant Update: Gates Grant: Computer upgrade - \$1500.14, Computer books and software - \$749., paper and toner - \$750.86 for a total of \$3000.00
- 9.4 Board Meeting Times: Mike made motion to change the meeting time to 5:30 p.m. Warren seconded.
- 9.5 Community Lottery Grant Application: will be applying.
- 10.0 Member Concerns:
- 10.1 Evening workers: Mondays: May 14, 21, 28 - Mike volunteered; Wednesdays: May 9, 16, 23, 30 - none yet.
- 11.0 Date for next meeting: Tuesday, June 19, 2001
- 12.0 Adjournment: Elaine P. made motion to adjourn the meeting at 8:35 p.m.

\_\_\_\_\_  
Chairperson

*Angela Radzikowski*  
\_\_\_\_\_  
Secretary



# VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

## Tuesday, May 8, 2001

- 1.0 Call to order: Mike Garon called the meeting to order at 7:09 p.m.
- 1.1 Attendance: Mike Garon, Pat Hopkin, Pat Mabley, Shelley McCullough, Marlaina Mitchell, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Warren Stewart, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Sharon Smith
- 2.0 Approval of Agenda: Pat Hopkin approved the agenda with date corrections, Elaine N. seconded. All in favor. Carried.
- 3.0 Adoption of Minutes of Previous Meeting: Pat H. adopted the minutes, Shelley seconded.
- 4.0 Business from Previous Meeting:
  - 4.1 Plan of Service: The goals of the Plan of Service were reviewed and further ideas were given. A thank you was expressed to the committee for all their work. Elaine P. made motion to adopt the Plan of Service with the added suggestions. Pat H. seconded. All in favor. Carried
  - 4.2 Electrician Quote Update: Quotes for three electrical plugs from three companies were reviewed. Dr. Sparky's: \$291., Perron: \$288., Curoda: \$465. Elaine P. moved that we go with the lowest bidder and have the plugs done. Pat H. seconded. All in favor. Carried  
Quotes for installing fluorescent lights were reviewed. Dr. Sparky's: \$298.77 (four lights), Perron: \$298. (three lights), Curoda: \$350. (three lights). No money in budget at this time for this expense. Elaine N. moved that we wait until fall to see if surplus money in budget to cover it. Shelley seconded. All in favor. Carried.
  - 4.3 Carpenter Quote Update: Quotes for shelving and racks were reviewed. Bernie's Contracting: \$1395. + GST, Dave Noel: \$1650. Nothing in budget to cover it. Accepted as information.
- 5.0 Librarian's Report: Monthly statistics were presented. Highlights of Jasper Conference: Alberta Library Site online and will open in June 2001. Twenty-five million books on it and there are over 21,000 libraries in Canada. Marlaina requested a leave of absence from May 26 to June 16. Personnel committee will look at her request. Marlaina moved acceptance of her report. Shelley seconded.
- 6.0 Treasurer's Report: Expenditures and Revenues to end of March were presented. Warren moved acceptance of report as presented. Darlene seconded.
- 7.0 Committee Reports:
  - 7.1 Financial Committee: no meeting held.
  - 7.2 Programming Committee: no meeting held.
  - 7.3 Facilities Committee: Meeting held April 10. Minutes of that meeting were reviewed.
  - 7.4 Staffing (Personnel) Committee: no meeting held. A meeting date will be set for librarian's review. Board members were polled and all agreed that the library staff may move furniture if required.
  - 7.5 Computers Upgrades Report: Mike reported.
  - 7.6 Step Grant Update: Grant given for worker for 30 hours a week for 13 weeks. \$4.50 from grant and Library adds to it.
- 8.0 Correspondence:
  - 8.1 Seniors Advisory Council: newsletter. Passed around.
  - 8.2 The Trustee Voice: newsletter. Passed around.
  - 8.3 Peace library System Highlights: activities and Board decisions. Passed around.
  - 8.4 Linda Duplessis's Letter of Grant Source: information.
  - 8.5 Peace Library System Newsletter
  - 8.6 Peace Librarian Award Nominations
  - 8.7 Marigold Library Newsletter
  - 8.8 Transferring of Internet Account: APLEN CAP billing transferred to Library and Library will take care of account as of May 1, 2001



- 9.0 New Business:
- 9.1 Report on Open House: Patrons came, refreshments were served, Friends of the Library were present, book sale on.
- 9.2 Lottery Grant Furniture: Most of the furniture applied for has been received - shelving, two chairs, computer desk/hatch, display units, magazine racks.
- 9.3 APLEN Grant Update: Gates Grant: Computer upgrade - \$1500.14, Computer books and software - \$749., paper and toner - \$750.86 for a total of \$3000.00
- 9.4 Board Meeting Times: Mike made motion to change the meeting time to 5:30 p.m. Warren seconded.
- 9.5 Community Lottery Grant Application: will be applying.
- 10.0 Member Concerns:
- 10.1 Evening workers: Mondays: May 14, 21, 28 - Mike volunteered; Wednesdays: May 9, 16, 23, 30 - none yet.
- 11.0 Date for next meeting: Tuesday, June 19, 2001
- 12.0 Adjournment: Elaine P. made motion to adjourn the meeting at 8:35 p.m.

---

Chairperson

---

Secretary



# VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

## Tuesday, June 19, 2001

- 1.0 Call to order: Mike Garon called the meeting to order at 5:35 p.m.
- 1.1 Attendance: Jane Bourlon, Mike Garon, Pat Mabley, Shelley McCullough, Marlaina Mitchell, Elaine Nepstad, Angela Radzikowski, Sharon Smith, Warren Stewart, Darlene Wood
- 1.2 Regrets: Pat Hopkin, Elaine Peterson
  
- 2.0 Approval of Agenda: Darlene Wood approved the agenda, Elaine N. seconded. All in favor. Carried.
  
- 3.0 Adoption of Minutes of Previous Meeting: Elaine N. adopted the minutes, Shelley seconded.
  
- 4.0 Business from Previous Meeting:
  - 4.1 Update on Plan of Service: completed and sent.
  - 4.2 STEP Grant Update: Karen Ratzlaff, who was intended for the grant, has resigned. Will try alternate ways to use the funds - use it for a summer student to work 30 hours a week.
  - 4.3 Electric Outlet Update: have to wait. Perron is busy.
  
- 5.0 STEP Grant Student: see above.
  
- 6.0 Noemi's Replacement: Noemi Maitland's letter of resignation read. Position needs to be filled. Jane made motion to accept Noemi's resignation with regrets and to offer our thanks. Shelley seconded. Will try to arrange a get-together for a supper.
  
- 7.0 Friends of the Library Update: Elaine N. reported that a meeting was held and the Friends will try to sell coupon books for hotels, restaurants, and entertainment, for the Edmonton area for \$40.00. The books will be on consignment and the Friends get approximately \$7.60 for each book sold. Can order for other cities such as Calgary and Vancouver.
  
- 8.0 Treasurer's Report: Mike read through Elaine P.'s report. Expenditures and Revenues to end of May were presented. Shelley moved acceptance of report as presented. Warren seconded.
  
- 9.0 Librarian's Report: Statistics to end of May were presented. Burlington Resources donated \$1000. Marlaina presented her report and moved its acceptance. Angela seconded.
  
- 10.0 Committee Reports:
  - 10.1 Financial Committee: no meeting held.
  - 10.2 Programming Committee: no meeting held.
  - 10.3 Personnel Committee: Jane made motion to go "in camera", Shelley seconded. Warren made motion to come out of "in camera", Darlene seconded. Jane Bourlon made motion to approve the Personnel Committee's recommendations. Sharon seconded. Will have to hire a casual worker to replace Karen. Decision on hiring left to Marlaina. Will have to advertise.
  
- 11.0 Correspondence:
  - 11.1 News and Notes: PLS newsletter
  - 11.2 Peace Library System: main notes from their meeting.
  - 11.3 Sophie's letter: note of thanks from Sophie for the gift. Jane made motion to accept the correspondence. Angela seconded.
  
- 12.0 New Business:
  - 12.1 Summer Hours: Discussion on library being closed on Mondays starting July 2nd. Elaine N. made the motion that the library be closed on Mondays in July and August. Shelley seconded.



- 13.0 Member Concerns:  
13.1 Wednesday evening workers: June 20&27 - Sharon; Wednesdays in July and August - let Marlaina know if available to volunteer or will get a casual worker.
- 14.0 Dates for next meetings: Tuesday, September 4, 2001 and Tuesday, September 25, 2001.
- 15.0 Adjournment: Darlene made motion to adjourn the meeting at 6:45 p.m., Warren seconded.

---

Chairperson

*Angela Radzikowski*  
Secretary



**VALLEYVIEW MUNICIPAL LIBRARY**  
**BOARD MEETING**  
September 4, 2001

1.0 CALL TO ORDER

The meeting started at 5:30pm with Elaine, Darlene, Mike, Pat, Marlana, Shelley and Sharon in attendance.

REGRETS; Warren, Elaine N., Angela, Jane

2.0 APPROVAL OF AGENDA

The agenda was approved as presented

3.0 ADOPTION OF MINUTES OF PREVIOUS MEETING

Minutes of previous meeting were not available

4.0 BUSINESS FROM PREVIOUS MEETING

4.1 Electric Outlet: the company that we accepted the bid from are too busy so the board gave Marlana the go ahead to see if another company would be able to do it at near the accepted bid price.

5.0 COMMITTEES

There were no committee meetings during the summer.

6.0 TREASURER REPORT:

6.1 The report is attached

6.2 There are the following conferences the staff would like to attend:

NETSPEED 2001

- Thursday October 11-13 in Edmonton
- Crown Plaza 2 nights stay \$211.36
- Registration - \$214.00
- 800km x \$0.25 = \$200.00

Total = \$625.36

PEACE LIBRARY CONFERENCE

- Registration: free
- Grande Prairie Inn 2 nights stay \$ 148.00
- Lunch 6x \$9.25 = \$55.50
- 210km x \$0.25 = 52.50

Total = \$256.00

Moved that Pat & Marlana go the Netspeed and Peace Library Conferences and receive expenses and wages during both. M. Elaine  
2<sup>nd</sup> Sharon

6.3 Report with alterations accepted M. Elaine 2<sup>nd</sup> Sharon

7.0 LIBRARIAN'S REPORT

7.1 The statistics for the summer are attached

7.2 We are having the Auther Marilynn Reynolds come one day the first week of October. When the date is confermed , there will be notices up. Marlana will be notifying the schools.

7.3 The Report was accepted as read M. Marlana 2<sup>nd</sup> Shelley

8.0 Elaine moved that we have and in camera session. 2<sup>nd</sup> Darlene



Pat Moved that we go out of in camera 2<sup>nd</sup> Darlene

9.0 CORRESPONDENCE

9.1 Hours of the Library: We will be open the Mondays from now on

9.2 The OCLC newsletter is available for reading.

9.3 Region of Greenview Community lottery board money has been received

9.4 Rural Library Conference: we dealt with this in the treasurer's

10.0 MEMBER CONCERNS

10.1 Monday & Wednesday evening workers needed and the calander was sent around to be filled out

10.2 Sharon brought up a concern about phone etiquette and would like to the Staff to orientate the students to proper methods.

11.0 Date for next meeting September 25,2001 at 5:30pm

12.0 Ajourned @ 6:30pm



VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES  
Tuesday, October 15, 2001

- 1.0 Call to order: Mike Garon called the meeting to order at 5:35 p.m.
- 1.1 Attendance: Mike Garon, Pat Hopkin, Pat Mabley, Marlaina Mitchell, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart
- 1.2 Regrets: Jane Bourlon, Shelley McCullough, Elaine Nepstad, Darlene Wood
  
- 2.0 Approval of Agenda: Elaine P. moved to amend the agenda to move the Treasurer's report to the beginning of the meeting, Sharon seconded. Sharon approved the agenda with the deletion of 7.2, Pat H. seconded.
  
- 3.0 Adoption of Minutes of Previous Meeting: Pat adopted the minutes, Warren seconded.
  
- 6.0 Treasurer's Report: Elaine began her report with the Expenditures and Revenues to August 31, 2001. Being the time to apply for the MD grant, Elaine put forth three proposed budgets for 2002. The Board needs to adopt a budget for next year. Pat moved that we accept budget #2 option in principle. Sharon seconded. All in favor. For the reserve funds Pat made a motion to allocate \$5500. for operating reserves, \$6500. for computer technology and \$20000. for building. Angela seconded. All in favor. Elaine suggested that all members read through all the staffing proposals as it will be brought up at the next meeting.
  
- 4.0 Business from Previous Meeting:
  - 4.1 Netspeed follow-up: Marlaina and Pat M. attended the conference in Edmonton and reported on it.
  - 4.2 Peace Library Conference follow-up: the conference went well. Lois Hole was the guest speaker.
  - 4.3 Author visit follow-up: forty-five students from Harry Gray came to see and hear Marilyn Reynolds.
  
- 5.0 Committee Reports: there have been no meetings.
  
- 7.0 Librarian's Report:
  - 7.1 Statistics to the end of September were presented. The Book Club will meet on October 24. Every second month there will be an art display at the library. Marlaina presented her report and moved its acceptance. Pat seconded.
  - 7.2 Netspeed Report: high speed services by next year.
  - 7.3 Electrician follow-up: Dr. Sparky did the work. Light bulbs were replaced, new lights and outlet put in.
  - 7.4 Staff changes: Erin McLean hired for StoryTime. Possibility of having to get another student helper.
  - 7.5 Gates Computer: the computer crashed, user groups were wiped out. Gates Foundation contacted and they made recommendation that MicroComputer Plus look after the computers. Personnel from Gates will go through it with Marlaina to see if problem could be solved. Pat moved that the course of action recommended by the Gates Foundation be followed. Warren seconded.
  
- 8.0 Correspondence:
  - 8.1 Peace Library System: Board meeting highlights
  - 8.2 Public Library Statistics: passed around to view.
  - 8.3 The Trustee Voice: passed around.
  - 8.4 Region of Greenview Community Lottery Board: the Library received a grant of \$8755. for shelving.
  - 8.5 Rural Library Conference
  - 8.6 E-mail from Peace Library System: discounts for educational programs for staff and board members.
  
- 9.0 New Business:
  - 9.1 New hours for library to be open: no change.
  - 9.2 Computer problems and solutions: problems with the other computers. Marlaina needs to know the password. Warren made motion that Marlaina take the five computers to MicroComputer Plus for repair. Sharon seconded.
  
- 10.0 Member Concerns:
  - 10.1 Monday and Wednesday evening workers: let Marlaina know if available to volunteer on any of those evenings.
  - 10.2 Spelling Bee: the Bibliophiles representing the Library won the annual Spelling Bee.



11.0 Date for next meeting: Tuesday, November 20, 2001 at 5:30 p.m.

12.0 Adjournment: Warren made motion to adjourn the meeting at 6:45 p.m.

Michael A. ...  
Chairperson

Angela Radzickowski  
Secretary



# VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

## Tuesday, November 27, 2001

- 1.0 Call to order: Mike Garon called the meeting to order at 5:38 p.m.
- 1.1 Attendance: Mike Garon, Pat Mabley, Shelley McCullough, Marlaina Mitchell, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart
- 1.2 Regrets: Jane Bourlon, Pat Hopkin, Darlene Wood
- 2.0 Approval of Agenda: Elaine N. moved to approve the agenda. Elaine P. seconded.
- 3.0 Adoption of Minutes of Previous Meeting: Sharon adopted the minutes. Elaine P. seconded.
- 4.0 Librarian's Report: Statistics to the end of October were presented. Attendance is down in Storytime, could be because of day programs elsewhere. Will put poster at Indoor Playground. Library will promote computers more - perhaps small course on computer usage. Discussion on promoting library as a meeting place. Can have adult craft course here. Marlaina moved acceptance of her report. Shelley seconded.
- 5.0 Treasurer's Report: Application for operational assistance was made to the M.D. Elaine P. moved acceptance of her report.
- 6.0 Committee Reports: There have been no meetings.
- 7.0 Correspondence:
  - 7.1 Alberta Trustee Workshop: High Level, January 26, 2002. Shelley made a motion that we send any Board members who wish to go. Elaine N. seconded. Expenses would include mileage, accommodations, and meals.
  - 7.2 Municipal District of Greenview Board: Library Boards met and shared and reviewed ideas.
  - 7.3 Community Development: \$153.00 adjustment received.
  - 7.4 Peace Library System Representation: We need a representative on their Board. Elaine Peterson made a motion That to provide continuity to the Peace Library System, the Valleyview Municipal Library is recommending the appointment of Jane Bourlon with Warren Stewart as alternate, to represent us at the PLS Board. A written report to the Library, copied to the Town of Valleyview, is required after each PLS Board meeting. The representatives are required to attend a minimum of four Valleyview Municipal Library Board meetings per year. Shelley McCullough seconded. All in favor.
  - 7.5 Norton Antivirus Update: Shelley moved that we go with the Peace Library System for purchasing the subscription for the antivirus for two years. Elaine N. seconded.
- 8.0 New Business:
  - 8.1 Christmas party date, who is coming and where: A time and place will be set up. The Friends of the Library will be invited. There will be a gift exchange.
  - 8.2 Christmas hours for the Library: The Library will be closed December 22, 23, 24, 25, 26, 31, and January 1.
  - 8.3 Carpets tripping people: Marlaina and Pat will look after getting larger pieces of carpet. Mike will get a shovel.
  - 8.4 Fields Location: Wilbur Bates offered to rent to the Library the old Fields location. Will write a letter to thank him and take it under consideration. Elaine P. made motion that a letter be sent to Mr. Bates to thank him for his offer and we will consider it. Shelley seconded. Warren will take it to Town Council to let them know that we have been approached.
  - 8.5 Alberta Library Trustees Association Membership renewal: The membership renewal is \$75.00. Elaine N. made a motion that we renew our membership. Warren seconded.
  - 8.6 Future Summit: Deadline for completing the questionnaire is Dec. 1. There is a big push for library support and members are encouraged to complete it and tell how feel about library in the community.
  - 8.7 New Electronic Statistics (Community Development Grant): New statistics are required to get grant. Discussion on the survey, part of it is questionable. Fifty surveys need to be done. Marlaina will make copy for the Board members to read over and give her feedback by the middle of the month.
  - 8.8 Web Page Domain Name: Marlaina will do web page but need new name and \$19-36. a month needed to pay for it. Will look at different options: link to town's page?, link with PLS? However, with ALPEN CAP site need to have own website. Will check option of going with PLS.



- 9.0 Member Concerns:
- 9.1 Monday and Wednesday evening workers: Volunteers needed for December 3, 5, 10, 12, 17, and 19.
- 9.2 Warren Stewart: Nothing new to report on the town office move. M.D. budget will be done tomorrow. An access ramp will be built for the library.
  
- 10.0 Dates for next meeting: Tuesday, January 8, 2002 and Tuesday, January 29, 2002 at 5:30 p.m.
  
- 11.0 Adjournment: Meeting was adjourned at 7:07 p.m.

\_\_\_\_\_

Chairperson

*Angela Radzowski*  
Secretary