

**Valleyview Municipal Library Board Meeting Minutes**  
**Tuesday, January 08, 2002**

- 1.0 Call to order: Mike Garon called the meeting to order at 5:35 p.m. In the chambers of the town office.
  - 1.1 Attendance: Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Elaine Peterson, Mike Garon, Sharon Smith, Darlene Wood, Warren Stewart and Pat Hopkin.
  - 1.2 Regrets: Angela Radzikowski, Jane Bourlon
- 2.0 Approval of agenda: the agenda was approved as amended. M Pat H 2<sup>nd</sup> Elaine N
- 3.0 Old minutes: the minutes from the previous meeting were accepted m Elaine P 2<sup>nd</sup> Warren
- 4.0 New business:
  - 4.1 Gary Peterson introduced the Valleyview and district library agreement that the M.D. shall provide an equal operating grant in the amount of \$27,000.00 each year to the board. This is a one-year agreement.

There were two different presentations regarding a new venue for the library.  
The first one was staying in the same building, the library taking over the present Firehall and council chambers resulting in 2300 square feet.  
The second one was moving to a building on main street resulting in 4000 square feet.

Elaine P. will have a financial committee meeting in the near future to go over numbers to see which move is feasible financially. She will bring the results back to the next board meeting.
  - 4.2 Storage is becoming a problem, Marlaina will approach the town to see if we can store the furniture away till the proposed move.
  - 4.3 There will be a letter sent to the M.D. For the name of the representative from the council And also letting them know there is room for and rural representative as well.
  - 4.4 Elaine P volunteered to phone the board members for the positions needed for the executive.
- 5.0 Librarian's Report: statistics to the end of the year were gone over. Marlaina warned Board that there will be a decrease in the numbers for memberships when she goes through The information and finds the expired memberships.  
Marlaina has plans to set up a procedure for membership renewals in the future.

M Marlaina 2nd Warren
- 6.0 Treasurer's Report: the report presented was till the end of November, there are a few outstanding bills to be paid and Elaine hopes to have the year-end done for February. there is money in mutual to help with future expenses.
  - 6.1 Moved that the board appoint Sylvaine and Doran as the auditors for the year 2001.

M Pat H. 2<sup>nd</sup> Elaine P
- 7.0 Committee Reports: no meetings were held.
- 8.0 Correspondence
  - 8.1 Minutes from the December 1, 2001 meeting of the Peace Library System was gone over.
  - 8.2 Peace library sent the library a list of potential grant sources
  - 8.3 The grad class 2002 asked for a donation for their memory book-will send regrets
  - 8.4 M.D. Grant for the year 2002 will be \$27,000.00
  - 8.5 Moved that the agreement from the m.d. be accepted and dually signed.

M Elaine P 2nd Elaine N
  - 8.6 Letter from Jane Burlon for the support given to her and the family from the library.
  - 8.7 Shelley McCullough sent her resignation in. The board proposed a lifetime membership To the library for her years of service. M Elaine P 2nd Pat H

\*\*\*a special thanks to Marlaina and Pat for all the volunteer hours they put in! \*\*\*



The meeting was adjourned at 7 pm.

VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES  
Tuesday, January 29, 2002

- 1.0 Call to order: Mike Garon called the meeting to order at 5:40 p.m.
- 1.1 Attendance: Jane Bourlon, Mike Garon, Pat Hopkin, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart, Darlene Wood
- 2.0 Approval of Agenda: Elaine Peterson moved to approve the agenda, as amended, Darlene seconded.
- 3.0 Adoption of Minutes of Previous Meeting: Elaine P. adopted the minutes. Warren seconded.
- 4.0 Treasurer's Report: Revenues and Expenditures presented for proposed budget 2002. Discussion on financial viability for new building. Pat Hopkin made a motion that the Board write the Town of Valleyview indicating our preference for the McLeod's Building as part of the Town's beautification program and that after reviewing the budget we feel that we can afford \$13,000.00 per year to include utilities, insurance and rent, with the possibility of a ten-year lease and that Elaine Peterson write the letter. Darlene seconded. All in favor. Carried.
- 6.0 Librarian's Report:
  - 6.1 Alberta Library Conference: Jasper Conference. Pat H. moved that the Board allow the librarian and assistant librarian to attend the Jasper Conference to a maximum of \$1600.00. Elaine N. seconded. All in favor. Jane pointed out that the Library can apply to get part of the expenses refunded.
  - 6.2 @ Your library Workshop at PLS March 4: How to promote the library. Cost is \$15.00. Elaine P. moved that the librarian attend the PLS workshop. Darlene seconded.
- 7.0 Correspondence:
  - 7.1 Letter from Human Resources: tabled until February meeting.
  - 7.2 Letter from Michael Garon: letter of resignation from the Library Board from Mike effective the end of his term. Resignation accepted with deep regrets.
  - 7.3 Young Canada works Program: tabled until Feb. meeting.
- 8.0 Member Concerns:
  - 8.1 Monday and Wednesday evening workers: Calendar passed around for Board members to fill in.
  - 8.2 Board member size: Darlene will look into the maximum and minimum numbers for Board members.
- 9.0 Date for next meeting: Tuesday, February 19, 2002 at 5:30 p.m. Annual General Meeting.
- 5.0 Venue Change: Elaine P. made a motion to relocate. Angela seconded. Venue changed to inspect proposed building as a possible location for the library.
- 10.0 Adjournment: Meeting was adjourned at 6:35 p.m.

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Chairperson

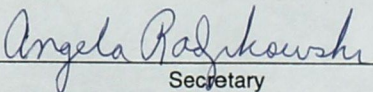
*Angela Radzikowski*  
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Secretary



VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES  
Tuesday, February 19, 2002

- 1.0 Call to order: Elaine Nepstad called the meeting to order at 6:30 p.m.
- 1.1 Attendance: Mike Garon, Pat Hopkin, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Angela Radzikowski, Sharon Smith, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Elaine Peterson, Warren Stewart
- 1.3 Approval of Agenda: Pat Hopkin moved approval of the agenda as amended. Roxanne seconded.
- 1.4 Adoption of Minutes of Previous Meeting: Sharon adopted the minutes. Angela seconded.
- 2.0 Old Business
- 2.1 Library Board size: The Board may have a minimum of five members and a maximum of ten members.
- 2.2 Letter to Town of Valleyview: Copies of letter to Town regarding relocation of the Library were passed out for information.
- 3.0 Correspondence
- 3.1 Funding priorities for Step: Will apply for it but need a person to meet the qualifications - college/university student preferred. Probably will do Summer Reading Program. Some changes recommended.
- 3.2 Young Canada Works Program: Partnering with Department of Heritage to promote Canadian heritage and culture. Deadline passed.
- 3.3 Community Resource Center: Information Fair on Community Human Resources on Thursday, March 28, from 11:30 to 4:30 p.m. Friends of the Library, the Book Club and the Library could take part. Sharon willing to be there. Sharon moved that the Board spend the \$10.00 to participate. Pat H. seconded. Will finalize at next meeting.
- 4.0 Librarian's Report: January statistics provided. Twenty-one children were in the Winter Reading Program (Dinosaur Reading). Marlaina moved acceptance of her report. Pat H. seconded.
- 5.0 Personnel Committee: Darlene reported on the meeting that she and Elaine N. had. Due to all the changes with automation the job descriptions of the staff will be revised. For evaluations, the Board insures that they are done. The Personnel Committee will do the evaluations and report back to the Board. Darlene is putting the Board's policy handbook on disk and everyone will get a copy to review. There will be space made available in the library for Board members' materials. Darlene moved her report be adopted as presented. Pat H. seconded.
- 5.1 New Committees  
Personnel: Elaine N., Darlene, Sharon  
Finance: Elaine N. Elaine P., Pat H.  
Programming: Elaine N., Marlaina, Sharon, Angela  
Facility: Elaine N., Marlaina, Elaine P., Pat M.  
Will review new committees at next meeting.
- 6.0 Member Concerns:
- 6.1 Monday and Wednesday evening workers: Calendar passed around for Board members to fill in.
- 6.2 Recognition of Shelley McCullough: Will present her with a lifetime membership to the Library and invite her to dinner at the Gold Fountain Restaurant on March 19, at 7:00 p.m.
- 7.0 Date for next meeting: Tuesday, March 19, 2002 at 5:30 p.m.
- 8.0 Adjournment: Meeting was adjourned at 7:12 p.m. by Darlene.

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Chairperson

  
Secretary

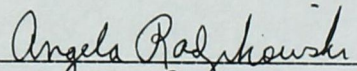


**VALLEYVIEW MUNICIPAL LIBRARY  
ANNUAL BOARD MEETING MINUTES  
FEBRUARY 19, 2002**

- 1.0 Call to Order: Mike Garon called the meeting to order at 5:54 p.m.
- 1.1 Attendance: Mike Garon, Pat Hopkin, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron (M.D. representative), Angela Radzikowski, Sharon Smith, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Elaine Peterson, Warren Stewart
- 2.0 Approval of Agenda: Moved by Pat H., seconded by Sharon.
- 3.0 Adoption of Minutes of Previous Meeting: Pat H. moved adoption of minutes, Elaine seconded.
- 4.0 Treasurer's Report: Elaine Peterson unable to attend the meeting and provided her report. The year ends on a positive note. Balance between \$13,000. and \$14,000.00, with \$7,000.00 carried over from a grant. Librarian's hours were increased by one day per week. Elaine expressed regrets at not being able to attend and will report more at the next meeting. Pat H. moved acceptance of the submitted Treasurer's report, Elaine N. seconded.
- 5.0 Librarian's Report: Marlaina presented her report with the statistics for the year 2002. Information was provided on Inter Library Loan and how this can be done on-line. Marlaina moved acceptance of her report, Pat. H. seconded.
- 6.0 Election of Officers  
Chairperson - Pat H. nominated Elaine Nepstad, Darlene seconded. Darlene moved nominations cease. Pat H. seconded. All in favor. Carried  
Chairperson - Elaine Nepstad  
Vice-Chairperson - Darlene Wood - Pat H. moved nominations cease, Elaine N. seconded. All in favor. Carried.  
Vice-Chairperson - Darlene Wood  
Secretary - Angela Radzikowski - Elaine N. moved nominations cease, Darlene seconded. All in favor. Carried  
Secretary - Angela Radzikowski  
Treasurer - Elaine Peterson - Pat H. moved nominations cease, Darlene seconded. All in favor. Carried  
Treasurer - Elaine Peterson
- 7.0 Member Concerns:
  - 7.1 Inter Library Loan: There is a need to publize this service more.
  - 7.2 Library Programs: Concern that there are not many people attending the programs and suggestion made that run programs in outlying areas. Programs are being set up for New Fish Creek and Little Smoky.
- 8.0 Date of Next Meeting: February 18, 2003 at 5:30 p.m.
- 9.0 Adjournment: Pat H. made motion to adjourn meeting at 6:28 p.m. Sharon seconded.

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Chairperson

  
Secretary



**VALLEYVIEW MUNICIPAL LIBRARY  
BOARD MEETING  
MARCH 19,2002**

- 1.0 Call to Order: Elaine Nepstad called the meeting to order at 5:35 p.m.
  - 1.2 Attendance: Elaine Nepstad, Elaine Peterson, Pat Mabley, Marlaina Mitchell, Darlene Wood Warren Stewart, Roxanne Perron, Sharon Smith
  - 1.3 Regrets: Angela Radzikowski, Jane Bourlon, Pat Hopkin
- 1.4 Adoption of Minutes from previous meeting: Moved that the old minutes be adopted M Sharon 2<sup>nd</sup> Darlene.
- 2.0 Old Business:
  - 2.1 Committee memberships: Elaine Peterson asked that her name be included on the Personnel committee as there are usually money issues. Warren said he would let his name stand for the Facility committee. It was decided to ask Jane to decide which committee she would be on As she hasn't been present at the last two meetings.
  - 2.2 Information Fair: Moved that the Library have a free draw of a Adult book and a Child's book. M. Elaine P 2<sup>nd</sup> Darlene  
Marlaina needs volunteers for the afternoon of Feb 28, 2002 and plans to have a training Session so that everyone has the information needed to field any questions that day. Roxanne had a good idea about a logo for the library and it was decided to have a logo contest, with the prize to be decided later.
- 3.0 Correspondenc: None
- 4.0 Librarian's Report: The statistics for the month of February provided. Marlaina is planning on a investment presentation. She also would like a presentation done on Earth day April 22 and asked If Warren would ask Debbie if she would consider doing it. Moved that the report be accepted M Marlaina 2<sup>nd</sup> Sharon
  - 4.1 Amnesty week: Fines will be waived but lost books will need to be paid for.
  - 4.2 Computer training for volunteers: Marlaina plans on have a training session for those volunteering.
  - 4.3 Nike promotion: **@ your library** is a worldwide promotion for all libraries to accept.
- 5.0 Committee Reports:
  - 5.1 Personnel committee: Darlene presented the job description for the Librarian. Moved that the Library accept interim the Librarian's job description as revised. M Darlene 2<sup>nd</sup> Roxanne.  
The committee plans on a job evaluation with Marlaina in the near future.
  - 5.2 Programming committee: None
  - 5.2 Facility committee: Elaine N, Elaine P, and Marlaina went to see the building Wilbur Bates is lobbying as the new location for the Library. They feel it is up to the Town to Make those type of decisions.
  - 5.3 Treasurer's Report: Elaine presented the final report. The books are back from the Auditor. She revised the budget to show the increase in revenue the M.D. allotted.  
Motion: Move that signing authority be Elaine N., Elaine P., Angela, and Marlaina  
M Elaine P 2<sup>nd</sup> Roxanne  
Motion: Move that the Petty Cash increase from \$50.00 to \$150.00. M Elaine P 2<sup>nd</sup> Sharon  
Motion: Move that we spend \$40.00 as appreciation to the two Town Employees that Helped locate the Treasurer's Books. M Elaine P 2<sup>nd</sup> Sharon  
Motion: Move that the Board accept the report as presented. M Elaine P 2<sup>nd</sup> Sharon
- 6.0 Member Concerns:



- 6.1 Warren's Report: Warren reported that there was some excellent information presented at the meeting he and Roxanne had attended today.
  - 6.2 Library Move update: Roxanne brought up that there were concerns from the M.D. board Re: the move to main street. She stated that the MD would like the library to remain at the present location. There was discussion regarding their concern and it was felt that clarification should be obtained from the Town Council or Manager.
  - 6.3 Report from Peace Library MD meeting: There is a survey to assess the needs and wants of the patrons from the different Libraries in the Peace. They plan to include it with the next newsletter.
  - 6.4 Monday and Wednesday evening workers: Volunteers needed for the evening openings.
- 7.0 Date of next Meeting April 16, 2002 @ 5:30 p.m.
- 8.0 Adjourned at 6:50 p.m.

*Klaus Neupert*  
*Chairperson*



Valleyview Municipal Library Board  
Executive Meeting  
Wednesday 27, 2002  
5:00 p.m.

Attendance: Elaine Nepstad, Elaine Peterson, Angela Radzikowski,  
Sharon Smith

Valleyview Municipal Library Board's rationale for new library  
space:

- 1) wheelchair accessible library, and library all on one floor
- 2) library is centrally located and easily accessible to all patrons
- 3) minimum 4,000 sq. ft. or more, to include library collection,  
office for librarian, staff room, storage room, workspace, computer  
stations, meeting space, a wheelchair access bathroom, and other  
space necessary for a well-run library

This is based on the community development standards [Government  
Architect Kit Standards (1997)] and recommends libraries to use. It  
is based on per capita of 0-10,000 population -- .7-.8 sq. ft. per  
person.

Valleyview population = 1944  
M.D. population = +2483 (PLS 2000)  
= 4427

- 4) lease agreement would be arranged between Library Board and the  
landlord.

Meeting adjourned at 5:30 p.m.



# VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

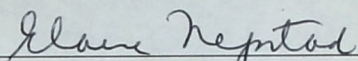
Tuesday, April 16, 2002

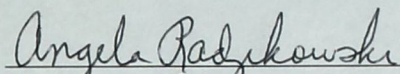
- 1.0 Call to order: Elaine Nepstad called the meeting to order at 5:35 p.m.
- 1.1 Attendance: Pat Hopkin, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Sharon Smith, Warren Stewart
- 2.0 Approval of Agenda: Elaine P. moved approval of the agenda as amended. Darlene seconded.
- 3.0 Adoption of Minutes of Previous Meeting: Roxanne adopted the minutes. Pat H. seconded.
- 3.0 Business arising from the minutes:  
No date set yet for Amnesty Week  
Concerning the LOGO contest will try to bring it in during the summer reading program or will bring it forward in September  
@ Your Library is an ongoing promotion
- 4.0 Financial Report: Elaine P. presented the revised 2002 budget. Estimated revenue for 2002 is \$95,850. and expenditures is \$94,055. Discussion again on the library move. Minutes from the Library Board's executive meeting on March 27 put forth. Pat H. moved adoption of rationale for new library space. Darlene seconded. All in favor. Elaine P. moved acceptance of proposed budget as amended. Pat H. seconded.
- 5.0 Librarian's Report: Statistics to the end of March were presented. There will be new library cards within a year and within 4-5 years Dynex system will be merged with Horizon and all of Alberta's eight systems will be linked and all libraries will have to do procedures the same way. PSST was cut due to lack of registrants. The "Garden" evening will be Monday, April 22 with Debbie Stewart at 7 p.m. Might incorporate Amnesty Week with the spring book sale. Marlaina moved acceptance of her report. Angela seconded.
- 6.0 Committee Reports
- 6.1 Personnel Committee: Elaine N. and Darlene will meet with Marlaina for her job evaluation.
- 6.2 Executive meeting report: presented during Treasurer's report.
- 7.0 Friends of the Library: Elaine N. reported that an executive meeting was held and Sharon Smith is the president. An application was made for a casino week-end in Grande Prairie. Will have a book/garage sale for a fundraiser on June 7 during the Jamboree week-end.
- 8.0 Other Business
- 8.1 Membership eligibility: Darlene read from the policy regarding revoking memberships. Discussion on membership. Will revise the policy in the fall and will have a membership section. A Policy Committee consisting of Darlene, Elaine P., Marlaina will be set up and will ask Warren, Sharon and Jane if they are interested. Pat H. moved that an adhoc committee be set up to deal with policy. Angela seconded. Darlene brought up the matter of a young child (11-12 yr) who has been dropped off at the library and whose behavior has been inappropriate. Will call parents and tell them child's time in the library will be limited to one hour. For now, he has been told to take a break from the library.
- 8.2 Mother Goose training: workshop designed for the art of storytelling. Erin will be attending. Elaine P. moved that Marlaina take the training. Darlene seconded.
- 8.3 STEP grant: application for the grant has been approved for a worker for 30 hours a week for 14 weeks, starting May 20. Will advertise in the paper.
- 9.0 Correspondence  
none this month
- 10.0 Member concerns
- 10.1 Monday and Wednesday evening workers: volunteers could sign up.
- 10.2 Roxanne volunteered to do feature stories in the ValleyViews on special exhibits at the library. The "Library Corner" has been in the paper when space is available.



11.0 Date for next meeting: May 21, 2002 at 5:30 p.m.

12.0 Adjournment: Pat H. adjourned the meeting at 6:45 p.m.

  
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Chairperson

  
\_\_\_\_\_  
Secretary



Valleyview Municipal Library Board  
Executive Meeting  
Wednesday 27, 2002  
5:00 p.m.

Attendance: Elaine Nepstad, Elaine Peterson, Angela Radzikowski,  
Sharon Smith

Valleyview Municipal Library Board's rationale for new library  
space:

- 1) wheelchair accessible library, and library all on one floor
- 2) library is centrally located and easily accessible to all patrons
- 3) minimum 4,000 sq. ft. or more, to include library collection, office for librarian, staff room, storage room, workspace, computer stations, meeting space, a wheelchair access bathroom, and other space necessary for a well-run library

This is based on the community development standards [Government Architect Kit Standards (1997)] and recommends libraries to use. It is based on per capita of 0-10,000 population -- .7-.8 sq. ft. per person.

Valleyview population = 1944  
M.D. population = +2483 (PLS 2000)  
= 4427

- 4) lease agreement would be arranged between Library Board and the landlord.

Meeting adjourned at 5:30 p.m.

*Adopted  
Apr. 17/02*



Valleyview Municipal Library Board  
Executive Meeting  
April 30, 2002  
5:00 p.m.

Attendance: Elaine Nepstad, Elaine Peterson, Garry Peterson, Angela Radzikowski,  
Sharon Smith, Warren Stewart, Darlene Wood

Garry Peterson, Valleyview's Town Manager, attended the meeting to communicate with the Board's executive the Town's position regarding the library's move, to clarify some issues and to inform the Board as to what the Town would like the library to do before the move.

Regarding the M.D.'s concern with the library's move, a joint meeting of the Town and M.D. will be held on May 7, 2002 to clarify the relocation of the library and the funding issue.

Elaine Nepstad has been invited to a M.D. meeting on May 8, 2002.

The library move is subject to the Town Council's final approval.

Mr. Peterson informed the Library Board of a number of requests from the Town:

- the wording on the canopies that will be on the front of the library building and adjoining gallery,
- the layout and dimensions of storage space, offices, circulation desk area, and computer area (some areas, such as the two bathrooms and furnaces are "fixed" ),
- area will be tiled, but if want carpeting, let the Town know,
- any other special services the library requires.

Mr. Peterson was thanked for his input and left the meeting at 5:45.

The Library Board will meet earlier, on May 14, at 5:30 to discuss the floor plans for the building. Would like all Board members to do a concept plan.

Personnel Committee reported on its evaluation with Marlaina. There are some concerns to be addressed and these will be taken to the Board. Possibility of revising the librarian's and assistant librarian's positions. Elaine N. and Darlene will meet again with Marlaina.

Elaine Peterson presented a proposed salary grid and this, too, will be taken to the Board.

Meeting was adjourned at 6:50 p.m.



# VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Tuesday, May 14, 2002

- 1.0 Call to order: Elaine Nepstad called the meeting to order at 5:35 p.m.
- 1.1 Attendance: Jane Bourlon, Pat Hopkin, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Sharon Smith, Darlene Wood
- 1.2 Regrets: Pat Mabley, Warren Stewart
- 2.0 Agenda
- 2.1 Changes to agenda: changes were made in the item numbers
- 2.2 Adoption of agenda: Elaine P. adopted the agenda with changes. Darlene seconded.
- 3.0 Minutes from last meeting
- 3.1 Changes to minutes: in #7, Friends of the library report, the date should be June 8th.
- 3.2 Adoption of Minutes : Pat H. moved adoption of minutes. Roxanne seconded. All in favor.
- 4.0 Business arising from the minutes:
- 4.1 Policy committee: Darlene, Elaine P., and Marlaina are on the committee. Jane said that when available she would be on the committee, too.
- 4.2 STEP applications: seven applicants. Interviews will be tomorrow.
- 5.0 Financial Report: Elaine P. will present the financial report at the June meeting. She did present the proposed salary grid which will be an extra \$2,000.00 a year. Pat H. moved that the grid be accepted as presented, retroactive to February 1st, or anniversary date, whichever is applicable. Sharon seconded. All in favor. Carried.
- 6.0 Librarian's Report
- 6.1 Stats report: statistics presented. Big increase in number of participants for Rhyme Time.
- 6.2 Report on Jasper Conference: PLS purchased 24,000 books, has 620,000 books in System.  
TAL card - 249 out of 300 libraries are participating. Able to authenticate if remote patrons are "good" members.  
Lois Hole Literacy Program - a promotional program - can donate a book to the library in someone's name.  
ALPEN has a web page project.  
Database subscription expires in 2002. PLS looking to buy a universal package of \$4,500.00 and amount divided among the libraries.  
Inter Library loans - can be quite costly to get a book from outside Alberta or from the U.S. PLS pays up to \$25.00. Pat H. made motion that we charge patrons for shipping costs for amount over \$25.00. Angela seconded. All in favor. Carried.  
There will be a new library consultant. Isabel Beal is leaving.  
Supernet Workshop - presentation was at library on May 13. Will have Supernet in the fall in the Library.  
Alberta Government is working on lowering the costs for libraries. When sign on with internet provider recommended to just sign on for six months. Marlaina moved acceptance of her report as presented. Sharon seconded. All in favor.
- 7.0 Committee Activities
- 7.1 Personnel committee report: Darlene moved we go "in camera". Roxanne seconded. All in favor.  
Darlene moved we go out of "in camera". Elaine P. seconded. All in favor.  
Darlene moved recommendation #1 be accepted. Pat H. seconded.  
Darlene moved recommendation #2 be accepted. Pat H. seconded.  
Darlene moved recommendation #3 be accepted. Pat H. seconded.
- 7.2 Executive meeting report: Town approved new location of library, in principle. Start renovations by June 1st and move in by September 1st.
- 7.3 Facility committee: Elaine proposed that Facility committee go over layout for "new" library and all staff have input. Jane made motion that Elaine P., Marlaina, Pat M., and Sharon be the Facility Committee. Darlene seconded. All in favor. Carried.
- 7.4 "Planning the Move" Committee: Elaine P. moved that Darlene, Pat H., and Angela be on the Planning the Move Committee. Roxanne seconded. All in favor. Carried.



- 8.0 Friends of the Library Report: Sharon made a presentation to the Legion and they donated \$1,000.00 for the move. Books are needed for the Book Sale.
- 9.0 Other Business:
- 9.1 Grants from ATCO: other public libraries have been receiving grants from ATCO. After Facility Committee meets will approach ATCO and perhaps ask to sponsor a "seating area" in new library. Discussion on contributing money to groups that help with the move and money for extra staff during move. Elaine P. made motion to set aside \$1,000.00 for the Planning the Move committee and set aside an additional \$3,000.00 for moving costs. Pat H. seconded. All in favor. Carried.
- 9.2 Child who had been mentioned as a past concern has been banned from using the computers in the library.
- 10.0 Correspondence
- 10.1 Volunteer Training session: Session will be held tonight in the Swanson Room from 7-9:30 on the role of being on a Board or committee.
- 10.2 Extended Warranty on Scanner: warranty for bar code scanner. One year - \$50., two years - \$75., three years - \$100. Money in equipment, maintenance, repair. Elaine P. and Marlaina will look after it.
- 10.3 Nomination for "Excellence in Librarianship" Awards: June 30 is deadline to make submission.
- 11.0 Member concerns
- 11.1 Monday and Wednesday evening workers: volunteers could sign up.
- 11.2 Council Report Spot on agenda: Roxanne said for herself she does not feel that she needs a formal "spot" on agenda for councillor report. Warren absent.
- 12.0 Date for next meeting: June 18, 2002 at 5:30 p.m.
- 12.0 Adjournment: Darlene moved the meeting be adjourned at 6:53 p.m.

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Chairperson

*Angela Radzikowski*  
Secretary



# VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Tuesday, June 11, 2002

- 1.0 Call to order: Elaine Nepstad called the meeting to order at 5:35 p.m.
- 1.1 Attendance: Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart
- 1.2 Regrets: Jane Bourton, Pat Hopkin, Darlene Wood
- 2.0 Agenda
  - 2.1 Changes to agenda: changes were made with additions
  - 2.2 Adoption of agenda: Sharon adopted the agenda with changes. Elaine P. seconded. All in favor. Carried
- 3.0 Minutes from last meeting
  - 3.1 Changes to minutes: none
  - 3.2 Adoption of Minutes : Elaine P. moved adoption of minutes. Angela seconded. All in favor. Carried
- 4.0 Business arising from the minutes:
  - 4.1 FCSS: Warren wondered how effective the "Books for Babies" is. Library gets about 25 percent in memberships from information given out.
- 5.0 Financial Report: Elaine P. reported on expenditures and revenues to end of May. The Financial and Facility Committees will meet in September and decide how much will be spent on the move. Elaine moved adoption of her report. Sharon seconded. All in favor. Carried
- 6.0 Librarian's Report
  - 6.1 Stats report: statistics presented. Have begun to weed out the books to get ready for the move.
  - 6.2 Summer Reading Program: Suggestions for getting the children out to read - offer them a free membership for the year or for the two months. Those who have a membership perhaps be given a swim pass and will find out if the passes could be donated. Or give a swim pass to those who attend four or five sessions or read a certain number of books. Parents will have to register their children for the program. Roxanne volunteered to write an article for the ValleyViews on the Summer Reading Program. Valleyview Library is one of the few libraries in the system that charges for a child's membership. Marlaina moved acceptance of her report as presented. Roxanne seconded. All in favor.
- 7.0 Committee Activities
  - 7.1 Facility committee: A meeting was held with staff, Board members and PLS representatives. The Board reviewed the plans they proposed, made suggestions and decided on a floor plan. Warren made a motion that we accept the plan recommended by the Board. Sharon seconded. All in favor.
  - 7.2 "Planning the Move" Committee: no report. The moving date has been deferred to October 1st and will move in stages, depending on the progress of the building renovations.
- 8.0 Friends of the Library Report: Sharon had the book sale. Will have the Father's Day basket draw on Friday, June 14th.
- 9.0 Other Business:
  - 9.1 Grants from ATCO: Elaine P. and Darlene will write a letter to send to all businesses in the community. Discussion on how to acknowledge those who make a donation to the library. Levels of sponsorship were decided: Bronze - - \$25.- \$100., Silver - - \$101- \$200., Gold - - \$201.- \$400., and Platinum - - over \$400. Sharon made motion that these levels of sponsorship as discussed be accepted. Warren seconded. Will still have to work out where to put names. Bronze and Silver contributors will be put on a small plaque and Gold and Platinum can decide where to put their recognition. Friends of the Library will be approached to see if they would like to take on the project.
  - 9.2 Acknowledgement of Major Funders: Elaine P. made motion that thank you cards be sent to the Town Council, the MD of Greenview, the Government - Alberta Culture, Community Development, to show appreciation for their support. Angela seconded. All in favor.



- 10.0 Correspondence
- 10.1 Peace Library System Newsletter: the Newsletter will be at the Library.
  
- 11.0 Member concerns
- 11.1 Monday and Wednesday evening workers: volunteers could let Marlaine know.
- 11.2 Other: Ideas wanted for the Grand Opening of the Library which will be perhaps in the fall. Will check to see what the Valleyview Enhancement group will be doing.
  
- 12.0 Date for next meeting: might need a summer meeting, possibly June 25, 2002 at 5:30 p.m. Members will be will be kept informed.
  
- 12.0 Adjournment: Elaine P. moved the meeting be adjourned at 7:35 p.m.

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Chairperson

*Angela Radikowski*  
Secretary



# VALLEYVIEW MUNICIPAL LIBRARY BOARD MEETING MINUTES

Tuesday, June 11, 2002

- 1.0 Call to order: Elaine Nepstad called the meeting to order at 5:35 p.m.
- 1.1 Attendance: Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart
- 1.2 Regrets: Jane Bourlon, Pat Hopkin, Darlene Wood
  
- 2.0 Agenda
- 2.1 Changes to agenda: changes were made with additions
- 2.2 Adoption of agenda: Sharon adopted the agenda with changes. Elaine P. seconded. All in favor. Carried
  
- 3.0 Minutes from last meeting
- 3.1 Changes to minutes: none
- 3.2 Adoption of Minutes : Elaine P. moved adoption of minutes. Angela seconded. All in favor. Carried
  
- 4.0 Business arising from the minutes:
- 4.1 FCSS: Warren wondered how effective the "Books for Babies" is. Library gets about 25 percent in memberships from information given out.
  
- 5.0 Financial Report: Elaine P. reported on expenditures and revenues to end of May. The Financial and Facility Committees will meet in September and decide how much will be spent on the move. Elaine moved adoption of her report. Sharon seconded. All in favor. Carried
  
- 6.0 Librarian's Report
- 6.1 Stats report: statistics presented. Have begun to weed out the books to get ready for the move.
- 6.2 Summer Reading Program: Suggestions for getting the children out to read - offer them a free membership for the year or for the two months. Those who have a membership perhaps be given a swim pass and will find out if the passes could be donated. Or give a swim pass to those who attend four or five sessions or read a certain number of books. Parents will have to register their children for the program. Roxanne volunteered to write an article for the ValleyViews on the Summer Reading Program. Valleyview Library is one of the few libraries in the system that charges for a child's membership. Marlaina moved acceptance of her report as presented. Roxanne seconded. All in favor.
  
- 7.0 Committee Activities
- 7.1 Facility committee: A meeting was held with staff, Board members and PLS representatives. The Board reviewed the plans they proposed, made suggestions and decided on a floor plan. Warren made a motion that we accept the plan recommended by the Board. Sharon seconded. All in favor.
- 7.2 "Planning the Move" Committee: no report. The moving date has been deferred to October 1st and will move in stages, depending on the progress of the building renovations.
  
- 8.0 Friends of the Library Report: Sharon had the book sale. Will have the Father's Day basket draw on Friday, June 14th.
  
- 9.0 Other Business:
- 9.1 Grants from ATCO: Elaine P. and Darlene will write a letter to send to all businesses in the community. Discussion on how to acknowledge those who make a donation to the library. Levels of sponsorship were decided: Bronze - - \$25.- \$100., Silver - - \$101- \$200., Gold - - \$201.- \$400., and Platinum - - over \$400. Sharon made motion that these levels of sponsorship as discussed be accepted. Warren seconded. Will still have to work out where to put names. Bronze and Silver contributors will be put on a small plaque and Gold and Platinum can decide where to put their recognition. Friends of the Library will be approached to see if they would like to take on the project.
- 9.2 Acknowledgement of Major Funders: Elaine P. made motion that thank you cards be sent to the Town Council, the MD of Greenview, the Government - Alberta Culture, Community Development, to show appreciation for their support. Angela seconded. All in favor.



- 10.0 Correspondence
- 10.1 Peace Library System Newsletter: the Newsletter will be at the Library.
  
- 11.0 Member concerns
- 11.1 Monday and Wednesday evening workers: volunteers could let Marlane know.
- 11.2 Other: Ideas wanted for the Grand Opening of the Library which will be perhaps in the fall. Will check to see what the Valleyview Enhancement group will be doing.
  
- 12.0 Date for next meeting: might need a summer meeting, possibly June 25, 2002 at 5:30 p.m. Members will be will be kept informed.
  
- 12.0 Adjournment: Elaine P. moved the meeting be adjourned at 7:35 p.m.

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Chairperson

*Angela Radzikowski*  
Secretary



**Valleyview Municipal Library Board Meeting Minutes**  
September 3, 2002

The Board members first met at the site of the new library to view the progress and meet with Garry Peterson to get information on matters for the Board to discuss at the meeting.

- 1.0 **Call to order:** Elaine Nepstad called the meeting to order at 6:00 p.m.
  - 1.1 Attendance: Pat Hopkin, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart, Darlene Wood
  - 1.2 Regrets: Jane Bourlon
  
- 2.0 **Agenda:**
  - 2.1 Changes to agenda: #'s 3 and 4 on the agenda - the previous meeting's minutes and business arising from them, will be tabled until the next meeting. Additions made to #8.
  - 2.2 Adoption of agenda: Elaine P. moved adoption of the agenda with the changes. Warren seconded.
  
- 5.0 **Friends of the Library Update:** Sharon reported that the Friends have raised approximately \$15,000 from donations, including \$10,000.00 from Whitaker Investments, \$700.00 from the garage sale and roughly \$100.00 from each basket draw. Elaine N. asked for a list of all the contributors for the next meeting for donor recognition. The Friends will be doing the BINGOs for the next few weeks and volunteers from the board are needed to help out. The Board executive and the Friends will meet after all the fundraising to determine how to spend the money.
  
- 6.0 **Moving:** Darlene reported.
  - 6.1 Target date for moving: The first week-end in October, the 5<sup>th</sup> and 6<sup>th</sup>, is tentatively scheduled for the move. It will be a "marathon" of work, rather than being spread over several days.
  - 6.2 Logistics: Dairyland will let us have thirty milk crates from the CO-OP that week-end and Darlene will find out if she could get some from the IGA. Darlene explained how she foresees the move: start Friday evening. Shelving - wall units have to be attached, freestanding ones are fine. New shelving will be put up earlier and Lawrence offered to help put it up. Roxanne will see if the 4-H club will volunteer. On Saturday start at 8:00 and work in shifts - 8-12, 1-5, 6-10. For the children's collection the books will be boxed, shelves taken down, set up at the new location, then the books placed.  
Discussion about the lunch committee and Sharon and the Friends will look after it. Marlaina and Pat will be at each library, with suggestion to use cell phones or walkie-talkies. Library will be closed October 3rd&4th and 7th to 11th. It will reopen at the new location on Oct. 16th. There will be a gala preview for all contributors on Oct. 15th.
  
- 7.0 **Grand Opening:** Darlene reported
  - 7.1&7.2: What should we do? Who should do it? The preview to be held the night before the opening will be for the Board, the Friends, the Town, the MD, the contributors, and workers. Ideas for the Social were to have coffee and desserts or wine and cheese. Invitations will be sent out. Sharon will ask Warren's daughter to make the invitations. A definite time will be set at the next meeting. Looking for suggestions for a theme. Roxanne will find out about a keyboard player for background music. The Grand Opening for the public will be later.



**8.0 Other business :**

- 8.1 Hours of operation in new building – should it change? This was tabled until the next meeting. Staff will be asked to make recommendations and may rearrange some hours.
- 8.2 PLS Conference: September 26th&27th. Free registration for members. The cost breakdown was presented for Marlaina and Pat M. to attend. The cost will be \$620.22. Elaine P. moved that the Board send Marlaina and Pat M. to the PLS Rural Libraries Conference. Darlene seconded.
- 8.3 Baby Fair: Greenview FCSS is holding a Baby Fair on Oct. 10th at the Memorial Hall from 11:00 a.m. to 6:00 pm. The Library has been invited to set up an information display to tell about its services. Sharon offered to help. There will be a door prize of a children's book and an informational book. Roxanne volunteered to help with the display and to use ideas from Storytime.
- 8.4 Alberta Library Act revisions: The Alberta Library Act is being revised. Board members, who wanted to, could read over the package and respond by the 15<sup>th</sup>. A review is done every five years.
- 8.5 Update in CIP grant application: Library has applied to the Community Initiative Project for a grant of \$35,000.00 and has not yet heard back
- 8.6 Subletting to Lawrence: Marlaina informed the Board that Lawrence offered to build the circulation desk and will donate it to the Library. Lawrence would like to sublet the back area of the Gallery for storage space and office space. After discussion, Warren made a motion that Lawrence use the space rent free for a year with the understanding that he pay for utilities (water/gas/power) on a pro rata basis. If a telephone is needed he will have to supply his own. Roxanne seconded. All in favor. Carried.
- 8.7 Carpet: Garry Peterson had asked if the Library would contribute the extra \$3500.00 for the carpeting. After discussion, Elaine P. moved that the Board request the Friends write a cheque for \$3500.00 to the Town toward the carpeting. Darlene seconded. All in favor. Carried.
- 8.8 Signage: It was decided that the words on the front of the library would be above the awning. Consensus was for 'Public Library'.

**9.0 Member concerns:** No evening staff. Volunteers are needed. Still can use another student. Possibility of extending or rearranging Jill's and/or Marlaina's hours. Loretta asked for a three-month leave of absence.

**10.0 Date for next meeting:** Tuesday, September 24, 2002 at 5:30 p.m.

**11.0 Adjournment:** Darlene adjourned the meeting at 7:30 p.m.

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Chairperson

*Angela Radzkowski*  
Secretary



**Peace Library System  
Board Meeting Highlights  
September 14, 2002 in Peace River**

*This summary is an awareness tool designed to help keep your library board informed about Peace Library System activities and Board decisions. If you would like more details on any topic, please contact your municipal representative to the Peace Library Board. He or she has a detailed meeting package.*

- The Board welcomed the Town of Fox Creek and the M.D. of Opportunity No. 17 as the newest members of Peace Library System. Fox Creek joined June 1 and the M.D. of Opportunity began receiving services on September 1. Peace Library System now serves 117,646 people in 31 municipalities.
- Three organizations serving northwestern Alberta provided brief presentations to the Board. Representatives from the Northern Alberta Development Council (NADC), the Peace Region Economic Development Alliance (PREDA) and the Peace Country Development Corporation (PCDC) discussed their mandates and ways in which each could work with public libraries in the region.
- The Board approved a full-time System Support Technician position to provide technical support at System headquarters and at member libraries.
- A motion was made to eliminate the 10 per cent rebate currently offered to municipalities, effective 2004, pending further financial projections from the Director. This would put in place the actual \$3.50 per capita membership fee, rather than the rebated \$3.15 per capita fee which has been in place since 1994. It would allow Peace Library System to offer increased technical support as well as to cope with increased costs for staffing, supplies and services over the last nine years.
- The System hired two project staff this summer to add the records of Smith Community Library and Bibliotheque de St. Isidore to the regional database. The project is nearing completion.
- The Board received a questionnaire to provide input into the *Libraries Regulation*, which is currently under revision.
- A province-wide campaign to promote libraries will be launched during Alberta Library Week, October 20 – 26. Posters and other promotional items will be available in all public libraries, and radio and television clips will be aired across the province. The theme for the campaign is “Libraries – all you need to know.”
- Two revised policies were approved: the Internet and Electronic Mail Acceptable Use Policy, and the Regional Computer Network Services for Member Libraries Policy.
- The Finance Policy for Library Service Points was approved.



**Valleyview Municipal Library Board Meeting Minutes  
September 24, 2002**

**1.0 Call to Order:** Elaine Nepstad called the meeting to order at 5:39p.m.

- 1.1 Attendance: Elaine Nepstad, Warren Stewart, Marlaina Mitchell, Darlene Wood, Roxanne Perron, Pat Hopkin, Pat Mabley, Sharon Smith
- 1.2 Regrets: Angela Radzikowski, Elaine Peterson, Jane Bourlon

**2.0 Agenda**

- 2.1 Change to agenda: Move 6.0 to 4.0 and renumber accordingly
- 2.2 Adoption of the agenda: Sharon moved the agenda be adopted with the changes. Pat Hopkin seconded.

**3.0 Minutes from June 11 and Sept 3 meetings**

- 3.1 Changes to minutes: none
- 3.2 Adoption of the minutes: Pat H moved the minutes be adopted. Roxanne seconded.

**4.0 Library Move:**

- 4.1 Moving Date Confirmation: Elaine N talked to Garry Peterson, they will be out at the end of this week, so the Oct 4,5,6 dates are a go.
- 4.2 Logistics: Darlene spoke about the logistics of the move: there will be box packers at the old site, people packing boxes up the stairs, they will then travel with the boxes to the new site and unload them off the truck. The new site will have people shelving the books. For boxes, both the IGA and Co-op have said we can use their milk crates for the weekend. Sharon, Pat H and Warren will look into supplying dollies. Pat H will supply walkie-talkies. Warren will look into boxes so that we can pre-pack the Jr. non-fiction section. The Friends of the Library will provide lunch. Some of the board and employees will work on pre-packing boxes on Friday night so that they can be loaded and hauled away first thing Saturday morning. Darlene also reported that Gerry Steinke has offered to do a stained glass window for the new library.
- 4.3 Installing computers at new library: Roxanne moved that Marlaina look into finding someone to install the computers at the new library. Pat H seconded. Pat will look into recycling the old computers.
- 4.4 Painting old circulation desk: The new circulation desk will not be ready, so we will be getting someone to paint the old desk. Roxanne moved that we buy paint and stipple for the desk and book drop. Darlene seconded.
- 4.5 Signs for Library collections: Sharon moved that we get Anchor J to make signs for collections and recognitions. Roxanne seconded.

**5.0 Librarian's Report**

- 5.1 Summer reading program very successful, with large number of participants.
- 5.2 Gale data base - Half the library collection has been checked for correct coding. The rest will be worked on after the move when time allows.
- 5.3 Library weeding is ongoing.
- 5.4 Fall programming includes author tour Georgia Graham, Tiny Tots at Harry Gray, Book Club, a winter reading program.
- 5.5 Card catalogue drawers are for sale by silent auction.

**6.0 Friends of the Library**

- will be discussed under 7.0

**7.0 Donor Appreciation Night**

- 7.1 The Friends of the Library is organizing the donor appreciation night. It will be a wine and cheese open house. Invitations have been sent to all the donors. Volunteers who helped with the move are also invited. Elaine P. is looking after the wine and the liquor license.



7.2 The library will get the donor appreciation signs made up in time for the donor night.

**8.0 Other Business**

- 8.1 Baby fair. Sharon, Roxanne, Pat looking after display.
- 8.2 Are still processing CIP grant application.
- 8.3 Hours of operation - suggested we wait until the new library is open, observe the use patterns, and then make a decision.
- 8.4 Library logo - deferred until later time
- 8.5 Spelling bee. Library will enter a team.

**9.0 Correspondence**

- 9.1 PLS Annual Report acknowledged
- 9.2 Community Development Annual Grant received
- 9.3 Nora Gaboury resigned as janitor of library. Elaine P. and Marlaina will prepare new contract.

10.0 **Date for next meeting** - October 22 at 5:30 at new library.

11.0 Roxanne moved meeting be adjourned. Carried.



## Valleyview Municipal Library Board Meeting Minutes

October 22, 2002

- 1.0 **Call to order:** Elaine Nepstad called the meeting to order at 5:37 p.m.
  - 1.0 Attendance: Jane Bourlon, Pat Hopkin, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Elaine Peterson, Angela Radzikowski, Darlene Wood
  - 1.1 Regrets: Roxanne Perron, Sharon Smith, Warren Stewart
- 2.0 **Agenda:**
  - 2.1 Changes to agenda: Additions made to #9.
  - 2.2 Adoption of agenda: Pat H. moved adoption of the agenda with the changes. Elaine P. seconded.
- 3.0 **Minutes from last meeting**
  - 3.0 Changes to minutes: none
  - 3.1 Adoption: Pat. H. moved adoption of minutes as presented. Jane seconded. Carried
- 4.0 **Business arising from the minutes**
  - 4.1 Update on Telus lines installation: have telephones, but not internet. Still electrical work to be done. Will be done by Friday.
  - 4.2 Comments on donor appreciation night: went over very well, people loved it, nice, wine and cheese went over well.
  - 4.3 Update on CIP grant: still in the process of being reviewed, looks favourable.
  - 4.4 Janitor job update: asking for sealed bids. The deadline is Friday. Bids go to Elaine P.
- 5.0 **Financial Report: next month**

Erin Peden resigned as storyteller. Had been paid \$20. hour which included prep time. Need to explore alternatives. Elaine P. made motion to offer Carrie Zenner \$25. per session (and we review children's programming for next year's budget). Darlene seconded. All in favor. Carried. Marlaina will make the offer.

  - 5.1 Transfer of Treasurer's duties to Town: Payroll had been transferred to the Town. Town is willing to take on the dispensing of cheques. Board will be better served. Treasurer will still monitor monthly statement, be responsible for coding invoices, and presenting monthly report. Clerical duties will be taken off. Library Board will have final responsibility of the money. Elaine P. made motion that treasurer meet with Town manager for transfer of accounts payable duties effective January 1, 2003. Darlene seconded. All in favor. Carried.
- 6.0 **Librarian's Report:** no report at this time. Librarian very busy with the move.
- 7.0 **Committee Activities**
  - 7.1 Facility committee: met with the Friends of the Library about their pool of money and arrangements have been made on what will be ordered.
  - 7.2 "Planning the Move" committee: now defunct. Amazing support from Board, Friends, community. Elaine P. thanked Joan Plaxton for free big ad. Need an article about the move. Will put an ad in the paper thanking the community. Elaine N. will ask Roxanne to write article. Will ask the Friends to help with the cost of the ad.
  - 7.3 Other committees: haven't met. Programming Committee should meet with other committees in town.



**8.0 Friends of the Library Report**

The Friends will start spending the money for shelves and a rug for the children's area. Will send a thank you card to the Friends for the fine food and all their work. Pat H. will buy a card and write a note of thanks to Sharon.

**9.0 Other Business**

9.1 Planning public library opening: discussion on when to have grand opening for the public. The Gallery's opening ribbon cutting ceremony will be Saturday, Nov. 30 with government dignitaries because they supported the Gallery. Darlene brought up that because the Gallery is the Town's, there should be a separate attachment for the janitorial services. Should write letter to town manager to meet as a group and he bring draft agreement to let us know who has control over the space, who is liable for the area, who is responsible for insurance and liability and who can have local artists there? Will ask Town for clarification. Decided that the opening date will be Friday, December from 6:00-8:00 pm., the same night as the Santa Claus parade so it could be a family occasion. Will have committee to plan it. There will be another Board meeting in the meantime. Pat H. volunteered to do the hot chocolate. Will want ideas for the public opening.

9.2 PLS Update: Jane reported that three new municipalities have joined PLS. Has approved a full time Systems Support Technician. With additions of computers and technical support PLS would like to remove the 10% rebate. PLS wants to promote Library Week, October 20-26 with posters and a promotional campaign. The slogan is "Libraries, All You Need to Know".

9.3 PLS authors visit.

**10.0 Correspondence**

10.0 PLS report: Jane already reported on it.

10.1 MD agreement: five-year agreement for funding, \$27,000. per year, effective January 1, 2002. Elaine P. moved the board accept the agreement. Darlene seconded. All in favor.

**11.0 Member Concerns**

11.0 Christmas party: Suggestion that the party be held at Pinky's. Library could subsidize it. Elaine P. will check on dates. Invite Friends of the Library. Will discuss further at next meeting. Chinese gift exchange at \$20.00

12.0 **Date for next meeting:** November 19, 2002 at 5:30 p.m.

13.0 **Adjournment:** Elaine P. adjourned the meeting at 6:46 p.m.

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(Chairperson)

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(Secretary)



**Valleyview Municipal Library Board Meeting Minutes**  
November 19, 2002

- 1.0 **Call to order:** Elaine Nepstad called the meeting to order at 5:37 p.m.
- 1.0 Attendance: Pat Hopkin, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Angela Radzikowski
- 1.1 Regrets: Jane Bourlon, Roxanne Perron, Elaine Peterson, Sharon Smith, Warren Stewart, Darlene Wood
- 2.0 **Agenda:**
- 2.1 Changes to agenda: none
- 2.2 Adoption of agenda: Pat H. moved adoption of the agenda. Angela seconded.
- 3.0 **Minutes from last meeting**
- 3.0 Changes to minutes: none
- 3.1 Adoption: Angela moved adoption of minutes. Pat H. seconded.
- 4.0 **Business arising from the minutes**
- 4.1 Janitor job update: Marlaina will do it temporarily until the January Board meeting. Will see how many hours are involved.
- 4.2 Board/staff/Friends Christmas party: party will be Dec. 12 at Pinky's. Library will pay for everyone. Chinese gift exchange price range is \$10-20.
- 4.3 Carrie Zenner has started.
- 5.0 **Financial Report:** Treasurer absent. Pat H. made a tentative acceptance of financial report. Elaine N. seconded.
- 6.0 **Librarian's Report:** Storytime and RhymeTime are underway. Attendance is good. Northern Lights database added. A rep will come out and tell the library what is needed for Supernet. Grade 2 students from St. Stephen's came and had a good visit. Gallery wants display cabinets out by Nov. 30. Discussion on Friends of the Library being able to sell books. Marlaina moved acceptance of her report. Angela seconded.
- 7.0 **Committee Activities:** none
- 8.0 **Friends of the Library Report:** will have a meeting after the Board meeting. Had a BINGO on Nov. 15, the next one will be Dec. 21.
- 9.0 **Other Business**
- 9.1 Grand opening of library on Dec. 6: hot chocolate will be served. It will be the night of the Santa parade. Suggestions on what to do: have Santa read a story, have children make a craft, have school choirs sing, have draws, have Leonard Mac Lellan tell stories? Will check out the possibilities.
- 9.2 Help on Saturday, Nov. 30 for gallery grand opening: volunteers are needed. Elaine N. will ask the Friends.
- 9.3 Closing dates during the Christmas holidays: Library will be closed Dec. 23-26, and Dec.30-Jan. 1. Will be opened Dec. 27 and 28. Angela made tentative motion for Library's closing days. Pat H. seconded.
- 9.4 ALTA website: includes ALTA Trustee Resource Centre: [ecn.ab.ca/alta/](http://ecn.ab.ca/alta/)
- 9.5 Access copyright: "Public Library Copying Licence Through Access Copyright" information handed out. Members are to read it over carefully before the January meeting.
- 9.6 Report from PLS and MD biannual meeting: PLS had meeting with Debolt, Grande Prairie and Valleyview libraries. Grande Prairie will be building a new library.
- 10.0 **Correspondence:** none
- 11.0 **Member Concerns:** none
- 12.0 **Date for next meeting:** January 21, 2003 at 5:30 p.m.
- 13.0 **Adjournment:** Pat H. adjourned the meeting at 6:52 p.m.

\_\_\_\_\_  
(Chairperson)

*Angela Radzikowski*  
\_\_\_\_\_  
(Secretary)