

Valleyview Municipal Library Board Meeting Minutes
January 21, 2003

- 1.0 Call to order:** Elaine Nepstad called the meeting to order at 5:32 p.m.
- 1.1 Attendance: Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Pat Hopkin, Pat Mabley
- 2.0 Agenda:**
- 2.1 Changes to agenda: changes made
- 2.2 Adoption of agenda: Roxanne moved adoption of the agenda. Sharon seconded.
- 3.0 Minutes from October and November meetings**
- 3.0 Changes to minutes: none
- 3.1 Adoption: Darlene moved adoption of minutes of October meeting. Elaine P. seconded. Elaine P. moved acceptance of November minutes as information. Darlene seconded.
- 3.0 Business arising from the minutes**
- 4.1 Gallery agreement: Board members read the Memorandum of Agreement. Suggestion that the statement, "this agreement will be reviewed every two years", be added. Elaine N. will take it back to Town Manager, Gary Peterson.
- 5.0 Financial Report:** Jennifer Darby was hired as janitor at the same rate paid Mrs. Gaboury. She bid on Gallery and has both contracts. Pleased with her work. No Treasurer's report this month. Will have wrap-up and present next year's budget at February meeting. Did get the grant applied for. Friends and Executive met to map out projects to spend money on. Discussion on what purchased (lots of shelving) and what still needs to be done. Laurence's proposal of approximately \$17,000. for cabinets and carpentry work was presented. Sharon made the motion that of the surplus money of \$38,000., 50% (\$19,000.) to go to new library and of the remaining 50%, 25% (\$9,500.) go to operational assistance and 25% (\$9,500.) go to computer replacements, including hardware and software. Roxanne seconded. All in favor. Warren made motion to appoint Sylvain and Doran as auditors for 2002. Darlene seconded. All in favor.
- 6.0 Librarian's Report:** Oral report given. Not able to get statistics at this time, Dynex being 'used'. Marlaina asked for suggestions on what want in statistics – any changes? Need to address reference materials. Roxanne suggested a column to compare month-to-month stats with previous year's. January 27th is Family Literacy Day and with VALID the Library is having a puppet show and decorating cookies from 7:00 p.m. until 8:30 p.m. Would like a good turnout of children and parents. RhymeTime and StoryTime have started but because of bad weather no participants. The number of people coming to the new library has doubled and even tripled in some cases. Average around sixty patrons a day. Warren asked if news about the library is in MD newsletter? Hours and upcoming events are in it. Roxanne offered to write an article for MD newsletter about the new library and all that it has to offer.
- 7.0 Committee Activities:**
- 7.1 Facility committee: highlights of items asked for : security system through Night Alert System, video camera (two in library and one in Gallery) and alarm system. \$25. a month and Town pays for monitoring. Will start within the next two weeks. Will get furniture from Bro Dart. Roxanne suggested get furniture that will be suitable for seniors and Sharon suggested a railing to grab onto.
- 8.0 Friends of the Library Report:** Sharon reported that the Friends will have a meeting next week and she asked for ideas for donor recognition. They have enough people for the BINGO this month. Next one is March 1st.
- 9.0 Other Business**
- 9.1 CANCOPY agreement – Access Copyright. Elaine P. moved that we sign the agreement (Public Library Copying Licence). Warren seconded. All in favor.
- 9.2 Nomination Committee – decided to have Annual General Meeting March 18th and will put it in community calendar and MD newsletter. Angela volunteered to be the nominating committee.

- 9.3 Patron suggestion/comment box – Board executive had meeting and Darlene reported on a two-part form for “beefs or bouquets”. Patron of staff member could write it on top part and if there was a complaint the bottom part would be response from librarian on how the complaint was resolved and it would be kept on file.
- 9.4 Information binder – Darlene suggested having information binders throughout the library noting all the services the Library provides. It can be an expansion of the brochure, which is given out to new patrons, and the binder can be modified and added to.
- 9.5 Jasper Conference – Marlaina presented breakdown of the cost for the Jasper Conference, April 24-27, for two people to attend and for the casual worker for that time: \$1459.58. Warren made motion that two people be sent to the Jasper Conference. Sharon seconded. All in favor.
- 9.6 Front Page computer program – Marlaina reported that it will cost \$260. to get office program upgraded with three other databases added. A web page is needed. Suggested that ask Trevor Ilg to help and Roxanne suggested that her son is also available to help. Elaine P. made motion that we purchase Front Page separately or an upgrade to include Front Page. Darlene seconded. All in favor.

10 **Correspondence:**

- 10.1 Bell: information on the Supernet
- 10.2 FCSS re:Vitalize Conference: wants a list of volunteers for the conference. Will pick two names from all submitted and they will have their expenses paid. Sharon and Jill’s names will be given to FCSS.

11.0 **Member Concerns:** none

12.0 **Date for next meeting:** February 18, 2003 at 5:30 p.m.

13.0 **Adjournment:** Darlene adjourned the meeting at 6:52 p.m.

(Chairperson)

Angela Radzikowski
(Secretary)

Valleyview Municipal Library Board Meeting Minutes
March 18, 2003

- 1.0 **Call to order:** Elaine Nepstad called the meeting to order at 6:26 p.m.
1.1 **Attendance:** Jane Bourlon, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart, Darlene Wood and guest Sandra Pruss
1.2 **Regrets:** Pat Hopkin
- 2.0 **Agenda:**
2.1 **Changes to agenda:** changes made
2.2 **Adoption of agenda:** Elaine P. moved adoption of the agenda with changes. Roxanne seconded.
- 3.0 **Minutes from January meeting**
3.0 **Changes to minutes:** none
3.1 **Adoption:** Roxanne moved adoption of minutes. Angela seconded.
- 4.0 **Business arising from the minutes**
4.1 **Gallery agreement:** agreement will be reviewed annually. Jane made motion that the Board enter into the agreement. Sharon seconded. All in favor.
4.2 **Suggestion that the comment box be brought to next meeting.** Darlene will still update information binder – currently a “work in progress”.
- 5.0 **Financial Report:** The proposed 2003 budget was presented.. Have a relatively large budget to work with. Predicting a small surplus. Elaine P. moved adoption of her report. Warren seconded. All in favor.
- 6.0 **Librarian's Report:** Marlaina's completed “Annual Report and Survey of Public libraries in Alberta” was circulated among Board members. Jane suggested a copy be sent to the Town of Valleyview and the MD. Statistics for January and February were presented. Elaine P. moved have Amnesty Week during Canada Book Week, April 21-27, 2003. Angela seconded. Poster will be put up. Marlaina moved adoption of her report. Warren seconded.
- 7.0 **Committee Activities:**
7.1 **Facility committee:** Elaine N. reported on spending funds for the library to March 2003. Laurence is working on the circulation desk.
7.2 **Committee memberships: Standing Committees:** Financial committee – Elaine P., Pat H., Personnel Committee – Darlene, Elaine P., Elaine N., Programming Committee – Sharon, Angela, Sandra, Marlaina, Pat M. AdHoc Committees: Facility Committee – Sharon, Elaine P., Policy Committee – Jane, Elaine P., Darlene, Marlaina
- 8.0 **Friends of the Library Report:** Sharon reported that the Friends will have a Mother's Day draw. Annual meeting is April 14 at 5:00 p.m. at the library. Next BINGO is April 5 at 6:00 p.m. at the Memorial Hall. Put forward a closed bid for two MD computers.
- 9.0 **Other Business:**
9.1 **CAP grant:** grant was approved for new computers.
9.2 **Volunteer recognition:** Marlaina would like suggestions on how to recognize volunteers. Policy committee will look after that.
- 10.0 **Correspondence:** none.
- 11.0 **Date for next meeting:** April 15, 2003 at 5:30 p.m.
- 12.0 **Adjournment:** Elaine P. moved to adjourn at 7:45

(Chairperson)

Angela Radzikowski
(Secretary)

Valleyview Municipal Library Board Meeting Minutes
March 18, 2003

- 1.0 Call to order:** Elaine Nepstad called the meeting to order at 6:26 p.m.
- 1.1 Attendance: Jane Bourlon, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart, Darlene Wood and guest Sandra Pruss
- 1.2 Regrets: Pat Hopkin
- 2.0 Agenda:**
- 2.1 Changes to agenda: changes made
- 2.2 Adoption of agenda: Elaine P. moved adoption of the agenda with changes. Roxanne seconded.
- 3.0 Minutes from January meeting**
- 3.0 Changes to minutes: none
- 3.1 Adoption: Roxanne moved adoption of minutes. Angela seconded.
- 4.0 Business arising from the minutes**
- 4.1 Gallery agreement: agreement will be reviewed annually. Jane made motion that the Board enter into the agreement. Sharon seconded. All in favor.
- 4.2 Suggestion that the comment box be brought to next meeting. Darlene will still update information binder – currently a “work in progress”.
- 5.0 Financial Report:** The proposed 2003 budget was presented. Have a relatively large budget to work with. Predicting a small surplus. Elaine P. moved adoption of her report. Warren seconded. All in favor.
- 6.0 Librarian’s Report:** Marlaina’s completed “Annual Report and Survey of Public libraries in Alberta” was circulated among Board members. Jane suggested a copy be sent to the Town of Valleyview and the MD. Statistics for January and February were presented. Elaine P. moved have Amnesty Week during Canada Book Week, April 21-27, 2003. Angela seconded. Poster will be put up. Marlaina moved adoption of her report. Warren seconded.
- 7.0 Committee Activities:**
- 7.1 Facility committee: Elaine N. reported on spending funds for the library to March 2003. Laurence is working on the circulation desk.
- 7.2 Committee memberships: Standing Committees: Financial committee – Elaine P., Pat H., Personnel Committee – Darlene, Elaine P., Elaine N., Programming Committee – Sharon, Angela, Sandra, Marlaina, Pat M. AdHoc Committees: Facility Committee – Sharon, Elaine P., Policy Committee – Jane, Elaine P., Darlene, Marlaina
- 8.0 Friends of the Library Report:** Sharon reported that the Friends will have a Mother’s Day draw. Annual meeting is April 14 at 5:00 p.m. at the library. Next BINGO is April 5 at 6:00 p.m. at the Memorial Hall. Put forward a closed bid for two MD computers.
- 9.0 Other Business:**
- 9.1 CAP grant: grant was approved for new computers.
- 9.2 Volunteer recognition: Marlaina would like suggestions on how to recognize volunteers. Policy committee will look after that.
- 10.0 Correspondence:** none.
- 11.0 Date for next meeting:** April 15, 2003 at 5:30 p.m.
- 12.0 Adjournment:** Elaine P. moved to adjourn at 7:45

(Chairperson)

Angela Radzikowski
(Secretary)

**VALLEYVIEW MUNICIPAL LIBRARY
ANNUAL BOARD MEETING MINUTES
MARCH 18, 2003**

Roxanne moved and Darlene seconded that Jane Bourlon be chair for the meeting.

- 1.0 **Call to order:** meeting called to order by Jane at 5:35 p.m.
 - 1.1 **Attendance:** Jane Bourlon, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Sharon Smith, Warren Stewart, Darlene Wood and guest Sandra Pruss
 - 1.2 **Regrets:** Pat Hopkin
- 2.0 **Agenda**
 - 2.1 **Changes to agenda:** none
 - 2.2 **Adoption of agenda:** Elaine P. moved adoption of agenda, Elaine N. seconded.
- 3.0 **Minutes from 2002 annual meeting**
 - 3.1 **Changes to minutes:** none
 - 3.2 **Adoption:** Darlene moved adoption of minutes, Roxanne seconded.
- 4.0 **Business arising from the minutes:** none
- 5.0 **Financial Report:** Elaine P. presented Revenues and Expenditures for 2002. Ended with planned deficit. Elaine P. moved to adopt her report. Sharon seconded.
- 6.0 **Librarian's Report:** highlighted were the Summer Reading Program and the high circulation of books during July 2002, which could be attributed to the summer program. Marlaina moved adoption of her report. Warren seconded.
- 7.0 **Election of Officers:**

Chairperson – nominating committee nominated Elaine Nepstad. Elaine Nepstad elected Chairperson by acclamation.
Vice-Chairperson – nominating committee nominated Darlene Wood. Darlene Wood elected Vice-Chairperson by acclamation.
Secretary – nominating committee nominated Angela Radzikowski. Angela Radzikowski elected Secretary by acclamation.
Treasurer – nominating committee nominated Elaine Peterson. Elaine Peterson elected Treasurer by acclamation.
- 8.0 **Date for next annual meeting:** February 17, 2004
- 9.0 **Adjournment:** Elaine P. adjourned the meeting at 6:10 p.m. Warren seconded.

Chairperson

Angela Radzikowski
Secretary

Valleyview Municipal Library Board Meeting Minutes
April 15, 2003

- 1.0 **Call to order:** Elaine Nepstad called the meeting to order at 5:36 p.m.
- 1.1 Attendance: Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Darlene Wood
- 1.2 Regrets: Jane Bourlon, Pat Hopkin, Sharon Smith, Warren Stewart
- 2.0 **Agenda:**
- 2.1 Changes to agenda: none
- 2.2 Adoption of agenda: Elaine P. moved adoption of the agenda. Roxanne seconded.
- 3.0 **Minutes from March meeting**
- 3.0 Changes to minutes: none
- 3.1 Adoption: Elaine P. moved adoption of minutes. Angela seconded.
- 4.0 **Business arising from the minutes:**
- 4.1 CAP grant: did get the computer, waiting to get it installed.
- 5.0 **Financial Report:** Update – final grant application to Alberta Community Development will be done over Easter break. Library in good financial position.
- 6.0 **Librarian's Report:** Statistics reviewed. Circulation has increased. Working on a "card for every kid" program with Harry Grey School. Approved for STEP. Will have a trivia contest for free membership. Alarm system has been installed.
- 7.0 **Committee Activities:** none
- 8.0 **Friends of the Library Report:** Had annual meeting and Sharon Smith continuing on as chairperson. Goal is to continue to fundraise and help the library. Will fundraise for Summer Reading Program for prizes. Will send letters to those who contributed to new library. Did not get a computer from MD with closed bid.
- 9.0 **Other Business:**
- 9.1 Proposed revision to library hours: Proposed hours put forth for beginning of July: Monday – closed, Tuesday, Thursday and Saturday – 11 a.m. to 5 p.m., Wednesday and Friday – 11 a.m. to 8 p.m. Elaine P. made motion that the library hours be changed beginning July 2003 until July 2004. Darlene seconded.
- 9.2 Memorial for Loretta Jaschke: Roxanne made motion the Board contribute half to the purchase of a framed plate in Loretta's memory. Angela seconded. All in favor. Elaine will contact House of Treasures.
- 9.3 Beefs and bouquets form: form presented and format will be changed before displaying it. Needs to be in a prominent place.
- 10.0 **Correspondence:**
- 10.1 Alberta Community Development: increase in per capita funding from \$4.03 to \$4.29.
- 10.2 Letter from Sharon Smith: read for information.
- 11.0 **Date for next meeting:** May 20, 2003 at 5:30 p.m.
- 12.0 **Adjournment:** Darlene moved to adjourn at 6:38 p.m.

(Chairperson)

Angela Radzikowski

(Secretary)

Valleyview Municipal Library Board Meeting Minutes
May 20, 2003

- 1.0 **Call to order:** Elaine Nepstad called the meeting to order at 5:33 p.m.
1.1 Attendance: Jane Bourlon, Pat Hopkin, Pat Mabley, Marlaina Mitchell, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Sandra Pruss, Angela Radzikowski, Warren Stewart, Darlene Wood
- 2.0 **Agenda:**
2.1 Changes to agenda: item #9 changed to after item #11
2.2 Adoption of agenda: Darlene moved adoption of the agenda with changes. Pat H. seconded.
- 3.0 **Minutes from April meeting**
3.0 Changes to minutes: none
3.1 Adoption: Elaine P. moved adoption of minutes. Angela seconded.
- 4.0 **Business arising from the minutes:** none
- 5.0 **Financial Report:** on track for revenues and expenditures. Elaine P. moved adoption of her report. Pat H. seconded.
- 6.0 **Librarian's Report:** Statistics reviewed. Highlights from May 12's PLS meeting given: an author will visit in the fall, PLS conference in September, ALPEN has 45 members now, discussion on Web Awareness training. Marlaina moved acceptance of her report. Pat H. seconded.
- 7.0 **Committee Activities:**
7.1 Personnel committee – still doing evaluations
7.2 Policy committee – schedule presented for draft policies for consideration.
7.3 Programming committee – rules for LOGO design contest for the Library presented. Jane made motion that accept LOGO design contest as put forth by the Programming committee. Pat H. seconded.
7.4 Executive committee – has met.
- 8.0 **Friends of the Library Report:** thank you letters were sent out to all those who donated to the Library and an article was in the ValleyViews
- 10.0 **Other Business:** none
- 11.0 **Correspondence:** none
- 9.0 **In-Camera Business:** Roxanne moved we go into "in-camera" to discuss personnel and finance issues. Warren seconded. All in favor. Warren moved we go out of "in-camera". Darlene seconded.
- Motion #1 – Pat H. moved we give Marlaina a raise of \$.50 an hour to go back to her anniversary date. Warren seconded. All in favor.
Motion #2 – Elaine P. moved staff be reimbursed for out of office duties as follows:
- 2 km @ current government rates for maximum of one trip per day for all library business
 - staff expected to keep records and submit semi-annual (June and December) expense claims
 - retroactive to January 1, 2003-06-07
- Jane seconded. All in favor
- Motion #3 – Elaine P. made motion that Pat Mabley be reimbursed for purchase of book carts. Pat H. seconded. Four in favor. Two opposed.
Pat H. made motion that Elaine P. write memo to library staff outlining the Board's position on purchasing policies. Jane seconded. All in favor.
Motion #4 - Warren made motion that we adopt the memorandum dated January 20, 2003 regarding the use of the library telephone for personal long distance telephone calls. Pat H. seconded. All in favor.
- 12.0 **Date for next meeting:** June 17, 2003 at 5:30 p.m.
- 13.0 **Adjournment :** Darlene moved to adjourn at 7:50 p.m.

(Chairperson)

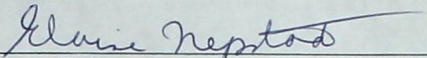
(Secretary)

Valleyview Municipal Library Board Meeting Minutes
September 9, 2003

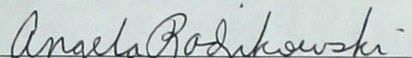
- Elaine Nepstad
- 1.0 Call to order:** ~~Darlene Wood~~ called the meeting to order at 5:33 p.m.
- 1.1 Attendance:** Pat Hopkin, Pat Mabley, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Sandra Pruss, Angela Radzikowski, Warren Stewart, Darlene Wood
- 1.2 Regrets:** Jane Bourlon, Sharon Smith
- 2.0 Agenda:**
- 2.1 Changes to agenda: changes made in numbering of agenda items and additions
- 2.2 Adoption of agenda: Darlene moved adoption of the agenda with changes. Roxanne seconded. All in favor. Carried.
- 3.0 Minutes from June meeting**
- 3.0 Changes to minutes: amended as read Personnel Committee be changed to Policy Committee
- 3.1 Adoption: Elaine P. moved adoption of minutes with changes. Warren seconded. All in favor. Carried.
- 4.0 Business arising from the minutes:**
- 4.1 Plate in memory of Loretta J. – Roxanne volunteered to look after the plate. Pat H. moved that the Board pay for the plate. Darlene seconded.
- 4.2 Letter for Sandra Pruss – letter was written to the Town of Valleyview to approve Sandra as a new Board member. Approval was granted.
- 4.3 PLS Call for Action – the four letters were written by Angela and responses were received
- 5.0 Financial Report:** Report will be brought to next September meeting.
- 6.0 Librarian's Report:** reported by Pat M. Summer reading program went well with a total of 65 children participating. Lots of visitors over the summer. Had an Art display around library walls. Rural Librarians' Conference to be held September 25 and 26 in Grande Prairie. Warren made motion that the Board pay for Pat Mabley's expenses for the conference. Roxanne seconded.
- 7.0 Other Business**
- 7.1 Theft of money from library by young patron.
Warren made motion to go in camera at 6:04 p.m. to discuss theft from library. Elaine P. made motion to come out of in camera at 6:12 p.m. Elaine P. made motion that Warren speak with police concerning theft incident. Angela seconded. All in favor. Carried
- 7.2 "Card for every kid" program – need more information. Concern about who would be responsible for loss of books. Pilot Program for Harry Grey.
- 7.3 Baby Fair – October 2. sponsored by FCSS and Baby's Best Start. Attendance dependent upon having volunteers. Elaine N. will try to get volunteers by Sept. 23.
- 7.4 Spelling Bee – Sept. 24 at noon at Hillside. Possible team of Elaine P., Anita Piebiak, and Sandra with Elaine N. as alternate.
- 8.0 Committee Activities**
- 8.1 Personnel committee
- 8.2 Policy Committee: changes to Draft Personnel policy submitted by Elaine P. and Darlene. Members asked to read it all again before next meeting for more suggestions. Will wordsmith it all at next meeting.
- 8.3 Programming committee
- 8.4 Executive committee
- 9.0 Friends of Library Report** – no report at this time.
- 10.0 Correspondence:**
- 10.1** Computer grant application due Sept. 19. Request John Delaney to check out system to see if requests sufficient.
- 10.2** Application for grant from M.D.
- 10.3** New policy for the Alberta Library Association
- 10.4** Communities in Bloom – certificates for the library and the gallery
- 11.0 In camera session for personnel discussion**
- At 7:18 p.m. Darlene moved we go in camera to discuss personnel issues. Sandra seconded. Darlene moved we come out of in camera at 7:49.
- Pat H. moved we accept Marlaina Mitchell's resignation and attempt to contact her for an exit interview with three Board members. Darlene seconded. All in favor. Carried.
- Pat H. moved we offer Pat Mabley the position of acting librarian at \$12. an hour until a suitable coordinator can be located. Roxanne seconded. All in favor. Carried.
- Pat H. moved we accept Darlene's offer to draft an ad for coordinator of library services for the Valleyview Municipal Library. Warren seconded. All in favor. Carried.

12.0 Date for next meeting – Sept. 30, 2003 at 5:30

12.0 Adjournment – Warren moved meeting be adjourned at 7:56 p.m.



Chairperson



Secretary

Valleyview Municipal Library Board Meeting Minutes
September 30, 2003

- 1.0 **Call to order:** Elaine Nepstad called the meeting to order at 5:33 p.m.
- 1.1 **Attendance:** Pat Hopkin, Pat Mabley, Elaine Nepstad, Elaine Peterson, Sandra Pruss, Angela Radzikowski, Sharon Smith, Warren Stewart, Darlene Wood
- 1.2 **Regrets:** Jane Bourlon, Roxanne Perron
- 2.0 **Agenda:**
 - 2.1 Changes to agenda: additions made to agenda
 - 2.2 Adoption of agenda: Pat H. moved adoption of the agenda with additions. Darlene seconded. All in favor. Carried.
- 3.0 **Minutes from September 9th meeting**
 - 3.0 Changes to minutes: Elaine Nepstad had chaired meeting, not Darlene Wood
 - 3.1 Adoption: Pat H. moved adoption of minutes with changes. Elaine P. seconded. All in favor. Carried.
- 4.0 **Business arising from the minutes:**
 - 4.1 Plate in memory of Loretta J. – Roxanne absent.
 - 4.2 Theft – Elaine P. will try to track down a printer or copy the picture somehow. Elaine N. will call RCMP to see where they stand with it
 - 4.3 Baby Fair – set to go. Pat M. and Jill will take turns at the Fair.
 - 4.4 Computer grant has been applied for.
- 5.0 **Financial Report:** Expenditures and Revenues on track to Sept. 1st. Concern about membership and fines. Treasurer still planning to end year on balanced budget. Elaine P. moved acceptance of her report. Warren seconded. All in favor. Carried.
Darlene moved we go "in camera" at 6:02 p.m. to discuss personnel issue. Elaine P. seconded. All in favor. Carried. Elaine P. moved we go out of "in camera" at 6:14 p.m. Sandra seconded.
Elaine P. made motion that treasurer write letter to payroll clerk for the Town of Valleyview stating that Jill Metz be moved to second year step on salary grid effective her anniversary date. Pat H. seconded. All in favor. Carried.
There will be a year hiatus from ordering travelling exhibit display programs that cost money.
Warren made motion to move money to premium t-bills. Darlene seconded. All in favor. Carried.
Elaine P. made motion that board approve two of three signing authorities have permission to move money. Pat H. seconded. All in favor. Carried.
Elaine P. made motion that signing authority for Library Board be Elaine Peterson, Darlene Wood, Angela Radzikowski, and Pat Mabley as acting librarian. Pat H. seconded. All in favor. Carried.
- 6.0 **Librarian's Report:** reported by Pat M. CAP grant done. Rhyme Time with Erin Peden starts tomorrow with ten children registered so far. Elaine P., Anita Piebiak and Jill were in the Spelling Bee. Jacqueline Guest will be the author sponsored by PLS will visit St. Stephen's on Friday, Oct. 24 for grades 5&6 from 9:00-10:00 a.m. Report accepted as information.
- 7.0 **Committee Activities**
 - 7.1 Personnel committee – update on librarian replacement: job has been advertised and poster put on door of the library. Deadline October 8th.
 - 7.2 Policy Committee: personnel policy: updated policies passed out with new clauses. Warren made motion to accept the Personnel Policy as an interim policy that includes new job descriptions and hours of work for staff, effective October 15, 2003. Pat H. seconded. All in favor. Carried.
 - 7.3 Programming committee – library logo update: extended to December 31, 2003. Board members will take to schools to promote the contest.
 - 7.4 Executive committee – committee for Gallery needed. Will decide at AGM and Town should be a part of it.
- 8.0 **Friends of Library Report** – will have a Christmas basket to raffle. Sharon volunteered to send letter to schools with schedule for students to display Art projects.
- 9.0 **Other Business -**
 - 9.1 Laurence Spencer and renting space. Year is up. Elaine P. made motion that Board write letter to Laurence advising him that "no charge use if space" is over and suggested rent be \$200.00 month plus utilities, effective October 1, 2003. Pat H. seconded. All in favor. Carried.
 - 9.2 Hiring – casual: Contact Hillside and St. Stephen's for students.
- 10.0 **Correspondence:**
 - 10.1 Alberta Community Development – contest for slogan for libraries. Closes October 15, 2003.

11.0 Date for next meeting – October 21, 2003 at 5:30

12.0 Adjournment –Elaine P. moved meeting be adjourned at 7:16 p.m.

Chairperson

Secretary

- 1.0 **Call to order:** Elaine Nepstad called the meeting to order at 5:40 p.m.
 - 1.1 Attendance: Pat Mabley, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Sharon Smith, Darlene Wood
 - 1.2 Regrets: Jane Bourlon, Pat Hopkin, Sandra Pruss, Warren Stewart
- 2.0 **Agenda:**
 - 2.1 Changes to agenda: additions made to agenda under other business, #9
 - 2.2 Adoption of agenda: Roxanne moved adoption of the agenda with additions. Angela seconded. All in favor. Carried.
- 3.0 **Minutes from September 30th meeting**
 - 3.0 Changes to minutes: Laurence's last name is Spencer
 - 3.1 Adoption: Elaine P. moved adoption of minutes with changes. Sharon seconded. All in favor. Carried.
- 4.0 **Business arising from the minutes:**
 - 4.1 Plate in memory of Loretta J. – it is here
 - 4.2 Theft – Police spoke with the girl involved and matter has been taken to court.
- 5.0 **Financial Report:** Detailed report had been given last month.
- 6.0 **Librarian's Report:** reported by Pat M. Two classes visited the library – 15 students from Sturgeon Lake and 33 from St. Stephen's; have 30 children for StoryTime; Baby Fair was successful; public use computer down – will wait for PLS to repair; V.A.L.I.D. had meeting; Hallowe'en at end of month.
- 7.0 **Committee Activities**
 - 7.1 Personnel committee – update on librarian replacement: interviews have been set.
 - 7.2 Policy Committee: if any revisions on new Finance policy, Board members are asked to e-mail Elaine P. a week before next meeting.
 - 7.3 Programming committee – nothing to report
 - 7.4 Executive committee – nothing to report
- 8.0 **Friends of Library Report** – will not have baskets; will continue to have BINGO – Nov. 15 and Dec.27; will get chairs recovered.
- 9.0 **Other Business -**
 - 9.1 Palliative care tree in library – Sharon would like the tree to be at library (In front of gallery) in December as a fundraiser for Palliative Care Unit , Pat M. volunteered to look after donations if necessary.
 - 9.2 Night Alert – Elaine N. will contact Night Alert to check the call list
 - 9.3 Dinner at Pinky's – tasteful recycled items for gift exchange
- 10.0 **Correspondence:**
 - 10.1 V.A.L.I.D. – cheque for \$1200.00 received from Family Learning Initiative with request that library purchase items to support and promote family literacy i.e. bulletin board and decorations, book end supports, and portable display unit. A thank you card will be sent.
- 11.0 **In camera re personnel:** Elaine P. moved we go in "in camera" at 6:58 p.m. Sharon seconded. Darlene moved we come out of "in camera" at 7:16 p.m. Angela seconded.
- 12.0 **Date for next meeting:** November 18, 2003 at 5:30
- 13.0 **Adjournment:** Elaine P. moved meeting be adjourned at 7:17 p.m.

Chairperson

Secretary

Valleyview Municipal Library Board Meeting Minutes
October 21, 2003

- 1.0 **Call to order:** Elaine Nepstad called the meeting to order at 5:40 p.m.
 - 1.1 **Attendance:** Pat Mabley, Elaine Nepstad, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Sharon Smith, Darlene Wood
 - 1.2 **Regrets:** Jane Bourlon, Pat Hopkin, Sandra Pruss, Warren Stewart
- 2.0 **Agenda:**
 - 2.1 **Changes to agenda:** additions made to agenda under other business, #9
 - 2.2 **Adoption of agenda:** Roxanne moved adoption of the agenda with additions. Angela seconded. All in favor. Carried.
- 3.0 **Minutes from September 30th meeting**
 - 3.0 **Changes to minutes:** Laurence's last name is Spencer
 - 3.1 **Adoption:** Elaine P. moved adoption of minutes with changes. Sharon seconded. All in favor. Carried.
- 4.0 **Business arising from the minutes:**
 - 4.1 **Plate in memory of Loretta J.** – it is here
 - 4.2 **Theft** – Police spoke with the girl involved and matter has been taken to court.
- 5.0 **Financial Report:** Detailed report had been given last month.
- 6.0 **Librarian's Report:** reported by Pat M. Two classes visited the library – 15 students from Sturgeon Lake and 33 from St. Stephen's; have 30 children for StoryTime; Baby Fair was successful; public use computer down – will wait for PLS to repair; V.A.L.I.D. had meeting; Hallowe'en at end of month.
- 7.0 **Committee Activities**
 - 7.1 **Personnel committee** – update on librarian replacement: interviews have been set.
 - 7.2 **Policy Committee:** if any revisions on new Finance policy, Board members are asked to e-mail Elaine P. a week before next meeting.
 - 7.3 **Programming committee** – nothing to report
 - 7.4 **Executive committee** – nothing to report
- 8.0 **Friends of Library Report** – will not have baskets; will continue to have BINGO – Nov. 15 and Dec.27; will get chairs recovered.
- 9.0 **Other Business -**
 - 9.1 **Palliative care tree in library** – Sharon would like the tree to be at library (in front of gallery) in December as a fundraiser for Palliative Care Unit , Pat M. volunteered to look after donations if necessary.
 - 9.2 **Night Alert** – Elaine N. will contact Night Alert to check the call list
 - 9.3 **Dinner at Pinky's** – tasteful recycled items for gift exchange
- 10.0 **Correspondence:**
 - 10.1 **V.A.L.I.D.** – cheque for \$1200.00 received from Family Learning Initiative with request that library purchase items to support and promote family literacy i.e. bulletin board and decorations, book end supports, and portable display unit. A thank you card will be sent.
- 11.0 **In camera re personnel:** Elaine P. moved we go in "in camera" at 6:58 p.m. Sharon seconded. Darlene moved we come out of "in camera" at 7:16.p.m. Angela seconded.
- 12.0 **Date for next meeting:** November 18, 2003 at 5:30
- 13.0 **Adjournment:** Elaine P. moved meeting be adjourned at 7:17 p.m.

Chairperson

Secretary

Valleyview Municipal Board Meeting Minutes
Special Meeting – Personnel Items
December 4, 2003

Attendance: Pat Hopkin, Roxanne Perron, Elaine Pederson, Sandra Pruss, Angela Radzikowski, Warren Stewart.

Regrets: Sharon Smith, Darlene Wood

1. **Call to Order:** Elaine Peterson, acting as chair, called the meeting to order at 5:06 p.m.
2. **Motion to go in camera to discuss personnel issues:** Roxanne made motion to go in camera at 5:10 p.m. Warren seconded.
3. **Motion to come out of in camera:** Warren made motion to come out of in camera at 5:34 p.m. Sandra Pruss seconded.
4. **Motions as a result of discussions:**
 - a) Pat H. made motion to accept Yvonne Mury as the new librarian with the offer that was put forth, with the start date January 5, 2004. Sandra seconded. All in favor. Carried
 - b) Sandra made motion that the janitorial contract be offered to Yvonne Mury effective February 1, 2004. Roxanne seconded. All in favor. Carried.
5. **Date of next meeting:** January 20, 2004
6. **Adjournment:** Pat H. moved adjournment at 5:40 p.m.

(Chairperson)

(Secretary)