

Valleyview Municipal Library Board Meeting Minutes
January 20, 2004

- 1.0 **Call to order:** Elaine Peterson called the meeting to order at 5:27 p.m.
 - 1.1 Attendance: Yvonne Mury, Roxanne Perron, Elaine Peterson, Sandra Pruss, Angela Radzikowski, Sharon Smith, Warren Stewart
 - 1.2 Regrets: Pat Hopkin
 - 1.3 Introduction of new Co-ordinator of Library Services: Yvonne Mury
- 2.0 **Agenda:**
 - 2.1 Changes to agenda: none
 - 2.2 Adoption of agenda: Roxanne moved adoption of the agenda. Warren seconded. All in favor. Carried.
- 3.0 **Adoption of Minutes, Regular meeting of November 18, 2003**
Adoption of Minutes, Special meeting of December 4, 2003
 - 3.0 Changes to minutes: none
 - 3.1 Adoption: Warren moved adoption of Nov. 18/03 minutes. Angela seconded. All in favor. Carried.
Roxanne moved adoption of Dec. 4/03 minutes. Sandra seconded. All in favor. Carried.
- 4.0 **Business arising from the minutes:**

Need to recruit new Board members – ad in paper and Elaine will make posters for recruiting and Annual General Meeting

 - 4.1 Election/appointment of Board Member as Acting Chairperson until the Annual General Meeting (February or March): Roxanne made motion that Elaine Peterson be acting chairperson until Annual General Meeting. Sandra seconded. All in favor. Carried.
 - 4.2 Dinner at Pinky's (payment of dinner): some miscommunication. Sharon made motion that the Board will pay for the meal and if anyone wants to donate to Library they may do so. Roxanne seconded. All in favor. Carried. Roxanne made suggestion that next time money be collected in advance.
 - 4.3 Brodart Shelving: shelving was returned
 - 4.4 Request for Computers: will be getting two computers and one printer from the Town.
- 5.0 **Financial Report:**
 - 5.1 Request to rescind previous Board motion for reimbursement for mail pick up to staff: Sharon made motion to rescind the previous Board motion for reimbursement for mail pick up effective January 1, 2004. Warren seconded. All in favor. Carried.
 - 5.2 Amendment to the Municipal Funding Agreement: Roxanne presented Amendment to the Municipal Funding Agreement – request for funding from the M.D. Funding increased from \$27,000. to \$31,000. Roxanne made motion to accept the amendment. Sharon seconded. All in favor. Carried.
 - 5.3 Request for motion to close regular savings account and chequing account and deposit these funds with the Town of Valleyview: (Books being moved to the Town) Warren made motion to close the regular savings account and chequing account with Scotiabank and deposit these funds with the Town of Valleyview. Angela seconded. All in favor. Carried.
 - 5.4 Request for motion that Sylvain and Doran be appointed as our auditors for 2003: Elaine made motion that Sylvain and Doran be appointed as auditors for 2003. Sharon seconded. All in favor. Carried.
- 6.0 **Co-ordinator of Library Services' Report:** Report and statistics for January presented.

Roxanne made motion that Yvonne and Pat M. attend the ALS conference in Jasper to a maximum of \$800. Sandra seconded. All in favor. Carried.

Warren made motion to accept Yvonne's report. Sandra seconded. All in favor. Carried.
- 7.0 **Committee Activities**
 - 7.1 Personnel committee
 - 7.2 Policy Committee

7.3 Programming committee: continue with LOGO contest. Suggestions for what to be in gift basket at February meeting

7.4 Executive committee

8.0 **Friends of Library Report:** bookends ordered. Money is being put toward clear boxes..

9.0 **Other Business -**

9.1 Annual General Meeting: Date set for March 16, 2004. Potluck dinner at 6:00 p.m. (Sharon will oversee it). Regular meeting afterward.

10.0 **Correspondence:**

10.1 Letter from PLS re weeding: weeding is taking place.

10.2 Letter from PLS re Technology Plan: A Technology plan has to be done. Will set up committee at AGM (an outline has been provided)

10.3 Letter from M.D. of Greenview re Volunteer and the Law in Alberta and the Technology Toolkit resource

10.4 Request for motion for PLS – permission to pay CAP grant funds as required: Roxanne made motion that the Board allows PLS to expend all or a portion of the Library's \$3,400. CAP grant from Industry Canada for the purchase of goods or equipment as specified by the Library. Sharon seconded. All in favour. Carried.

11.0 Date for next meeting: February 17, 2004 at 5:30

12.0 Adjournment: Sandra moved meeting be adjourned at 6:38 p.m. Warren seconded.

Chairperson

Secretary

Valleyview Municipal Library Board Meeting Minutes

February 17, 2004

- 1.0 **Call to order:** Elaine Peterson called the meeting to order at 5:37 p.m.
- 1.1 **Attendance:** Pat Hopkin, Yvonne Mury, Roxanne Perron, Elaine Peterson, Sandra Pruss, Angela Radzikowski
- 1.2 **Regrets:** Sharon Smith, Warren Stewart
- 2.0 **Agenda:**
- 2.1 Changes to agenda: added promotion for library under other business and STEP under correspondence
- 2.2 Adoption of agenda: Roxanne moved adoption of the agenda with changes. Pat seconded. All in favor. Carried.
- 3.0 **Adoption of Minutes, Regular Meeting of January 20, 2004**
- 3.0 Changes to minutes: none
- 3.1 Adoption: Pat moved adoption of minutes as presented. Sandra seconded. All in favor. Carried.
- 4.0 **Business arising from the minutes:**
- 4.1 Money for Jasper Conference: Roxanne made motion to increase amount for Jasper Conference to \$1000.00. Angela seconded.
- 5.0 **Financial Report:**
- 5.1 Final Revenues and Expenses Reports – 2003: final reports for 2003 for Revenues and Expenditures presented. Pat moved we accept the final report as presented. Roxanne seconded.
- 5.2 Draft Revenues and Expenses Report – 2004: draft budget for Revenues and Expenditures for 2004 was presented. Pat made motion that we accept the budget for 2004. Sandra seconded.
- 6.0 **Co-ordinator of Library Services' Report:** Yvonne presented her report on Library happenings.
- 7.0 **Committee Activities**
- 7.1 Personnel committee – increased hours, new grid: the \$11,250.00 received (\$4,000. -Town of Valleyview, \$4,000. – MD, and \$2500. – Library) had been committed to Coordinator's salary. Hours have been increased to 37.5 per week. A new salary grid was proposed. Pat moved we accept the amended salary grid, effective February 16, 2004. Angela seconded. 4750 + 4000 + 2500 = 11250
- 7.2 Policy Committee: no meeting
- 7.3 Programming committee: no meeting
- 7.4 Executive committee: no meeting
- 8.0 **Friends of Library Report:** Sharon not present. No report.
- 9.0 **Other Business -**
- 9.1 Annual General Meeting: Date set for March 16, 2004. Advertise by poster and ad. Angela is to write letters to Town and MD requesting they include Library Board when recruiting for various Boards.
- 9.2 Promotion for Library – Roxanne: Roxanne presented her ideas to promote the Library which include having a special "throne" seat made out of willow, and having a mascot, perhaps named Red Willow Reader or Willow Reader to bring attention to the Library at town functions, such as parades, and to visit the Red Willow Lodge, hospital, and schools. Roxanne is willing to volunteer as the mascot for the first six months to one year. Could also promote the mascot on backpacks and t-shirts. Programming Committee to brainstorm ideas, including having a coffee machine in the library, before the April meeting.
- 10.0 **Correspondence:**
- 10.1 STEP: Will apply for the STEP grant.
- 11.0 **Date for next meeting:** March 16, 2004. Annual General Meeting begins with potluck at 6:00 p.m. and regular meeting to follow.
- 12.0 **Adjournment:** Pat moved meeting be adjourned at 6:54 p.m.

Chairperson

Secretary

Valleyview Municipal Library
Box 897, Valleyview, Alberta
T0H 3N0 524-3033

Chairperson's Report
March 01, 2004

The Library had its first anniversary in its new location on October 01, 2003.

New hours of operation were instituted July 01, 2003 for a trial period of one year.
See attached.

In 2003 the Board and Friends of the Library purchased furnishings and cabinetry with funds raised as a result of a major fundraising campaign in 2002 and a grant of \$39,456 from the Community Initiatives Program. Configuring our new space continues.

Drop-in usage of the Library has increased significantly. The downtown location, closer proximity to schools, and the gallery that is housed adjacent to the library, have all contributed to a higher profile for our service.

The Tourist Centre, just south of Valleyview, advertised the Library and its internet services during the summer season. This resulted in several drop-in visitors that were very happy to be able to receive and send email.

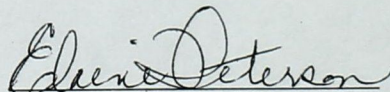
The Board began work on a major redrafting of policies and operating procedures in 2003. Two major policies, Personnel and Finance, have been redrafted and are now in effect.

Marlaina Mitchell, our librarian during that time, resigned in the early fall. The Board focused its energies on advertising and interviewing candidates for this position. A new Co-ordinator of Library Services, Yvonne Mury, was hired in December, with a start date of January 05, 2004.

2003 also saw the resignation of two valued Board Members, Elaine Nepstad (Chair) and Darlene Wood (Vice Chair). Recruiting of Board Members will be a priority in 2004.

All in all, 2003 was a busy, busy year. As a year of growth, it had its challenges, and certainly had many rewards.

We all look forward to another exciting year of growth and change in 2004.


Elaine Peterson, Chairperson

Valleyview Municipal Library
Board Meeting Minutes
March 16th, 2004

- 1.0 **Call to order:** Elaine Peterson called the meeting to order at 7:05 p.m.
 - 1.1 Attendance: Elaine Peterson, Yvonne Mury, Roxanne Perron, Warren Stewart, Sandra Pruss
 - 1.2 Regrets: Sharon Smith, Angela Radzikowski, Pat Hopkin

- 2.0 **Agenda**
 - 2.1 Changes to Agenda: added 7.5 PLS Rep. Report under Committee Activities and 4.1 Update on library promotion by Roxanne under Business Arising from Minutes.

 - 2.2 Adoption of Agenda: Warren moved adoption of the agenda with changes.

- 3.0 **Adoption of Minutes, Regular Meeting of February 17th, 2003**
 - 3.1 Changes to the Minutes: none
 - 3.2 Adoption: Roxanne moved adoption of minutes as presented.

- 4.0 **Business Arising From The Minutes:** Update by Roxanne regarding library promotion idea of special "throne" chair: creation of the chair is progressing nicely. Roxanne suggested using the library as a facility for various purposes, coordinating with other groups in the community. Elaine will create posters asking for library volunteers for specific tasks, for example, reading at the Lodge and becoming a *Friends of the Library* member.

- 5.0 **Financial Report:** None

- 6.0 **Coordinator of Library Services Report:** Yvonne typed statements from the Customer Satisfaction Survey, these provided interesting information for Board members. Sympathy card for Jill was circulated. The Audio/Visual section of the library needs improvements – Letters will go to companies and benevolent societies; the Library is being featured in a pamphlet that is being created for the Tourist Center; Roxanne will take picture of Library and do a write-up for ?????? Report accepted as information.

- 7.0 **Committee Activities**
 - 7.1 Personnel Committee: no meeting
 - 7.2 Policy Committee: no meeting
 - 7.3 Programming: no meeting
 - 7.4 Executive: no meeting
 - 7.5 PLS Rep. Report: Warren's name was not chosen to attend Jasper Conference. Warren is not able to attend the March 27th quarterly PLS meeting in Fairview.

8.0 Friends of Library Report: not available

9.0 Other Business

9.1 Received credit note from Brodart.

10.0 Correspondence

11.0 **Date for Next Meeting:** April 20th, 2004

12.0 **Adjournment:** Warren moved meeting be adjourned at 7:45 p.m.

Chairperson

Secretary

**Valleyview Municipal Library
Minutes for
Annual General Meeting
March 16th, 2004**

- 1.0 **Call to Order:** Meeting called to order by Elaine Peterson @ 6:30 p.m.
 - 1.1 Attendance: Roxanne Perron, Elaine Peterson, Warren Stewart, Yvonne Mury, Sandra Pruss, Pat Mabley
 - 1.2 Regrets: Pat Hopkin, Angela Radzikowski, Sharon Smith
- 2.0 **Agenda**
 - 2.1 Changes to Agenda: None
 - 2.2 Adoption of Agenda:
- 3.0 **Minutes from AGM, March 18th, 2003**
 - 3.1 Changes to Minutes: None
 - 3.2 Adoption: Warren moved adoption of minutes.
- 4.0 **Chairperson's Report:** Accepted as information
- 5.0 **Treasurer's Report:** Closing financial statement and copy of our portfolio statement to December 31, 2003 were circulated. Accepted as information.
- 6.0 **Librarian's Report:** Customer Satisfaction survey results were positive. Report accepted as information.
- 7.0 **Election of Officers**

Chairperson: Roxanne Perron nominated Elaine Peterson.
Elaine Peterson elected Chairperson by acclamation.
Secretary: Elaine Peterson nominated Sandra Pruss.
Sandra Pruss elected as Secretary by acclamation.
Vice Chairperson & Treasurer were not elected. Posters advertising for these Board positions will be made, as well the positions will be newsletter items in MD and Recreation newsletters.
- 8.0 **Date for next annual meeting:** Tuesday, March 15th, 2005.
- 9.0 **Adjournment:** Elaine Peterson adjourned the meeting @ 7:02 p.m.

Valleyview Municipal Library
Board Meeting Minutes
April 22nd, 2004

- 1.0 **Call to Order:** Meeting called to order @ 5:40 pm for the purpose of Bylaw readings.
 - 1.1 Attendance: Elaine Peterson, Yvonne Mury, Angela Radzikowski, Sandra Pruss
 - 1.2 Regrets: Sharon Smith, Warren Stewart, Pat Hopkin
- 2.0 Chairperson, Elaine Peterson, moved that we do all three readings of Bylaws at this meeting. Angela seconded. All in favor. Unanimous. Proxy Votes: Sharon, Warren, Pat.
 - 2.1 Chairperson called for First Reading of Bylaws.
 - 2.2 Angela moved the Bylaws of the Valleyview Municipal Library be accepted as presented. Sandra seconded.
 - 2.3 Chairperson called for Second Reading of Bylaws. Sandra moved the Bylaws of Valleyview Municipal Library be accepted as presented. Angela seconded. All in favour. Unanimous.
 - 2.4 Chairperson called for Third and Final Reading of the Bylaws. Angela moved the Bylaws of the Valleyview Municipal Library be accepted as presented. Sandra seconded. All in favour. Unanimous.
 - 2.5 Angela moved that any existing policies in conflict with these Bylaws be revoked. Sandra seconded.
 - 2.6 Sandra moved that the Bylaws take effect April 22nd, 2004. Angela seconded.

**Valleyview Municipal Library
Board Meeting Minutes
June 15th, 2004**

- 1.0 **Call to order:** Elaine Peterson called the meeting to order at 5:32 p.m.
 - 1.1 Attendance: Elaine Peterson, Yvonne Mury, Roxanne Perron, Warren Stewart, Angela Radzikowski, Sandra Pruss. Guest: Diane Haskell
 - 1.2 Regrets: Sharon Smith, Erin Pedan, Pat Hopkin

- 2.0 **Agenda**
 - 2.1 Changes to Agenda: add 9.4 PLS Questionnaire under Other Business and 9.5 Red Willow Reader Costume under Other Business.

 - 2.2 Adoption of Agenda: Warren moved adoption of the agenda with changes. Angela seconded.

- 3.0 **Adoption of Minutes, Meeting of May 18th, 2004**
 - 3.1 Minutes not available
 - 3.2 Adoption of Minutes of *Special Meeting* April 22, 2004.
Angela moved adoption of minutes.

- 4.0 **Business Arising From The Minutes:**
 - 4.1 Board Member recruitment continues to take place. Diane Haskell is considering participation as a Board Member.
 - 4.2 Will revisit Library Logo Contest in September 2004
 - 4.3 PLS will come to the library to conduct a Board Development session. Perhaps the library will be used as a venue for a Board Development session for other Boards in the community.
 - 4.4 Policy reviews are in progress: Patrons Policy is next and then Governance Policy

- 5.0 **Financial Report:** Financial Report presented.

- 6.0 **Coordinator of Library Services Report:** Library stats were reported in a table format, easy to read. Pat and Yvonne attended Vitalize Conference. Two kindergarten classes came for a library visit. Jill advertised the Summer Reading Program at St. Stephen's school.

- 7.0 **Committee Activities – Reappointment of Board members to Committees:**
 - 7.1 Personnel Committee: Elaine as Chairperson, Sharon as Vice-Chairperson, Warren as committee member
 - 7.2 Policy Committee: Elaine as Chairperson, Yvonne as committee member
 - 7.3 Programming: Angela, Roxanne, Diane and Sandra as committee members
 - 7.4 Executive: Elaine as Chairperson, Sharon as Vice-Chairperson and Sandra as Secretary

8.0 Friends of Library Report: Friends of the Library is applying for a grant for a new position at the Library. This 3-days a week position will involve three areas: incorporation of the Gallery with the Library; targeting Youth and Seniors; Interlibrary loans, TRAC.

9.0 Other Business

- 9.1 2005 Alberta Centennial Exhibit – we are participating, no update yet.
- 9.2 Grant from the Town for Gallery cataloguing project has been approved.
- 9.3 Diane Haskell presented the idea of a Chess Club with the Library as a meeting place. She will go forward with the plans for this.
- 9.4 PLS questionnaire – Warren filled out the questionnaire to the best of his ability.
- 9.5 Costume for the Red Willows Reader is now complete and it is beautiful.

10.0 Councilor's Reports

- 10.1 Roxanne presented an idea for promotion of the Library, she will discuss this idea with the Programming Committee.

11.0 **Correspondence:** None

12.0 **Date for Next Meeting:** Tuesday, September 21st, 2004

13.0 **Adjournment:** Roxanne moved to adjourn the meeting at 6:55 pm.
Sandra seconded.

Chairperson

Secretary

**Valleyview Municipal Library
Board Meeting Minutes
September 14th, 2004**

- 1.0 **Call to order:** Elaine Peterson called the meeting to order at 5:35 p.m.
 - 1.1 Attendance: Elaine Peterson, Yvonne Mury, Roxanne Perron, Warren Stewart, Angela Radzikowski, Sandra Pruss, Diane Haskell, Sasha Perron-Visser, Marielle Guynup.
 - 1.2 Regrets: Sharon Smith, Erin Pedan, Pat Hopkin

- 2.0 **Agenda**
 - 2.1 Changes to Agenda: 9.1 Sandra Pruss; 9.2 Councilor information; 9.3 AB Millennium Project.

 - 2.2 Adoption of Agenda: *Angela moved adoption of the agenda with changes.*

- 3.0 **Adoption of Minutes, meeting of June 2004**
 - 3.1 Minutes not available

- 4.0 **Business Arising From The Minutes:**
 - 4.1 Board Member recruitment – three new members: Diane Haskell, Sasha Perron-Visser, Marielle Guynup.
 - 4.2 Gallery Project – the Library will facilitate and manage the project.
 - 4.3 Chess Club – Chess Club is gathering participants, Chess Club binder is well prepared and nicely organized.
 - 4.4 COW Bus and donation – COW Bus well received and thoroughly enjoyed, Library received donation of \$1000 worth of books.

- 5.0 **Financial Report:** Financial Report presented to August 2004.

- 6.0 **Coordinator of Library Services Report:** Summer Reading Program a success, 108 children registered, 608 books read; rearrangement of library continues; Brodart shelving arrived and installed; VALID made a donation of books and tapes to the library; Yvonne and Pat will attend Rural Librarians Conference in GP; Yvonne will attend PLS combined meeting September 29th; Baby Fair on September 28th, Roxanne will read, in costume, and Sasha will volunteer at the table; Yvonne is going to Library Resource Shopping Day in GP September 20th; Rhyme Time has began. *Roxanne made a motion for Yvonne and Pat to attend Rural Libraries Conference, Marielle seconded. Warren moved to accept Coordinator of Library Services Report.*

- 7.0 **Committee Activities** – No activities to report.

- 8.0 **Friends of Library Report:** No report available.

9.0 Other Business

- 9.1 Sandra Pruss resigned from the Valleyview Municipal Library Board.
- 9.2 Warren stated that the Edson Trail videos will be on next month's agenda.
- 9.3 AB Millennium display will not take place.

10.0 Correspondence

- 10.1 PLS newsletter available.

11.0 **Date for Next Meeting:** Tuesday, October 19th, 2004

12.0 **Adjournment:** Sandra moved to adjourn the meeting at 6:55 pm.

Chairperson

Secretary

Valleyview Municipal Library
Box 897 Valleyview, AB T0H 3N0
Telephone: 780-524-3033

Agenda
Regular Board Meeting
November 16, 2004

- 1.0 Call to Order:** Elaine Peterson called the meeting to order at 5:40 p.m.
- 1.1 Attendance: Elaine Peterson, Marielle Gynup, Diane Haskell, Yvonne Mury, Warren Stewart, Sasha Perron-Visser
Regrets: Angela was unable to attend, Dale Gervais at a conference. Note: Please advise librarian by noon of day of library board meeting if cannot make it.
- 2.0 Agenda:**
Changes to Agenda: Christmas party under 10.2, December meeting Under 10.3, letter from PLS under 11.1, letter from Enhancement Committee under 11.2, letter from PLS campground under 11.3
Marielle moved to adopt the agenda. Carried.
- 3.0 Adoption of Minutes, Regular Meeting of October 19, 2004**
To be presented and adopted at next meeting due to computer difficulties.
- 4.0 Business Arising from the Minutes:**
- 4.1 Board Member Recruitment: Kathy Pozniak, a teacher at Sturgeon Lake, would still like to join us as a member. Roxanne Perron will likely join us after Christmas. Recruitment will continue until we have 10 members.
- 4.2 Gallery Project: The town has given \$5700.00 in funding to the Library in order to complete the Millennium Project. \$5700.00 to cover hours to complete project, as well as compensation for loss of rent money, due to changeover of back room into storage space for pictures. Yvonne Mury to put job ad in paper looking for someone to fill the position of finishing the project.
- 4.3 Library Logo: To be discussed at January meeting.
- 4.4 Outside Drop Box: Unresolved. Still discussing possibilities of how it will work.
- 5.0 Financial Report:** Elaine and Yvonne to work on recategorization of some expenditures. Book sales will be recategorized next year. Warren moved to accept.
- 6.0 Coordinator of Library Services' Report:** ILL are growing. Keep in mind that there is becoming more work due to ILL, and may have to look into government grants. Yvonne is keeping track of ILL, and will let us know if personnel cannot keep up. We are eligible for a CAP grant again this year. The money will be used to pay for new firewall to be installed on all PLS computers at \$20 ea. Yvonne would like to use grant to get another public computer, digital camera, scanner, computer desk. Photocopier to be discussed next time the grant becomes available. Sasha moved to allow PLS to buy our computers with us through the CAP grant. Carried.
Rhyme Time postponed due to Erin being on maternity leave. She plans to return in the new year, after baby is born. Her replacement had too much of a work load and had to cancel. Marielle moved to accept the report. Carried.
- 7.0 Committee Activities:** Committees have not met, and are to reappoint new members at next meeting.
- 7.1 Personnel
- 7.2 Policy: Members to discuss changing policy. Have been several complaints about our policy.

7.3 Programming: Members to discuss outreach program to Lodge, and Hospital, and look into funding.

7.4 Executive

8.0 Friends of the Library Report: There was no report. Hopefully to be active after board is in place again in the new year.

9.0 Councilor Comments: no comment.

10.0 Other Business:

10.1 Library comment forms: reinstated.

10.2 Christmas party: to be held on December 14 @ 6:30 p.m. in the special events room at the Horizon Steak House. Elaine to call restaurant and book. The cost will be \$20/plate maximum. If wine is served with dinner, it will be included. Members are asked to bring a gift not to exceed \$10 in value to exchange.

10.3 December meeting: It was decided to postpone next meeting until January. Sasha moved to accept. Carried.

11.0 Correspondence:

11.1 Letter from PLS: Warren to drop PLS letter off at Mel Knight's office.

11.2 Enhancement Committee: Festival of trees. Library to donate package for auction. It will include a family membership, our local history book "Where the Red Willow Grows" and perhaps a "coffee table" style book or a child's book. Marielle to call Amber Krieger and let her know that the library has a package for the auction, and to contact Yvonne.

11.3 Letter ~~from~~ ^{CAP GRANT} PLS ~~campground~~: members read letter. Diane moved to accept correspondence.

12.0 Date for Next Meeting: January 11th, 2004 at 5:30 p.m. Time to be discussed at next meeting or the Christmas dinner to see if time works with all board members.

13.0 Adjournment: Warren moved to adjourn meeting at 6:45 p.m.

7.0 Committee Activities: Committees have not met, and are to reappoint new members at next meeting.

7.1 Personnel

7.2 Policy: Members to discuss changing policy. Have been several complaints about our policy.

7.3 Programming: Members to discuss outreach program to Lodge, and Hospital, and look into funding.

7.4 Executive

8.0 Friends of the Library Report: There was no report

9.0 Councilor Comments: Warren was at a meeting of Woodlot Associations of Alberta. He won a French picture book about 10 model forests across Canada, and donated it to library. He regrets to have missed the quarterly PLS meeting.

10.0 Other Business:

10.1 Edson Trail Video- Library to sell due to historical value.

10.2 In Camera session at the end of the meeting regarding Personnel Committee Meeting of

September 14th, 2004. Yvonne has been hired, and taken off probation.

10.3 Outside Drop Box: Yvonne brought forth information about cost of a new box, \$1485.00 + \$69.00 for mounting kit to install in glass. Second hand book at GP library for sale for \$250.00. It is too small for them. Elaine accepted the information and suggested it be passed on to Gary Peterson at Town office to see if options are feasible.

10.4 Comments/Suggestions Box/Book to be found and put in view.

10.5 Snacks: Library to cover some expenses of coffee/snacks for Board Meetings, Members to supplement.

11.0 Correspondence: received Pat Hopkins letter of resignation. To discuss volunteer recognition at November meeting.

12.0 Date for Next Meeting: November 16, 2004 at 5:30 p.m.

13.0 Adjournment: Elaine moved to adjourn meeting at 7:04 p.m.

Valleyview Municipal Library
Box 897 Valleyview, AB T0H 3N0
Telephone: 780-524-3033

Agenda
Regular Board Meeting
October 19, 2004

- 1.0 Call to Order:** Elaine Peterson called the meeting to order at 5:45 p.m.
- 1.1 Attendance: Elaine Peterson, Marielle Guynup, Diane Haskell, Yvonne Mury, Warren Stewart
 - 1.2 Regrets: Angela Radzikowski. Pat Hopkin has resigned and Roxanne Perron is not longer our M.D. representative.
- Note: Please advise librarian by noon of day of library board meeting if cannot make it.
- 2.0 Agenda:**
- 2.1 Changes to Agenda: Chess Club added under 4.4, and comments/suggestions box/book added under 10.4, Snacks under 10.5
- 3.0 Adoption of Minutes, Regular Meeting of June, 2004**
Adoption of Minutes, Regular Meeting of September, 2004
- 3.1 Changes to the Minutes: September minutes were changed under the 7th line of 6.0 to read that Yvonne went for a Library Resources Shopping day in PR, not GP.
 - 3.2 Adoption of Agenda: Diane moved to adopt the amended minutes. CARRIED.
- 4.0 Business Arising from the Minutes:**
- 4.1 Board Member Recruitment: Kathy Pozniak, a teacher at Sturgeon Lake, would like to join us as a member. We will be inviting Roxanne Perron to join us. Recruitment will continue until we have 10 members.
 - 4.2 Gallery Project: The town has given \$5700.00 in funding to the Library in order to complete the Millennium Project. \$5700.00 to cover hours to complete project, as well as compensation for loss of rent money, due to changeover of back room into storage space for pictures. Yvonne Mury to put job ad in paper looking for someone to fill the position of finishing the project.
 - 4.3 Library Logo: Possible promotional items? Canvas totes?
Give to all patrons? Check prices. Set aside for next meeting.
 - 4.4 Chess Club: Chess Club was a success. There were 8 children who attended first meeting. Chess Club has a storage cupboard in the library. Chess Club is held every Wednesday from 3:30-5:00 p.m., with the exclusion of the first Wednesday of each month.
- 5.0 Financial Report:** Elaine and Yvonne to work on recategorization of some expenditures. To follow up with report next month, due to computer misprinting report.
- 6.0 Coordinator of Library Services' Report:** ILL are growing. Keep in mind that there is becoming more work due to ILL, and may have to look into government grants. Yvonne keeping track of ILL, and will let us know if personnel cannot keep up. In September, there were 531 holds placed, and 687 holds filled. Diane and Sasha helped man the library while Yvonne attended photo op in GP. Sasha and Roxanne helped with baby fair. Yvonn bought a dress, toque, vest, etc. from Ladies Auxiliary at hospital for door prize. We also gave away 2 library memberships. Grant of \$1303.00 was received for Red Willow Reader project. Percentage to be sent to PLS, so money is spent appropriately. There was \$600.00 received in Book donation "sale". SRP was well attended. A volunteer with a brain injury from the Northern Alberta Brain Institute came to help with dusting and cleaning of library.