

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

Agenda
Regular Board Meeting
January 19, 2005

1.0 Call to Order: Elaine Peterson called the meeting to order at 5:35 p.m.

- 1.1 Attendance: Elaine Peterson, Marielle Guynup, Diane Haskell, Yvonne Mury, Warren Stewart, Dale Gervais, Roxanne Perron, Angela Radzikowski
Regrets: Sasha Perron could not attend.

Note: Please advise librarian by noon of day of library board meeting if cannot make it.

2.0 Agenda:

Changes to Agenda: Draft of 2005 budget, and the draft of the finalization of the 2004 budget; Chess Club report under 7.3

3.0 Adoption of Minutes, Regular Meeting of October, 2004

Adoption of Minutes, Regular Meeting of November, 2004

- 3.1 Changes to the November Minutes: Under 11.3 Correspondence, Campground was corrected to CAP grant.
3.2 Angela adopted both the October minutes, and the amended November 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 continue to call Kathy. She got the wrong time. We would like to target seniors. It would also be nice to have a Sr. High school student attend to hear a teen's input; however, they would not be a voting member. Recruitment will continue until we have 10 members.
- 4.2 Gallery Project: Two candidates came forward, looking to fill the position of working on database for the millennium project. Yvonne and Mary-Ellen MacGregor will meet with one of the candidates. Yvonne will meet with other candidate. Mary-Ellen will train chosen candidate, and explain what has to be done. (Mary-Ellen was part of the project.)
The chosen candidate will report to Yvonne, and will be paid \$10-12/hr depending on experience until the project is finished. Estimated to take 100 hrs. We will be borrowing a computer to set up in the gallery.
- 4.3 Library Logo: Diane to bring in 3 samples of logos to the next meeting. Library to put ad posters in paper, on library website, in the Back Page, in the md newsletter, and to make to get town's input on logo. Library to take picture of Roxanne modeling costume.
- 4.4 Drop Box: It will cost approx. \$2000 to convert the window. Will get someone from All Peace Windows to assess cost. Library to get fire kit, etc. Prices mentioned in October Minutes. Motion Detector in for in front of new Drop Box once it is installed to hopefully help decrease continuous vandalism it. Warren to ask Town of Valleyview about installing one once the issue of where to put the Drop Box is resolved.

5.0 Financial Report:

- 5.1 Revenue: The library should have GST cheques coming in. Budget notes were amended due to typo. Yvonne and Elaine are changing the codes to match town codes to make paperwork easier. There also will be no more rental revenue due to rental space being turned into storage space. \$1800 was donated from Friends of the Library. To be used for reference material and summer reading program, as well as

totes. Sharon our Friend, has informally resigned. Library must make contact with Friends of the Library.

5.2 Expenses: The money for the book drop will be taken from reserves. Board to discuss how low to allow reserves to get, and how to keep reserves to a certain level, as provincial grants do not cover operating expenses. Board discussed getting a cordless phone for library, due to death of previous one.

Elaine moved to accept Financial Report. Carried.

Board members to take draft budget for 2005 home to read. Will be finalized in Feb/March.

6.0 Coordinator of Library Services' Report: Yvonne has applied for grants and got money for the library. Board members to let her know of all grants they hear of. It was suggested that Tolko be asked for a donation, as they do a lot of logging in our area. There is to be an Adopt-a-Magazine program.

Rhyme time has been restarted at 10:30 a.m. every Wednesday morning, as Erin has returned.

Library is hoping to update photocopier, and take bids on old one.

AB is sponsoring a Board Member workshop in Slave Lake on Saturday, February 19. This would be valuable for any of our trustees to attend. It will cost approx. \$45 including meals. Yvonne would like to attend as well. The Alberta Library Conference is taking place from April 28-May1 in Jasper. Warren applied to go through PLS. Library will pay for a person to go

Marielle moved to accept report. Carried.

7.0 Committee Activities: Committees have not met, and are to reappoint new members after AGM elections. To schedule a meeting at the library. Meeting on being a trustee.

7.1 Personnel

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

7.3 Programming: Chess Club Report. There are approx. 10 kids coming. They can't meet other towns unless they become official members at \$27/yr/kid. To stay as a fun time. Diane to check into them playing against the seniors once in a while. To discuss board members playing against the kids some night.

7.4 Executive

8.0 Friends of the Library Report: There was no report

9.0 Councilor Comments: Warren unable to attend next month's PLS meeting. Yvonne to attend instead.

10.0 Other Business:

10.1 Appointment of New Members: Warren to write letter to M.D. to officially appoint Marielle, Diane, Sasha, and Roxanne to the board.

11.0 Correspondence: The Valleyview Enhancement Committee thanked us for our gift. The package raised \$84. Elaine sent a letter to assure the PLS CAP grant that we would follow the rules.

12.0 Date for Next Meeting: February 15, 2005 at 5:30 p.m.

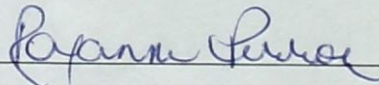
13.0 Adjournment: Marielle moved to adjourn meeting at 6:55 p.m.

Yvonne Linton
Chair person

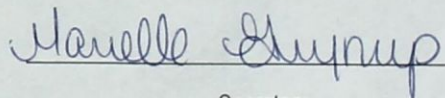
Marielle Linton
Secretary

Valleyview Municipal Library Board Meeting Minutes
February 15, 2005

- 1.0 **Call to order:** Elaine Peterson called the meeting to order at 5:45 p.m.
- 1.1 Attendance: Dale Gervais, Diane Haskell, Yvonne Mury, Roxanne Perron, Elaine Peterson, Angela Radzikowski, Warren Stewart
- 1.2 Regrets: Sasha Perron-Visser, Marielle Guynup
- 2.0 **Agenda:**
- 2.1 Changes to agenda: added setting date for AGM under 10.1 and letters sent by librarian under correspondence
- 2.2 Adoption of agenda: Warren made motion to accept agenda as amended. All in favor. Carried.
- 3.0 **Adoption of Minutes, Regular Meeting of January 18, 2005**
Minutes not available at this time; will have for next month.
- 4.0 **Business arising from the minutes:**
- 4.1 Board Member Recruitment – set aside
- 4.2 Gallery Project – Trevor Chuppa hired to catalogue frames and everything in them. He's very efficient and proficient and has experience with the computer program. Library has loan of computer station from Town. Had received \$5745.00 for special project funding. Work will be approximately 100 hrs at \$12. an hour.
- 4.3 Library Logo – Diane and Roxanne presented different concepts/designs/slogans for the Logo. A Logo committee will be struck at AGM as now have something to work with.
- 4.4 Outside Drop box – far west window in Gallery area broken by vandals. Order with Brodart for new drop box in the window. Town will replace the window.
- 5.0 **Financial Report:**
Actual Expenditures and Revenue for 2004 presented as well as projected budget for 2005. Special projects fund explained by Yvonne and plan for reserves clarified by Elaine.
Dale Gervais made motion to adopt the budget as presented. All in favor. Carried
Warren Stewart made motion to adopt plan for reserves as presented. All in favor. Carried.
- 6.0 **Co-ordinator of Library Services' Report:** Yvonne presented her report on Library happenings.
- 7.0 **Committee Activities** – no meetings held
- 8.0 **Friends of Library Report:** no report at this time.
- 9.0 **Councillor Comments** – none at this time.
- 10.0 **Other Business -**
- 10.1 Annual General Meeting: Date set for March 15, 2005 starting at 5:30 with a potluck. Advertise by poster and ad in paper. Elaine will call Board members – new executive will be needed.
- 11.0 **Correspondence:**
- 11.1 Letters sent by librarian – letters sent to the Town and MD Greenview thanking them for their support and inviting them to tour library. List of Board members included.
- 10.0 **Date for next meeting:** March 15, 2005. Annual General Meeting begins with potluck at 5:30 p.m. and regular meeting to follow.
- 11.0 **Adjournment:** Roxanne moved meeting be adjourned at 7:10 p.m. All in favor.



Chairperson



Secretary

Valleyview Municipal Library
Box 897 Valleyview, AB T0H 3N0
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Minutes of
Annual General Meeting
March 15, 2005

- 1.0 Call to Order:** Elaine Peterson called the meeting to order at 6:05 p.m.
1.1 Attendance: Marielle Guynup, Diane Haskell, Yvonne Mury, Roxanne Perron, Angela Radzikowski, Warren Stewart, Dale Gervais
Regrets: Sasha Perron could not attend.

Note: Please advise librarian by noon of day of library board meeting if cannot make it.

2.0 Agenda:

- 2.1 Changes to the Agenda: None
2.2 Adoption of Agenda: Angela moved to adopt agenda. Carried.

3.0 Adoption of Minutes, Annual General Meeting of March, 2004

- 3.1 Changes to the Minutes: None
3.2 Roxanne moved to adopt the minutes. Carried.

4.0 Chairperson's Report:

Elaine is resigning. She had four goals when she signed on as Chairperson: moving the library, finding a librarian, organizing the finances, and to see the daily bookkeeping tasks given over to the town office. When she joined, we had 15,000 in the bank, and now we have much more. We also now have a full time librarian, and a good location. She is pleased with how the library has blossomed and grown, and feels that she has had 5 busy and productive years on the board.

5.0 Treasurer's Report:

Elaine presented the town's budget for the library from town manager, Garry Peterson.

6.0 Coordinator of Library Services' Report:

Of 57 patrons who were surveyed over the course of 2 weeks, we found that the average satisfaction level with our library was 4/5 in every area! ☺

Marielle moved to accept all reports. Carried.

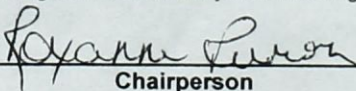
7.0 Election of Officers:

Yvonne presented papers defining the positions. Elaine explained the rules of the election.

- a) **Chairperson:** Roxanne was elected chairperson. Dale moved that all nominations cease after third call with no other nominations. Carried.
b) **Vice Chairperson:** Diane was elected vice chairperson. Dale moved that all nominations cease after third call with no other nominations. Carried.
c) **Treasurer:** Dale was nominated and declined. Position will remain vacant. Executive to either decide amongst themselves who is to take this position, or will have to recruit someone who is interested in budgets. Diane to possibly fill in for this position.
d) **Secretary:** Marielle was elected secretary. Angela moved that all nominations cease after third call with no other nominations. Carried.

8.0 Adjournment:

Angela moved to adjourn meeting at 6:35 p.m.



Chairperson

Secretary

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Minutes of
Regular Board Meeting
March 15, 2005

- 1.0 Call to Order:** Roxanne Perron called the meeting to order at 6:40 p.m.
- 1.1 Attendance: Elaine Peterson, Marielle Guynup, Diane Haskell, Yvonne Mury, Dale Gervais, Roxanne Perron, Angela Radzikowski
Regrets: Sasha Perron & Warren Stewart could not attend. Elaine Peterson resigned.

Note: Please advise librarian by noon of day of library board meeting if cannot make it.

2.0 Agenda:

- 2.1 Changes to the Agenda: Added the January 18, 2005 minutes under 3.0
2.2 Adoption of Agenda: Dale moved to adopt amended agenda. Carried.

3.0 Adoption of Minutes, Regular Meeting of January 18, 2005

Adoption of Minutes, Regular Meeting of February 15, 2005

- 3.1 Changes to the January Minutes: Changed date from 19 to 18
3.2 Diane moved to adopt both the amended January minutes, and the February 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 called Kathy and were unable to reach her. Recruitment will continue until we have 10 members. We will get an ad placed in the Town Recreation Calendar.
- 4.2 Gallery Project: The gallery project employee, Trevor Chuppa finished the cataloguing.
The Grande Prairie Museum is very pleased with what he has done. Roxanne and Yvonne to talk arrange meeting with Gary Peterson from Town about shelving in the gallery. Yvonne to ask what gallery project to look like when finalized and to ask Mary-Ellen MacGregor to look at gallery and see if the project is now considered finished.
- 4.3 Library Logo: A temporary library logo committee was formed consisting of Roxanne Perron, Marielle Guynup, and Angela Radzikowski. Absentee members will be asked asked if they would like to join this temporary committee as well.
- 4.4 Outside Drop Box: The new drop box has been ordered and we are waiting for its arrival.
It is to be installed where the window was broken on the side of the library next to the alley.

5.0 Financial Report:

Yvonne and a board member to go to the Town and talk to them concerning our budget. They are no longer taking rent out. The Janitorial Position is to be evaluated every year. There are concerns about supplies, etc.
Dale moved to adopt the financial report. Carried.

6.0 Coordinator of Library Services' Report:

Yvonne would like to develop a parent web awareness workshop concerning such things as author authority, to watch when children do research, and how to search out lies such as male pregnancy. Yvonne to talk to Katrina, another lady interested in starting a web awareness program. Perhaps they will be able to combine their efforts.
Global TV will come to library on March 30 to conduct interview. They liked Yvonne's response

to their survey on "What does your library mean to you?" She told them about Leroy who said he would have failed his courses if it hadn't been for our library.
A total inventory of the books is to be done this summer to see if our numbers are out, and if so, by how much. Inventory has not been done for a long time. New books have been added to total and old books have been subtracted from total. The numbers on next years report could be drastically different.

Annual Librarian Report as well.

Marielle moved to adopt both reports. Carried.

7.0 Committee Activities:

7.1 Personnel: Warren and Elaine took care of the previous report. Personnel committee now consists of Warren, Roxanne, and Marielle

7.2 Policy: Members to discuss changing policy. Have been several complaints about our policy. Policy committee now consists of Marielle, Diane, and Dale. Yvonne, our librarian to help. Elaine to bring in policy file.

7.3 Programming: Programming committee consists of Diane, Angela and Roxanne.

7.4 Executive: All positions except for Treasurer filled. Diane may be interested in learning Treasurer's duties.

Absent board members to decide which committees they would like to be on at the next meeting.

8.0 Friends of the Library Report: There was no report. Roxanne to contact Friends.

9.0 Councilor Comments: Yvonne attended PLS meeting on Warren's behalf. She found it extremely interesting. Dale said that at last month's town meeting, a lady from PLS, named Laura gave a really good speech on the benefits of PLS.

10.0 Other Business: none

11.0 Correspondence: Yvonne presented the correspondence.

ALC conference about advocacy to be held at Jasper Park Lodge April 28 from 1-4 p.m.

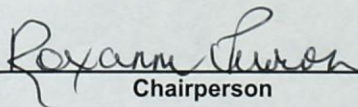
PLS news and notes

2005 Financial Assistance Documents arrived.

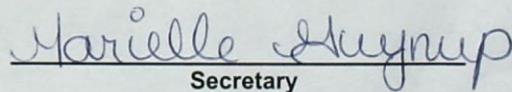
Board Development Workshop at PLS headquarters on April 2nd. Laura Harrison would be willing to come here for a meeting.

12.0 Date for Next Meeting: April 19th, 2005 at 5:30 p.m.

13.0 Adjournment: Marielle moved to adjourn meeting at 7:53 p.m.



Chairperson



Secretary

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Minutes of
Annual General Meeting
March 15, 2005

1.0 Call to Order: Elaine Peterson called the meeting to order at 6:05 p.m.

- 1.1 Attendance: Marielle Guynup, Diane Haskell, Yvonne Mury, Roxanne Perron, Angela Radzikowski, Warren Stewart, Dale Gervais
Regrets: Sasha Perron could not attend.

Note: Please advise librarian by noon of day of library board meeting if cannot make it.

2.0 Agenda:

- 2.1 Changes to the Agenda: None
2.2 Adoption of Agenda: Angela moved to adopt agenda. Carried.

3.0 Adoption of Minutes, Annual General Meeting of March, 2004

- 3.1 Changes to the Minutes: None
3.2 Roxanne moved to adopt the minutes. Carried.

4.0 Chairperson's Report:

Elaine is resigning. She had four goals when she signed on as Chairperson: moving the library, finding a librarian, organizing the finances, and to see the daily bookkeeping tasks given over to the town office. When she joined, we had 15,000 in the bank, and now we have much more. We also now have a full time librarian, and a good location. She is pleased with how the library has blossomed and grown, and feels that she has had 5 busy and productive years on the board.

5.0 Treasurer's Report:

Elaine presented the town's budget for the library from town manager, Garry Peterson.

6.0 Coordinator of Library Services' Report:

Of 57 patrons who were surveyed over the course of 2 weeks, we found that the average satisfaction level with our library was 4/5 in every area! 😊

Marielle moved to accept all reports. Carried.

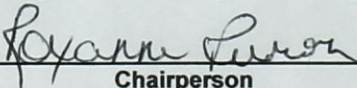
7.0 Election of Officers:

Yvonne presented papers defining the positions. Elaine explained the rules of the election.

- a) **Chairperson:** Roxanne was elected chairperson. Dale moved that all nominations cease after third call with no other nominations. Carried.
b) **Vice Chairperson:** Diane was elected vice chairperson. Dale moved that all nominations cease after third call with no other nominations. Carried.
c) **Treasurer:** Dale was nominated and declined. Position will remain vacant. Executive to either decide amongst themselves who is to take this position, or will have to recruit someone who is interested in budgets. Diane to possibly fill in for this position.
d) **Secretary:** Marielle was elected secretary. Angela moved that all nominations cease after third call with no other nominations. Carried.

8.0 Adjournment:

Angela moved to adjourn meeting at 6:35 p.m.



Chairperson

Secretary

Valleyview Municipal Library

Minutes of the Regular Board Meeting April 19, 2005

- 1.0 **Call to Order:** Roxanne Perron at 5:38pm
Attendance: Roxanne Perron, Angela Radzikowski, Diane Haskell, Warren Stewart, Yvonne Mury
Guest: Bonnie Countryman, Principal, Harry Gray Elementary School
Regrets: Dale Gervais; Marielle Guynup; Sasha Perron-Visser
- 2.0 **Agenda:**
2.1 Changes to the Agenda. Bonnie Countryman will speak to the Board after the initial preliminaries.
2.2 Angela Radzikowski moved to adopt the agenda as amended. Carried.
- 3.0 **Adoption of Minutes of Regular meeting, March 15, 2005**
3.1 Changes to the minutes – None
3.2 Diane Haskell moved to adopt the minutes as read. Carried.

Bonnie Countryman, Principal of Harry Gray Elementary School made a presentation on behalf of the school to supply each of their Gr. 4 – 6 Students with a library card. (approximately 150 children)

- The school would pay the \$5.00 per student card fees
- The school will not accept responsibility for lost or damaged books
- The school, in co-operation with the Library will prepare a document for the parents to sign accepting responsibility for lost or damaged books.
- Would prefer to have the cards remain in the library
- The school librarian would bring the children to the Library as a class and give prior notice
- Children may use the card outside of school hours.
- Children would be allowed a maximum of 2 books at a time.
- Understood that this program may be cancelled by the Library if unworkable
- Would like to begin at the beginning of the new school year

The Board will discuss this further. Yvonne will speak to the school librarian in regards to the adequacy of our Juvenile Book Collection.

A decision must be made by next meeting in order to get the program in place.

4.0 Business Arising from the Minutes:

4.1 Board Member recruitment:

- o Roxanne/Diane will prepare some attractive posters that can be placed around town inviting people to be part of the Board.
- o There is a need to bring people in as "Friends of the Library"
- o Spoke of various promotional ideas such as:
 - Using our Red Willow Chair theme in a possible raffle or other fund raising idea
 - Annual Tea
 - Silent Auction
- o Board needs to become involved
- o Yvonne reminded the Board to keep costs down

4.2 Gallery Project::

Need to speak or write to Garry Peterson asking that the shelving/picture storage have a time line, or be completed
Yvonne has spoken to Garry informally
Yvonne has not been able to get in touch with Mary Ellen MacGregor
The Drop Box location in the Gallery will have to be changed.

4.3 Library Logo:

Committee has not met

4.4 Drop Box:

The material is here. Needs to be installed. There is a problem with installing it the glass because the window is a thermal unit. May need to use the doorway. Yvonne mentioned that the specs will need to be followed. Is the door necessary to meet fire regulations? There is a back exit which could be used in addition to the library entrance to the gallery.

5.0 Financial Report:

Presented by Yvonne. The Board has determined that it is not necessary to present the Town's Monthly Financial Statement. It should be kept for reference.
Moved by Angela Radzikowski to accept the Financial Report as presented. Carried.

6.0 Co-Ordinator of Library Services Report:

Discussion Points:

- Where to place new shelving. There is a need to eventually replace one of the old shelving units which may be a safety hazard.
- Need for more and better Audio/Visual media display
- Watch the Town/ MD ratio of members. May be a lever for additional funding from the Town

Report accepted as information.

7.0 Committee Activities

None to report.

8.0 Friends of the Library Report:

Roxanne spoke to Sharon Smith. The "Friends" have kept up their Society status. Bingos are still being worked. They are planning on giving money for the Summer Reading Program. Help in getting an injection of enthusiasm is needed.

9.0 Councillor Comments:

Nothing to report.

10.0 Other business:

Nothing to present

11.0 Correspondence:

- o Letter from Garry Mar to Alberta libraries.
 - The Gov't will pay for SuperNet monthly costs
- o Email from Linda Duplessis
 - There is no increase in per capita funding for libraries in the new budget.
 - She suggests that we write a letter to our MLA

Motion by Warren Stewart:

I move that we instruct the secretary, on behalf of the Board, to write a letter to Mel Knight indicating our disappointment of a lack of increased per capita Library funding in the New Budget for 2005 and that this letter be written by May 3, 2005.

Seconded by: Diane Haskell

Carried.

Further discussion: Our Town population is down to 1856. This will mean a drop in funding to our library.

- o Salary survey for PLS presented.

12.0 Date for Next Meeting: May 17, 2005 at 5:30 pm.

13.0 Meeting adjourned at 7:45pm

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

Minutes of
Regular Board Meeting
May 17, 2005

1.0 Call to Order: Roxanne Perron called the meeting to order at 5:30 p.m.

- 1.1 Attendance: Marielle Guynup, Diane Haskell, Yvonne Mury, Dale Gervais, Roxanne Perron, Angela Radzikowski, Irene Fisher (potential board member), Warren Stewart
Regrets: Sasha Perron could not attend.

Note: Please advise librarian by noon of day of library board meeting if cannot make it.

2.0 Agenda:

- 2.1 Changes to the Agenda: Added Bonnie Williams from Out of School Program to 2.3, Library school card under 4.5. Under 3.0, adoption of minutes date changed to April 19, 2005.
- 2.2 Adoption of Agenda: Angela moved to adopt amended agenda. Carried.
- 2.3 Bonnie Williams from Out of School Program put forth proposal for the library to be one of the places for the out of school program to meet. The program starts September, 2005, at the start of school. It is to be held from 3-6p.m. for children grades 1-age 12. There would be approximately 20 children, possibly more. The government says that the child care individuals must be over 18 with their first aid certificate. 1:6 adult to child ratio. The children's parents would pay for a spot, there would be no drop-ins. We would know exactly how many children were to show up, once the program begins. The group supplies crafts, computer, and snacks. Library would consider it once or twice a week. They are a non-profit group. There will be remuneration paid, if library is chosen.

3.0 Adoption of Minutes, Regular Meeting of April 19, 2005

- 3.1 Changes to the Minutes: none
3.2 Marielle moved to adopt both the minutes. Carried.

4.0 Business Arising from the Minutes:

- 4.1 Board Member Recruitment: Irene Fisher is a possible recruit. Need 2 more to fill board member capacity.
- 4.2 Gallery Project: The gallery needs lights and shelving.
- 4.3 Library Logo: Committee hasn't met yet.
- 4.4 Outside Drop Box: Still waiting for installation.
- 4.5 Library School card: We will accept the school library card on a trial basis from the beginning of school - December. Yvonne to write up details. If trial period goes well, the card will be extended until the end of the school year. Roxanne moved to accept trial period. Dale seconded. Carried.

5.0 Financial Report:

We do not count CAP grant as revenue or the product of said grant as expenditures. PLS handles it all for us, and we receive the equipment. Our budget will be tight. We may have enough to pay salaries, will be extremely tight.

Marielle moved to adopt the financial report. Warren seconded. Carried.

6.0 Coordinator of Library Services' Report:

We will be starting our STEP Program again. We are looking for a summer employee who is A student returning to college or school. We will be paying \$10/hr. Government covers \$4.50/hr. We will want employee by June 13 unless still in school. Beginning time frame negotiable. Yvonne to advertise in newsletter. Has already let NAIT, GRPC, and Northern

Grande Prairie.

12.0 Date for Next Meeting: June 21st, 2005 at 5:30 p.m.

13.0 In Camera: Warren motioned to in camera at 7:55 p.m. Irene seconded.
Dale moved to go out of camera at 8:05 p.m. Diane seconded.
Warren Stewart moved to make a one time exception regarding overtime as per
policy. Dale Gervais seconded the motion. All in favor. Carried. It was decided
that Yvonne would be able to take the time off, but not all at once, as their is not the
staffing to provide for that.

there

14.0 Adjournment: Roxanne moved to adjourn meeting at 8:10 p.m.

Roxanne Perron
Chairperson

Marcelle Stuyrup
Secretary

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

Minutes of
Regular Board Meeting
June 21, 2005

- 1.0 Call to Order:** Roxanne Perron called the meeting to order at 5:47 p.m.
- 1.1 Attendance: Marielle Guynup, Diane Haskell, Yvonne Mury, Roxanne Perron, Angela Radzikowski, Warren Stewart
Regrets: Sasha Perron could not attend, Dale Gervais could not attend due to conflicting meeting times.

Note: Please advise librarian by noon of day of library board meeting if cannot make it.

2.0 Agenda:

- 2.1 Changes to the Agenda: Added "Book Sale" under 4.7 and Re: hours of work and remuneration under 6.1
2.2 Adoption of Agenda: Warren moved to adopt amended agenda. Angela seconded. Carried.

3.0 Adoption of Minutes, Regular Meeting of May 17, 2005

- 3.1 Changes to the Minutes: spelling corrections under 9.0 Duplisea changed to Duplessis, and under 13.0 their was changed to their.
Angela moved to adopt the amended minutes. Diane seconded. Carried.

4.0 Business Arising from the Minutes:

- 4.1 Board Member Recruitment: Irene Fisher is to submit letter to the md, as well as the board. Need 2 more to fill board member capacity.
4.2 Gallery Project: On halt until we have shelves.
4.3 Library Logo: Will meet before next meeting.
4.4 Outside Drop Box: Still waiting for installation. Dale, Warren, Roxanne, and Yvonne to meet with Garry, town manager. Also to talk about installing motion lights in front and back of building.
4.5 Recognition of past board members: Lifetime library membership for who have been on board 5 yrs or more, retroactive 5 years. Elaine Peterson, Sharon Smith, Pat Hopkins, Darlene Wood, Yvonne to make certificates. Marielle motioned to accept. Warren seconded. See 7.2 for more.
4.6 Float for parade in August: Float parade August 13 at 10 am. We will have a sign on the float advertising our need for board members. Roxanne to bring in trailer and quad (will speak with her hubby about this). Rocking chair to be set on trailer. Posters, library logo, candies. Can put 4 children and a couple of board members on float to hand out candies.
4.7 "Book Sale": to happen sometime during Main Street Jamboree in August.

5.0 Financial Report:

We saved \$600 switching to the town's auditor for our audit/bookkeeping. Warren to talk to Garry, the town manager, and see if we can save even more. Overall picture on target.
Diane moved to adopt the financial report. Angela seconded. Carried.

6.0 Coordinator of Library Services' Report:

Yvonne and Roxanne to look into getting computer monitors. To check with the schools and md, to see if they are getting rid of any. Also to check e-bay, tigerexpress.com (have a 1 yr warranty). Amber Krieger donated a monitor. To consider: If we don't get computers through PLS, we don't get the use of their computer maintenance man. However, we have not been impressed with his work.

We would like to do a tech survey this year.

Warren moved for the board to write a letter to Joan at the newspaper to reinstate the library feature in the Valleyviews. Diane to write letter, and show Yvonne for comment. Yvonne received several comments on her column when it was featured. Warren made motion. Marielle seconded. Carried.

6.1 Regarding hours of work and remuneration: We, the board, are extending the 14 hours under 1.3.1 -3 to 22.5 hours until such time as the policy committee can amend said policy. Marielle motioned to accept. Diane seconded. Carried. Yvonne to make detailed timesheet for overtime hours. Any board members who would like to learn more about running the library in case of an emergency, i.e. sickness, etc., are welcome. Procedure manual to be written.

7.0 Committee Activities:

Each committee to meet before our next board meeting.

- 7.1 Personnel: December meeting
- 7.2 Policy: Yvonne and Roxanne will get papers to committee to discuss recognition of past board members.
- 7.3 Programming:
- 7.4 Executive:

8.0 Friends of the Library Report: Roxanne has not yet been able to get a hold of Sharon Smith. The library needs money for SRP(summer reading program) and other business from previous minutes. Roxanne to ask Sharon to please contact Yvonne. We would like to have a tea or barbecue when Friends and the board get together.

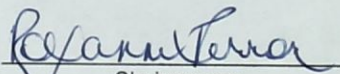
9.0 Councilor Comments: Supernet: A big selling thing by the Alberta government. Libraries are not supposed to be charged. But our question is for how long? What will the library have to add? Are there benefits? What will it cost us? We are all being mandated by the government to install it, but all the libraries agree, if it costs, we quit.

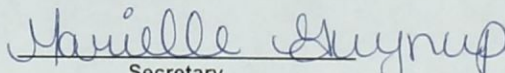
10.0 Other Business: We will be having a summer break for July and August. We would like to do up a history of the library, in celebration of Alberta's centennial. How old our library is, all the previous librarians, and board members. Angela to check into. Ask town if we could use their huge printer to make a big poster of our history. We could have a centennial celebration with community quilts, etc.

11.0 Correspondence: We paid PLS over \$2600

12.0 Date for Next Meeting: September ¹³~~20~~, 2005 at 5:30 p.m.

13.0 Adjournment: Roxanne moved to adjourn meeting at 7:45 p.m. Warren seconded. Carried.


Chairperson


Secretary

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

Minutes of
Regular Board Meeting
September 13, 2005

- 1.0 Call to Order:** Roxanne Perron called the meeting to order at 5:50 p.m.
1.1 Attendance: Marielle Guynup, Diane Haskell, Yvonne Mury, Roxanne Perron, Angela Radzikowski, Warren Stewart, and Dale Gervais.
Regrets: Sasha Perron resigned.

Note: Please advise librarian by noon of day of library board meeting if cannot make it.

2.0 Agenda:

- 2.1 Changes to the Agenda: Added Float under 4.6
2.2 Adoption of Agenda: Marielle moved to adopt amended agenda. Angela seconded. Carried.

3.0 Adoption of Minutes, Regular Meeting of May 17, 2005

- 3.1 Changes to the Minutes: Under 12.0, the next meeting date was changed to September 13, 2005 and under 4.5 Pat Hopkins was changed to Pat Hopkin. Warren moved to adopt the amended minutes. Diane seconded. Carried.

4.0 Business Arising from the Minutes:

- 4.1 Board Member Recruitment: Irene Fisher is to submit letter to the md, as well as the board. Sophie Major to submit letter as well. We still need 3 more members.
4.2 Gallery Project: On halt until we have shelves.
4.3 Library Logo: Done! © Roxanne donated the payment of a teenage boy, Tyler Andres, in Spruce Grove, to design our logo. He designed a very nice picture of our willow chair with a cartoon character reading a book. Dale moved to accept the logo. Warren seconded. Carried. Tyler will receive a prize from the library as well.
4.4 Outside Drop Box: Still waiting for installation. The town has said they will install it. Yvonne to check her letter to the town to see if she mentioned the installation of motion lights in the front and rear of the building. If not, will add and send again.
4.5 Recognition of past board members: Yvonne has done up the lifetime library membership certificates. They will be presented. Someone to contact the Valleyviews to cover the presentation. Presentation to possibly happen in October.
4.6 Float for parade in August: Float parade August 13 at 10 am. This will be covered in the coordinator of library services report.

5.0 Financial Report:

We are on track in our budget, however, with our budget, we are having to draw money from our reserves every year. We only have enough left in reserve to do this for 3 more years.
Warren moved to adopt the financial report. Angela seconded. Carried.

6.0 Coordinator of Library Services' Report:

Flowers were vandalized, as were the drop box, and our new window. Kids have been swinging and jumping off our canopy destroying everything.
Meladine Moore was our Red Willow Reader in the parade. She carried our sign and threw candy. She won 2nd place.
Inge Bond will volunteer in the library.
Roxanne to take care getting our quilt square for the PLS 20th Anniversary Quilt done. She can put our logo on the square with her computer. The chair will be in black, and the lettering in burgundy.

Robert Munsch is looking for families to visit on Family Literacy Day in January. To try to get him to come to Valleyview, go online to www.abc-canada.org and say what your idea of a great Family

Literacy Day would be.

We may have to reimburse the Gallery money used to purchase the drop box, as the drop box will no longer be being placed in the gallery.

All board members who are volunteering their time, and not being paid to be on the library board are to record their time on the volunteer sheet. May be helpful in applying for grants.

We may need to start a letter writing campaign to keep Canada Post from upping our book shipping fees.

We need volunteers for the Spelling Bee on September 28. Dale volunteered. We need a team of 3.

We need volunteers to cover the library for September 29th and 30th so that Pat can attend the Peace Library Conference. Roxanne may be able to help on the 30th, since that is directly after she returns from vacation. We have to have a technological report done this year, and there will be technology studies, etc. that would be helpful in doing this that are being offered at the conference. Any trustees who are able may attend. Contact Yvonne for registration form. The conference is free. The buffet offered is \$10.50, and the expense would be covered by the library.

The Baby Fair is October 6th. The library will offer a one year membership prize, as well as some other items. Warren motioned that Yvonne be allowed to spend up to a maximum of \$30 on a door prize for the baby fair. Diane seconded. Carried.

7.0 Committee Activities:

7.1 Personnel:

7.2 Policy: Policy is currently being revamped. Diane and Marielle got a start on this. Sophie Major to head this committee when she joins, taking Diane's place.

7.3 Programming:

7.4 Executive:

8.0 Friends of the Library Report:

There is no report from Friends. However, Friends did give the library a gift of \$300 for the Summer Reading Program. Many members of Friends are burnt out from working on the former Enhancement Committee as well. They want to focus on their families. No one wants to head Friends, however, many would be interested in helping out. If you know of anyone interested, get them to contact Roxanne.

9.0 Councilor Comments:

Warren to talk to the town regarding lighting for security measures, ie. Help stop vandalism.
Dale to take Yvonne's request for a media center to the MD. Both encouraged Yvonne to write a letter to the MD and to the town requesting the extra \$10,000 needed to cover our basic budget, so that we can do other things with our reserve, such as refurbishing children's section. This would be a request of \$5000 from each. Warren and Dale will take letters to their next meetings after receiving them. The letters are to come from the board. Yvonne to draft some ideas. *It has been 2 years since we hired our librarian, and we can't afford to give her a raise, or circulation has more than doubled, and we have several more programs....*

10.0 Other Business:

Chess Club resumes next month.

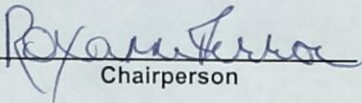
11.0 Correspondence:

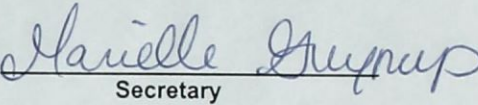
- Trustee meeting in GP. Information in box in Yvonne's office. Diane would be interested in a condensed workshop if it were offered in Valleyview.
- Flyer for nominating young miracle workers. Nomination forms for young volunteers in the community. Call Yvonne for more info.
- Spelling bee info. Call Yvonne if interested.
- Travel subsidy from library conference fund received. Reimbursed \$175 spent to go to conference.
- Network Domain info
- Library book rates to possibly increase
- Thank you note to Betty Steffensen

- Operating grant from government.
- Supernet updates
- Current value of our portfolio from the Bank of Nova Scotia
- Concern about how our financial statements are read. Yvonne is finally learning how to read them, now that our statements come from the town.

12.0 Date for Next Meeting: October 18, 2005 at 5:30 p.m.

13.0 Adjournment: Warren moved to adjourn meeting at 7:50 p.m. Dale seconded. Carried.


Chairperson


Secretary

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

Minutes of
Regular Board Meeting
October 18, 2005

- 1.0 Call to Order:** Roxanne Perron called the meeting to order at 5:50 p.m.
1.1 Attendance: Marielle Guynup, Diane Haskell, Yvonne Mury, Roxanne Perron, Angela Radzikowski, Warren Stewart, and Dale Gervais.

Note: Please advise librarian by noon of day of library board meeting if cannot make it.

2.0 Agenda:

- 2.1 Changes to the Agenda: Added Valleyviews Book Review under 7.3
2.2 Adoption of Agenda: Angela moved to adopt amended agenda. Warren seconded. Carried.

3.0 Adoption of Minutes, Regular Meeting of September 13, 2005

- 3.1 Changes to the Minutes: None. Warren moved to adopt the amended minutes. Dale seconded. Carried.

4.0 Business Arising from the Minutes:

- 4.1 Board Member Recruitment: ongoing. Diane to contact Sophie Major to see if she is still interested. We still need 3 more members.
4.2 Gallery Project: Yvonne to remind Town of their responsibilities in finishing this project.
4.3 Drop Box: Yvonne to remind Town of their responsibilities in finishing this project.
4.4 Recognition of past board members: Roxanne to contact the Valleyviews.

5.0 Financial Report:

The budget is on target. Our income is higher than expected. Angela moved to adopt the financial report. Warren seconded. Carried.

6.0 Coordinator of Library Services' Report:

We have been offered the opportunity to have a youth intern to help with computer/internet things, as well as other meaningful work. CAPYI are offering to pay \$8.50/hr for 420 hours. Yvonne to place ads for this job at the high school, and other places.
Trustees workshop was canceled. Board members are encouraged to ask for one to be held in Valleyview.

7.0 Committee Activities:

- 7.1 Personnel: No report at this time.
7.2 Policy: Policy is currently on hold until we meet up with Sophie Major to see if she still interested in joining the library board and chairing this committee. Diane to contact her. Marielle to type up policy worked on and e-mail to Diane.
Alberta Community & Development website a good resource in revamping policy.
7.3 Programming: There is to be a book review the second Tuesday of every month. Diane to find out what the requirements for photos @ the Valleyviews are, as her photo was not printed with the review last time. To see the book reviews, go to <http://bookreview.homestead.com> Diane to see if the book reviews can be put in the md newsletter as well, which comes out once a month.
7.4 Executive: No report at this time.

8.0 Friends of the Library Report:

A letter came from the government stating the dissolution of the Friends of the Library.

Sharon said that the Library will receive the remainder of funds in the account after the last project is finished. The last project is the backing board with brass plates naming all the donors to the library move project. If you know of anyone who is interested in fundraising for the library, please notify Roxanne. A new Friends group needs to be started, and will have to reapply for society status.

9.0 Councilor Comments:

Dale asked about letters to go to md and town concerning library requiring additional funds. Roxanne and Yvonne to work on this later this week.

PLS report presented by Warren. Each library will be supplied more bags for ILL. Roxanne is working on our quilt square for the regional PLS quilt.

An inquiry was made about student library cards for Harry Gray students. Yvonne answered that we are currently waiting for a reply from the school.

10.0 Other Business:

To discuss when and where to do Christmas party, and what will be served.

11.0 Correspondence:

12.0 Date for Next Meeting: November 29, 2005 at 5:30 p.m.

13.0 Adjournment: Dale moved to adjourn meeting at 7:02 p.m. Marielle seconded. Carried.

Chairperson

Secretary