

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

Minutes of
Regular Board Meeting
January 17, 2006

- 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 Don Gourlay.

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, Regular Meeting of November 29, 2005

Minutes were not available. Will adopt next meeting.

- 3.1 Changes to the Minutes:

4.0 Business Arising from the Minutes:

- 4.1 Board Member Recruitment: ongoing. We have advertisements and posters up. We still need 3 more members.
4.2 Gallery Project: The shelving in the gallery is currently in progress. See coordinator of library services report for more information.
4.3 Drop Box: The town has hired a contractor. We are just waiting on the contractor, now. See coordinator of library services report for more information.
4.4 Capital Purchases: We need to take some money out of our reserves for some necessary purchases. These include: A media cabinet (as we are currently losing videos, and cds, etc.. to theft), a 19" flat computer monitor, and a new computer. We also need to make wage increases.

5.0 Financial Report:

We did not need to take as much money out of our reserves last year as anticipated. PLS postage must be counted under expenditures, but comes back to us in revenue. All board members are to review the proposed 2006 budget before the next meeting. Warren moved to accept report. Diane seconded. Carried.

6.0 Coordinator of Library Services' Report:

The library needs someone to read on Family Literacy Day on January 27th. If no volunteers are available. Yvonne will read.
Our quilt square with our logo on it has been sent off for the PLS quilt.
Our casual employee, Meladine Moore, will be leaving us at the end of the month. We are on the look out for a new employee.

7.0 Committee Activities:

- 7.1 Personnel: No report at this time.
7.2 Policy: We currently have a new confidentiality policy. It was adopted unanimously by a phone vote.
7.3 Programming: This committee is currently on hold until we can organize a Friends group for funding of new programs.
7.4 Executive: No report at this time. To meet before next meeting.

8.0 Friends of the Library Report:

Warren to contact Sharon to get designs for plaques, so he can finish them so that we can receive the remainder of funds from the account. Roxanne and Yvonne to track down all the people interested in being a part of a Friends group, and organize a meeting. Will advertise. If you know of anyone else 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:

The town and md are making a new agreement for 2007. Personally submit library budget and ask for more funding.

10.0 Other Business:

The town and md are not able to give us any more money this year, but we are to submit our budget, and they will review it when they make their new agreement for 2007. Yvonne to write and submit letter to md applying for surplus computers for the library. We welcomed Don Gourlay to the library board. He will be taking Dale's place. Christmas Party was a success. May repeat fondue again this year.

11.0 Correspondence:

We received a book from AUMA to place in the library.

12.0 Date for Next Meeting: February 21, 2006 at 5:00 p.m. Potluck. Annual General Meeting, as well as regular meeting.

13.0 Adjournment: Roxanne moved to adjourn meeting at 6:45 p.m. Marielle seconded. Carried.

Chairperson

Secretary

Minutes of Annual General Meeting
February 21, 2006

- 1.0 Call to Order:** Roxanne Perron called the meeting to order at 6:23PM
- 1.1 Attendance: Angela Radzikowski, Roxanne Perron, Yvonne Mury, Warren Stuart, Diane Haskell and Guest Pat Mabley.
 - 1.2 Regrets: Don Gourlay, Marielle Guynup from the board. This advertised meeting was open to the public – unfortunately no members of the general public or representatives from the Municipal District of Greenview were in attendance.
- 2.0 Agenda:**
- 2.1 It was noted that there was no agenda prepared for this meeting so it was suggested that we follow along the guidelines of the AGM of March 15, 2005
 - 2.2 Adoption of this guideline for use as an agenda: Angela moved. Carried.
- 3.0 Adoption of Minutes,** Annual General Meeting of March 15, 2005
- 3.1 Changes to the Minutes: Addition of Pat Mabley to 1.1 those in attendance.
 - 3.2 Warren moved to adopt the minutes. Carried.
- 4.0 Chairperson's Report:**
- Roxanne Perron is resigning from her position of Library Chair. Roxanne informed the board that she did enjoy the library board and may stay on as a non-executive member. She considers the time spent as a learning experience on the inside workings of a library. She stated lack of time to do the job at a standard she would have liked. She stated that this year has been a difficult one for the board with the dissolution of the 'Friends of the Library' group and difficulty recruiting new people to make a full library board. Roxanne made a presentation to the M.D. of Greenview explaining that the Library required more funding in order to maintain its current level of service to the community. This is due to requiring slightly more paid staff hours due to the high volume of patron visits and inter-library loans as well as losing the fund-raising arm of the library, the 'Friends of the Library' group. Roxanne is a cheerful team builder and knowledgeable in procedure and it was with great regret that her resignation was accepted by the board.
- 5.0 Treasurer's Report:**
- 5.1 The board was presented with the actual 2005 un-audited budget. The board is waiting for the Town of Valleyview to audit the budget. Once this is done this will be brought forward to the next regular meeting for board approval.
- 6.0 Coordinator of Library Services' Report:**

6.1 Yvonne read her prepared report, which was informative and highlighted all the goings on at the library over the past year. It was a very busy year with 14,025 visits from the public. There were many positive community boosting events and special services provided throughout the year. The library staff is commended for bringing special events such as the *Space and Science Center's* mobile Planetarium to Valleyview. This was one of several fun events that were made possible only due to the Librarian volunteering hours of work to the cause of the education and delight of area children. A survey was handed out to patrons – 67 people participated and gave their overall satisfaction of the library at 4.62 out of a possible 5. Ninety-seven per cent of those surveyed said they found what they were looking for in the Library. The areas in which the satisfaction level was lowest was in the hours of operation and the local collection of books. Others mentioned that they would like to chat on-line and/or play computer games both of which are currently prohibited, as that was not the intended purpose of Library computers.

7.0 Election of Officers:

7.1 Chairperson: Roxanne informed the board that Don Gourlay had granted his permission to let his name stand for this position. No other names were put forward. Roxanne moved that all nominations cease after third call with no other nominations. Carried.

7.2 Vice Chairperson: Diane Haskell continues in this position.

7.3 Treasurer: Diane Haskell resigns from this position. No nominations. Currently seeking a Treasurer.

7.4 Secretary: Marielle Guynup continues in this position.

8.0 Adjournment:

8.1 Pat Mabley moved to adjourn the meeting at 7:02 PM

Chairperson

Secretary

(Minutes taken by Diane Haskell in the absence of Marielle Guynup)

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

Minutes Regular Meeting
February 21, 2006

1.0 Call to Order: Roxanne Perron called the meeting to order at 7.06PM and chaired the meeting in the absence of newly elected Don Gourlay.

1.1 Attendance: Angela Radzikowski, Roxanne Perron, Yvonne Mury, Warren Stuart, Diane Haskell and Guest Pat Mabley.

1.2 Regrets: Don Gourlay, Marielle Guynup

2.0 Agenda:

2.1 It was noted that there was no agenda prepared for this meeting so it was suggested that we follow along the guidelines of the Regular meeting of January 17, 2006.

2.2 Additions to agenda: 7.1 increase of hours and pay of staff. 7.2 number of meetings and stipend for board members. 10.0 Family Literacy Night

2.3 Adoption of this guideline for use as an agenda: Warren moved. Carried.

3.0 Adoption of Minutes: Regular Meeting of January 17, 2006

3.1 Changes to the Minutes: none

3.2 Angela moved to adopt the minutes. Carried.

3.3 It was noted that the November 2005 minutes have not yet been presented to the board for approval. These will be brought forward to the next regular meeting.

4.0 Business Arising from the Minutes:

4.1 Board member recruitment: Ongoing. There are advertisements and posters displayed. Three or four more board members are required, with special attention to recruiting someone willing to do take the Treasurer's position.

4.2 Gallery Project: Done! We now have shelving to safely store the framed historical photos. This will make the Gallery available for art shows and exhibits from traveling cultural exhibits and works of local artists and artisans. Yvonne will research the availability of free/inexpensive art displays. Roxanne would like to see an exhibition of quilts by local artists.

4.3 Drop Box. The library is still waiting to hear from the Town in regard to the installation of the new drop box.

5.0 Financial Report:

5.1 Yvonne presented the actual budget for January 2006. Warren moved to accept the report. Angela seconded. Carried

5.2 The board was presented with the actual 2006 proposed budget by Yvonne. The budget was approved as an Interim budget. Angela moved. Warren seconded. Carried.

6.0 Coordinator of Library Services' Report:

- 6.1 Yvonne read her prepared report which was informative.
- 6.2 Areas of concern: Public bathroom not working properly. Yvonne will be contacting Town of Valleyview to request toilet be repaired. Also Yvonne is waiting for Town to provide her with the Auditor's Report in order to finalize important library paperwork prior to the end of February 2006.
- 6.3 Roxanne recommended using different colored copy paper for the various reports to enable easy access and filing. Yvonne regrets no longer having time to punch holes in the reports for board member's copies.

7.0 Committee Activities:

- 7.1 Personnel: Increase in staff hours and pay. The Librarian's hours shall be increased from 7.5 to 8 hours per day. The regular employee's position will increase from 3 days per week to 4 days per week with the occasional Friday, as approved by the Librarian, taken off. The casual worker will start at a rate of \$9.00 per hour. Yvonne and Pat will get a 3% increase this year. All positions will be subject to a 3% rise in 2007, 3% in 2008, 2% in 2009 and 2% in 2010. Warren moved this be accepted. Angela seconded. Carried. Roxanne requested that the Librarian prepare a wage scale, which is to be sent to both the Town of Valleyview and the M.D. of Greenview for reference.
- 7.2 Policy. A Proposal was presented to the board by the Vice Chair regarding number of times per annum the full-board assembles and the payment of a stipend of \$40 per full-board meeting attended (max \$160.00 per year) per board member – with the exception of the board members already receiving payment from the Town or M.D. for their attendance. These changes were proposed in the hopes that they will attract new board members. Sub-committees will continue to meet when they deem necessary and extra full-board meetings will be called if required. Moved Angela. Carried. Diane was asked to contact Sophie Major to request she write this change to the library policy #40.
- 7.3 Programming: no activity
- 7.4 Executive: Met February 7, 2006 to prepare for the Annual General Meeting.
- 7.5 Committees will be chosen at the next regular meeting when Marielle and Don plan to be in attendance. Warren will not be in attendance at that meeting but agreed to sit on the Personnel Committee.

8.0 Friends of the Library Report:

- 8.1 No *Friends*, no report.
- 8.2 Warren showed a prototype of a wall plaque he has designed to display list of names of donors who enabled the move to the new library building. The design is elegant and functional and was admired and approved by the board. It is a stipulation of the dissolved *Friends of the Library* for this sign to be completed before they transfer remaining funds to any new Friends of the Library group formed.

9.0 Councilor Comments:

9.1 Warren will not be available from March 15 to April 19, 2006

10.0 Other Business:

10.1 Family Literacy Day. Angela requests volunteers to sit in tents in the gymnasium of St. Stephen's School and read stories to small groups of children. This will be following a pancake supper. Volunteers may chose which books they would like to read.

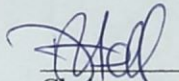
10.2 Yvonne will be attending an Aboriginal Literacy Conference in Grande Prairie March 22-24.

11.0 Correspondence:

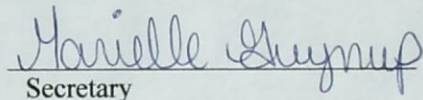
11.1 Diane will complete the form to nominate Yvonne for the Peace Library System's Excellence in Librarianship Awards. Last year only one Peace Librarian was nominated for this award and therefore won – we hope to give that Librarian a run for her money this year.

12.0 **Date of next meeting:** March 21, 2006 5:30PM

13.0 **Adjournment:** Roxanne moved to adjourn the meeting at 8:36 PM. Carried.

 (acting)

Chairperson



Secretary

(Minutes taken by Diane Haskell in the absence of Marielle Guynup)

Valleyview Municipal Library
Box 897 Valleyview, AB T0H 3N0
(780) 524-3033

Minutes for Regular Board Meeting
March 21, 2006

1.0 Call to Order:

Don Gourlay called the meeting to order at 5:50 p.m.

Attendance: Don Gourlay, Yvonne Mury, Diane Haskell, Roxanne Perron, Marielle Guynup

Regrets: Warren Stewart in B.C., Angela Radzikowski at parent/teacher interviews.

1.2 Garry Peterson, the town manager, came to our board meeting to address a few of the town's concerns. He addressed the issue concerning our drop box. See 4.3. He also said that the town is concerned with our wage increase schedule, and how we'll have to take money out of our reserves to cover them. He told us that the town gives us a \$31,000 grant, but that they also give us another \$31,000 that does not show up, in the costs that they pay for our building expenses. He suggested that we look into a government library grant. See 10.1.

2.0 Agenda:

2.1 Changes to the Agenda – Added Garry Peterson under 1.2. Added Public Library Service Grant under 10.1, and 5 yr plan under 10.2.

2.2 Adoption of the Agenda – Roxanne moved to adopt the amended Agenda.

3.0 Adoption of Minutes, Regular Board Meeting of February 21, 2006

3.1 Changes to the Minutes – we only have a draft. Minutes to be amended and adopted at next meeting.

4.0 Business Arising from the Minutes:

4.1 Board Member Recruitment - ongoing

4.2 Gallery Project – completed

4.3 Drop Box – Garry said that the town has the short window, and is currently trying to find a different contractor to install it, as previous one was to have installed it last fall.

5.0 Financial Report:

Yvonne met with town to try to figure out the categorization of our budget.

The town had to include our book drop under (250) Equipment

Repair/Maintenance instead of under (562) Small Equipment/Furnishings in order to have it covered by the grant. Our books category has been changed.

Books covered by grants are now under (570) Grants to Organization. Our

Programs/Gallery budget has increased as our Summer Reading Program was covered by Friends last year.

Marielle moved to adopt the amended proposed budget for 2006. Diane seconded. Roxanne moved to adopt the monthly budget.

6.0 Coordinator of Library Services Report:

All employees are very thankful for the wage increases. Our latest CAP V computer is now installed at the Circulation Desk. The flat screen is very nice. It was purchased with funding from Industry Canada. We will be purchasing more flat screen monitors with our computer money. The library has new e-mail addresses.

Roxanne commented that she would ask Taylor if he will help set up the library's web page. Yvonne would LOVE the help.

Marielle moved to accept the report.

7.0 Committee Activities:

There are no appointed committees at this time. Library Board to meet at a later date and appoint committees. Were hoping to have more members when this was done.

7.1 Personnel

7.2 Policy

7.3 Programming

7.4 Executive

8.0 Friends of the Library Report:

We need a Friends group so that we can get more funding in order to cover the library's needs. Don suggested that we try again to have a meeting with the former chairperson and board of the Friends of the Library Group and have them turn over the reigns to a new chairperson. There would have to be a record of minutes for this meeting. We could then send in the minutes to the government and get the group reinstated for a \$50 fee. Roxanne and Yvonne still trying to pull together people interested in being in this group.

9.0 Councillor Comments:

Don commented at this time that we may have to cut back our hours of operation in order to cut costs. Diane suggested that this would not cut costs by much, as we still need the staff for ILL, which people can make from home computers as well as at the library.

10.0 Other Business

10.1 Public Library Service Grant – This gives \$1.71 per capita, with a minimum of \$5000 given. This money could be used towards media material, i.e. DVD's CD's, etc. Our survey showed that the public would

like to see more media material, and the media cabinet we are purchasing would prevent theft of said material. We also need audio visual upgrades. We also may have to use this money to put towards a postal machine for the library, as Canada Post is going to revamp our rate plan.

10.2 5 year Service Plan – To send ideas back and forth via e-mail as a meeting date that would work for everyone is not feasible. This needs to be done by end of month. It is necessary to finish writing our 5 year plan of service as soon as possible, in order to receive certain grants. We can add our media materials, and audio visual materials, as well as our Children's reading materials under goals for areas we aim to upgrade. We can even have a start and finish date on our goal for upgrading Children's reading materials, as the Elks have given a \$1000 grant to be used for children's books on tape.

11.0 Correspondence:

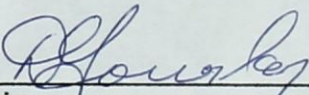
There is to be a Be a Better Board Conference in Grande Prairie to be held on April 8th. It will be addressing how to work together effectively and efficiently, as well as having a work plan for board and staff. PLS covers the registration fees as well as the cost of lunch.

12.0 Date for Next Meeting:

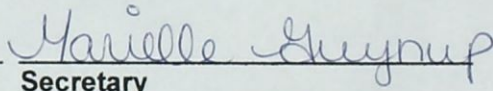
April 25th at 5:30 p.m.

13.0 Adjournment:

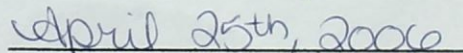
Roxanne moved to adjourn meeting at 7:05 p.m.



Chairperson



Secretary



Date

Valleyview Municipal Library
Box 897 Valleyview, AB T0H 3N0
(780) 524-3033

Minutes for Regular Board Meeting
April 25, 2006

1.0 Call to Order:

Don Gourlay called the meeting to order at 5:42 p.m.

Attendance: Don Gourlay, Yvonne Mury, Diane Haskell, Roxanne Perron, Sophie Major, Angela Radzikowski, Marielle Guynup

Regrets: Warren Stewart had another meeting he had to attend.

2.0 Agenda:

2.1 Changes of the Agenda – Changed minutes to agenda under 2.2 of Agenda. Added Build a Better Board under 10.1.

2.2 Adoption of the Agenda – Roxanne moved to adopt the amended Agenda. Marielle seconded. Carried.

3.0 Adoption of Minutes, Regular Board Meeting of March 21, 2006

3.1 Changes to the Minutes – There was no Friends of the Library Report. Only an update on how we are coming with forming a Friends Group.

3.2 Adoption of the Minutes – Roxanne moved to adopt the amended Minutes. Marielle seconded. Carried.

4.0 Business Arising from the Minutes:

4.1 Board Member Recruitment – Sophie Major will be joining our board. recruitment is ongoing as more members are still needed.

4.2 Drop Box – Yvonne talked to Stan about installing our drop box, and then to Garry, the town manager, about getting Stan to install it. See Coordinator of Library Services Report for more information.

4.3 Recognition of Past Board Members – Yvonne gave Elaine Peterson her lifetime library membership. She did not give her a certificate. We will work on this project.

4.4 5yr Plan of Service – Roxanne moved to adopt the 5 yr Plan of Service. Angela seconded. Carried. The website mentioned in the plan is already finished. There will be a link added to link Diane's web page of book reviews. It was suggested that a poster be made and kept by the check out counter, saying "check out our website". Yvonne will update our website frequently.

5.0 Financial Report:

We are right on target with our overall expenses, so far. Diane accepted the financial report. Marielle seconded. Carried.

6.0 Coordinator of Library Services Report:

Cheryl, our casual employee resigned in favour of more pay to work for the md. The library will be closed for one day due to this. We may already have a replacement, however, who is a trained librarian. We will be paying \$10/hr. We have a SRP STEP employee, whose name is Kyla Hatch. We have been subsidized \$6.10/hr for this, and we are paying \$10/hr. We received \$5000 grant money to be used for audio/ visual. Yvonne will use part of this for equipment, and an employee to set it up.

There will be a Volunteer Recognition Pancake Breakfast April 29 from 9am-11am at the Memorial Hall.

We may no longer be able to do ILL if the post office ups our fees to regular parcel rate. However, PLS may use a courier to send them so that it is still affordable. Yvonne is sending letters to senators, and the PM regarding postal rates, and received some replies. Roxanne suggested that Yvonne contact Doug Griffith, the provincial MLA for Rural Growth and Development. Marielle moved to accept report. Carried.

7.0 Committee Activities:

There are no appointed committees at this time. Library Board to meet at a later date and appoint committees. Were hoping to have more members when this was done.

- 7.1 Personnel
- 7.2 Policy
- 7.3 Programming
- 7.4 Executive

8.0 Restarting of Friends Group Report:

Marion Popkin - Marianne Hopkins said that she would apply to have society status for the Friends group re-instated. She will need the old Friends information to do this, however.

9.0 Councillor Comments:

No comments at this time, as Warren was unable to attend.

10.0 Other Business

10.1 Build a Better Board Report – Diane came back from this meeting with ideas & presented a report. She suggested calling Yvonne our library manager, instead. Yvonne liked the suggestion. The meeting suggested inviting our mayor and representatives of the Town and md to run the library for a day in order to help them better understand the needs and functions of the library. Yvonne suggested holding a wine and cheese day for the town and md to come to and see how the library functions. They also suggested making up signs with our vision and our mission on them for all of our patrons to see. The Board liked this idea. Another idea was to start a newsletter and keep it next to the check out counter. Diane

came in for a training session, in order to be able to help out at the library. Diane thanked the Board for sending her to this meeting. 10.2 Odds & Ends – It was discussed that it would be nice if the Welcome Wagon gave out library memberships; however, the town would have to purchase these as library finances are tight. It was suggested to give the winners of the Remembrance Day poetry contest library memberships, and put their pictures in the Gallery.

11.0 Correspondence:

- PLS 20th Anniversary Celebration on June 10th, 2006 at PLS headquarters. RVSP by May 26th if you wish to attend.
- Yvonne sent a thank you note to Mel Knight for government grant money.
- Garry Peterson sent a letter to our MLA concerning government grants, and about how the government grant is smaller than perceived to be, as advertised as being \$6/capita, when ours is just over \$1/capita. The press release was inaccurate, as each library receives \$10,000, no matter how small the library.
- Yvonne received a fax from the Rec. department wanting to know if we had a committee to help. Yvonne offered to be our representative.

12.0 Date for Next Meeting:

Wednesday, June 21th at 5:30 p.m.

13.0 Adjournment:

Roxanne moved to adjourn meeting at 7:05 p.m.

Hell (acting)
Chairperson

Maïelle Guynup
Secretary

June 21/06
Date

**Minutes for Regular Board Meeting
June 21, 2006**

1.0 Call to Order:

Diane Haskell called the meeting to order at 6:55 p.m.

Attendance: Warren Stewart, Yvonne Mury, Roxanne Perron, Marielle Guynup, Diane Haskell, and guest Christy McLean.

Regrets: Angela Radzikowski, Don Gourlay, and Sophie Major.

2.0 Agenda:

2.1 Changes to the Agenda – Added Proposal of library board quarterly meeting under 10.1, and Coordinator of Library Services name change under 4.7.

2.2 Adoption of the Agenda – Roxanne moved to adopt the amended Agenda. Marielle seconded. Carried.

3.0 Adoption of Minutes, Regular Board Meeting of February 21, 2006

3.1 Changes to the Minutes – There were no changes to the February minutes. In the April minutes Marianne Hopkins was changed to Marion Popkin under 8.0.

3.2 Adoption of the Minutes – Roxanne moved to adopt the February minutes, and the amended April minutes. Marielle seconded. Carried.

4.0 Business Arising from the Minutes:

4.1 Board Member Recruitment – Sophie Major submitted her letter of intent on May 3rd. Yvonne will forward letter to the town and the md. We have two other interested parties as possible board members. Recruitment is ongoing as more members are still needed.

4.2 Drop Box – Yvonne found a man from Quebec who is helping a builder in town. She got him and Garry, the town manager, together. The man will be coming in on Thursday, June 22 at 8:00 am to install the drop box.

4.3 Recognition of Past Board Members – We will quietly thank past board members with lifetime library memberships and have a plaque made up with all the past board members names on it and unveil it at a wine and cheese party.

4.4 5yr Plan of Service – The Peace River Municipal Library is upgrading. They sold us their old display cabinet for \$25, because they bought it from the Edmonton Library for that a few years ago. We will need to get more cabinets, however, Yvonne should be able to fulfil the media needs much cheaper. She could potentially save \$2000.00. We could get a old juke box type of case, to hold dvds and cds.

Library staff would be able to then punch in a code to select the desired dvd or cd. This type of system seems to work well in other libraries, and their staff seem to be happy with it. It also is a good reasonable price. It should work well for our current collection, and should be able to last us for at least 5 years.

We also need the town to help us with security lights for the library building.

4.5 PLS Member Library Satisfaction Survey. See insert.

4.6 PLS Needs Assessment Survey. See insert.

4.7 Coordinator of Library Services name change. Changed to Library Manager. Marielle moved to accept the name change. Carried.

5.0 Financial Report:

Our internet expenses will be considerably reduced now that we have our own website. We had received 50% of our projected revenue by the end of May. Warren moved to accept the financial report. Marielle seconded. Carried.

6.0 Coordinator of Library Services Report:

Yvonne presented Roxanne and Diane with thank you cards for their help at the library.

The town's 50th anniversary is next year. Okotoks has a rib celebration and cook off every year. Each company prepares their own special sauce. It costs \$1/rib and then there is the judging of the ribs, and different musical groups and performances after supper.

The cow bus is coming to Valleyview during the rodeo weekend. Roxanne will be there, on behalf of the library, to accept the books being given to us by the cow bus.

There is going to be a library book sale with suggested donations. It will be in July 13-16. Diane's boys will help with the setup of this. Summer Reading Program July 6th. Kyla Hatch is doing a wonderful job.

Thanks to the MD, we now have two new computers. Yvonne plans to put the library's name in to the MD to receive their old computers again in following years. Yvonne also got two flat screen monitors with the grant money. We need to get a new receipt printer, as our current one no longer works. Yvonne is looking at getting a new photocopier for library with the grant money. She was very happy to receive the grants.

We need to write our 5 yr Technology Plan. It is supposed to have already been done. Corey gave Yvonne an idea of how long our computers and equipment should last.

Yvonne mentioned a board training video that she had heard of, and said that she would look into the price of it for us.

We are going to give Canadian Linen's floor mats a 6 month trial in order to help extend the life of the library's carpet. Marielle moved to accept report. Carried.

7.0 Committee Activities:

There are no appointed committees at this time. Library Board to meet at a later date and appoint committees. Were hoping to have more members when this was done.

- 7.1 Personnel
- 7.2 Policy
- 7.3 Programming
- 7.4 Executive

8.0 Restarting of Friends Group Report:

Yvonne is still talking to Marion Popkin about this.

9.0 Councillor Comments:

Warren commented that the video on board training a good idea if it is under \$150.00. It would be much cheaper than going to a seminar. We could watch one half of the video at one meeting, and the other half at the next meeting. If we buy it, Yvonne will purchase it out of the grant money.

10.0 Other Business

10.1 Proposal of Library Board Quaterly Meeting – It was proposed have 5 board meetings a year. We will have them every 2nd month on the 4th Tuesday of every month. We will have meetings in September, November, February, April and June. Roxanne moved to accept this proposal. Marielle seconded. Carried.

10.2 Wine and Cheese Party To Promote Library- Roxanne to come to September meeting with ideas for a wine and cheese party so that we can have it in October.

10.3 Odds & Ends – Diane suggested that we decorate the old drop box and use it as a donation box. We could put a wooden base with castors under it, use ducting for arms and a head, and call it Duncan, with a sign saying, 'Dunk in your donation here'. Or we could have a name draw with a free family membership and book for the person whose name for the donation box was selected. Warren may be willing to help work on changing drop box into a donation box.

11.0 Correspondence:

None

12.0 Date for Next Meeting:

Tuesday, September 26, 2006 at 5:30 p.m.

13.0 Adjournment:

Diane moved to adjourn meeting at 8:28 p.m.

Atell acting on behalf of M. Gray
Chairperson of Don Gourlay Secretary

Sept 26/06
Date



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**Minutes for Regular Board Meeting
September 26, 2006**

1.0 Call to Order:

Diane Haskell called the meeting to order at 5:44 p.m.

Attendance: Warren Stewart, Yvonne Mury, Kerri Danner (as a potential board member), Marielle Guynup, Diane Haskell, Don Gourlay (came in late), and Angela Radzikowski.

Regrets: Roxanne Perron and Sophie Major.

2.0 Agenda:

- 2.1 Changes of the Agenda – Fixed typo. Changed minutes to agenda under 2.2. Added National Novel Writing Month Contest under 10.1, Library Bi-Monthly Brochure under 10.2, and Who's doing what? under 10.3, Library Postcards under 10.4.
- 2.2 Adoption of the Agenda – Warren moved to adopt the amended Agenda. Angela seconded. Carried.

3.0 Adoption of Minutes, Regular Board Meeting of June 21, 2006

- 3.1 Changes to the Minutes – There were no changes to the June minutes.
- 3.2 Adoption of the Minutes – Warren moved to adopt the June minutes. Marielle seconded. Carried.

4.0 Business Arising from the Minutes:

- 4.1 Board Member Recruitment – Sophie Major has to resubmit her letter of intent directly to md. Chrysy MacLean will not be joining us. Kerri will be sending her letter of intent in immediately, as she plans on joining us as a board member.
- 4.2 Drop Box – The drop box is installed. The town unfortunately ordered the wrong size of window, so the drop box does not work properly. The springs had to be removed, which makes it harder on books, and on the backs of library staff unloading it. However, the drop box does work.
- 4.3 Recognition of Past Board Members – Roxanne to address this at next meeting.
- 4.4 5yr Technology Plan – addressed in the library manager's report.
- 4.5 Post Office Rates – addressed in the library manager's report
- 4.6 Remembrance Day Poetry Contest Recognition – Don said the legion] will most likely buy memberships. This contest is open to those being homeschooled, as well as those in the public school system. We have had a winner and their family, from here, go to Ottawa in the past.
- 4.7 Welcome Wagon Library Memberships? – Warren to ask the town

about sponsoring this.

4.8 Wine and Cheese Gallery Display to Promote Library – Warren said previously that he would make a recognition plaque, but he unfortunately does not have the time. He suggested that perhaps Richard would be able to do this, and that he would even offer the use of his shop for the making of the plaque. This issue will be carried forward after Friends restarts. We will have a board presentation as well, and will shut down the library for a day, if necessary. Roxanne to address this at the next meeting.

4.9 Library Promotional Items Possibilities – to address after a Friends' Group develops.

5.0 Financial Report:

We bought our media things in September. The town still owes us \$31,000 for operating expenses.

Angela moved to accept the Financial report. Warren seconded. Carried.

6.0 Library Manager's Report:

Yvonne ordered a storage cabinet for \$2000.

Diane to make up posters for donations of old dvds, videos, and cds. We could use the donated media to fill our cabinet.

We have had several problems with wet carpet in our juvenile book section.

We got **standing water** in the library from the last rain. Warren is going to contact the town about this. This could cause serious mold problems and health issues. Pat and Yvonne both develop coughs and feel miserable while working in the library on rainy days, due to this problem.

A committee needs to meet to develop the 5 yr technology plan. We should contact Corey to help us develop this plan and the budget process. Warren and Diane will work on this plan, and hopefully present within 4 months.

Yvonne to go to Vac Shack and check into getting a new vacuum, a simple commercial one. Ours died. Unfortunately this was not budgeted for. Diane thanked Yvonne for her report and accepted it. Carried.

7.0 Committee Activities:

There are no appointed committees at this time. Library Board to meet at a later date and appoint committees. Were hoping to have more members when this was done. We will address this at the next meeting.

7.1 Personnel

7.2 Policy

7.3 Programming

7.4 Executive

8.0 Restarting of Friends Group Report:

Yvonne and Roxanne spoke to Marion Popkin about this, and she said that she would lead it and she had 6 people interested. Elaine Mucinik would

be willing to be a temporary treasurer for the group if they needed help getting started.

9.0 Councillor Comments:

Don to find out the names of the members of the former Friends group. Don to speak to Yvonne regarding wages. Sometimes she has to work extra due to someone being sick, and then we are paying her time and a half. We will have to see if she will take time off in lieu, or if a casual or someone else can come in when someone is sick. This is something that we will have to allow for in the budget next year.

10.0 Other Business

10.1 National Novel Writing Month Contest – Kerri, Christy and Diane to organize this. Diane to advertise it in the md newsletter. It will be coffee and a meeting, and the first meeting will be in October.

10.2 Library Bi-Monthly Newsletter – Kerri will type us up a brochure with what is happening in upcoming events at the library. It will sit on the library check out counter.

10.3 Who's Doing What? – Diane and Don discussed which one of them would go sign some documents that needed signing.

10.4 Library Postcards – Marielle to look into prices for getting postcards made up for the library.

11.0 Correspondence:

Pat sent us a thank you card for the gift basket given to her from the library after the passing of her father.

We received our operating grant from the government of Alberta. We will see this in next month's budget.

Many libraries including us are using special paper cd labels. We will no longer be able to use paper labels, but must use cd markers. Someone had to pay \$1000 to fix their car's stereo after one of these labels jammed in their cd chager.

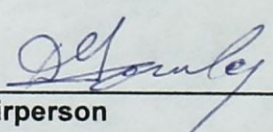
Matthieu Hryniuk, our neighboring lawyer, supported the library by offering a grand prize of an MP3 player for the Summer Reading Program.

12.0 Date for Next Meeting:

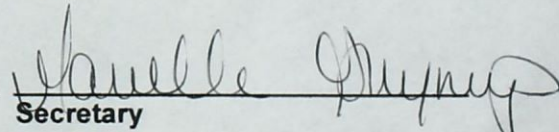
Tuesday, October 24th, 2006 at 5:30 p.m.

13.0 Adjournment:

Diane moved to adjourn meeting at 7:30p.m.



Chairperson



Secretary

Oct. 24 / 2006

Date

Minutes for Regular Board Meeting
October 24, 2006

1.0 Call to Order:

Diane Haskell called the meeting to order at 5:55 p.m.
Attendance: Warren Stewart, Yvonne Mury, Kerri Danner, Marielle Guynup,
Diane Haskell, Don Gourlay, Roxanne Perron.
Regrets: Angela Radzikowski and Sophie Major.

2.0 Agenda:

- 2.1 Changes of the Agenda – 4.12 – coffee bar idea
- 2.2 Adoption of the Agenda – Warren moved to adopt the amended Agenda. Kerri seconded. Carried.

3.0 Adoption of Minutes, Regular Board Meeting of September 26, 2006

- 3.1 Changes to the Minutes – There were no changes to the September minutes.
- 3.2 Adoption of the Minutes – Warren moved to adopt the June minutes. Kerri seconded. Carried.

4.0 Business Arising from the Minutes:

- 4.1 Board Member Recruitment – Kerri Danner has joined us as a board member. Sophie Major will join if the meeting time changes.
- 4.2 Recognition of Past Board Members- see 4.5
- 4.3 5 yr Technology Plan – Yvonne gave Warren and Diane a package of information to take a look at to aid them in this.
- 4.4 Welcome Wagon Memberships – A big thank you to the town for the welcome wagon memberships.
- 4.5 Wine & Cheese Gallery Display to Promote Library – we will invite past board members as well as the town and md councils after Christmas, possibly in February.
- 4.6 Library Hours- The library hours will change to Wednesday until 8 pm and Friday until 6 pm.
- 4.7 Christmas Party – salad/dessert potluck at Don's house. Spouses welcome. \$15 gift for Chinese gift exchange. RVSP to Yvonne or Don.
- 4.8 Revisit Library Board Meeting Date – the library board meeting date will be changed to the 2nd Tuesday of the month. Our first meeting of the new year will be January 9th at 6:00 pm.
- 4.9 Library Bi-Monthly Brochure – Kerri showed us a really nice library brochure template. It was unanimously approved of.
- 4.10 National Novel Writing Month Contest – Diane advertised the novel

- writing contest all around town and in the library brochure by the checkouts. There should be at least a dozen people showing up.
- 4.11 Library Postcards- Roxanne to take a photo of library.
 - 4.12 Coffee Bar – idea to be looked into.

5.0 Financial Report:

Roxanne moved to accept the Financial report. Marielle seconded. Carried.

6.0 Library Manager's Report:

Yvonne received the Librarian of the Peace award. The library manager's report was accepted by the board.

7.0 Committee Activities:

There are no appointed committees at this time. Library Board to meet at a later date and appoint committees. Were hoping to have more members when this was done. We will address this at the next meeting.

- 7.1 Personnel
- 7.2 Policy
- 7.3 Programming
- 7.4 Executive

8.0 Restarting of Friends Group Report:

Sharon is willing to sign over the banking things to the new group.

9.0 Councillor Comments:

None at this time.

10.0 Other Business

None at this time.

11.0 Correspondence:

We received more grants. Yvonne wrote letters to apply for more grants. We received a letter from Kerri asking to join the library board, and a letter from the town approving this. We received a letter to the library, along with a donation in memory of someone, stating what a huge difference books on tape had made in his life. Yvonne received a thank you letter.

12.0 Date for Next Meeting:

Tuesday, December 12th, 2006 at 6:00 p.m. at Don's house.

13.0 Adjournment:

The meeting was adjourned at 7:06 p.m.

Chairperson

Secretary

Date



[Handwritten signature]

Agenda for Regular Board Meeting
December 12, 2006
Merry Christmas, Everyone!

1.0 Call to Order

Attendance – Board Members
Regrets

2.0 Agenda

- 2.1 Changes to the Agenda
- 2.2 Adoption of the Agenda

3.0 Adoption of Minutes, Regular Board Meeting of October 24th, 2006

- 3.1 Changes to the Minutes
- 3.2 Adoption of the Minutes

4.0 Business Arising from the Minutes

- 4.1 Board Member Recruitment
- 4.2 Recognition of past board members
- 4.3 5 yr technology plan
- 4.4 Welcome Wagon Library Memberships?
- 4.5 Wine and Cheese Gallery Display to Promote Library
- 4.6 Library Hours
- 4.7 Christmas Party
- 4.8 Revisit Library Board Meeting Date
- 4.9 Library Bi-Monthly Brochure
- 4.10 National Novel Writing Month Contest
- 4.11 Library Postcards

5.0 Financial Report

6.0 Library Manager's Report

7.0 Committee Activities

- 7.1 Personnel
 - 7.2 Policy
 - 7.3 Programming
 - 7.4 Executive
- Committees have yet to be formed.

8.0 Friends of the Library Status Report