

**Valleyview Municipal Library
Board Meeting Minutes
November 18, 2015**

Attendance: Adam Norris, Tanya Boman, Judy Smith, Scott Biggin, Debbie Stewart, Kerri Danner
Regrets: Les Urness, Shauna Roberts

1.0 Call to Order: Chair Adam Norris called the meeting to order at 5:37 p.m. Kerri Danner volunteered to record minutes in absence of Shauna Roberts.

2.0 Acceptance of Agenda/Adoption of Agenda: Tanya Boman moved to accept the Agenda with a correction to the numbering on item # 6.4 Policy Review. All in Favour.

3.0 Adoption of Minutes from Last Meeting.

Judy Smith made a motion to accept the minutes with a correction to the spelling of 'Falher'. All in favour. Minutes will be brought back to the December meeting for signing by Chair and Secretary once corrections made.

4.0 Financial Report: Adam Norris presented the financial reports. Debbie Stewart made a motion to accept these reports as information. All in favour.

5.0 Library Manager's Report: Library Manager, Kerri Danner, presented her report which was accepted as information.

6.0 Business

6.1 Facility Update Kerri has been communicating with the Town about the building and the Town has stated they will be arranging a formal building assessment to be completed in 2016.

6.2 CALP Grant Approval

The Board has received word from Alberta Innovation and Advanced Education that the Library Board has been approved to receive the CALP grant funding for 2016. A cheque will be issued to the Board in the near future. A bank account will need to be opened to deposit the funds and the advertising will need to be done to search for staff for Adult and Family Literacy programs.

Trustee Judy Smith submitted her resignation from the Library Board at this time.

Debbie Stewart made a motion to open a community account at the Bank of Montreal in Valleyview, AB for the CALP Grant and that the following individuals have signing authority on this account: Adam Norris, Tanya Boman and Kerri Danner. Tanya Boman seconded the motion. All in favour. Motion carried.

6.3 CALP Job Advertisement

Kerri Danner will contact other CALP grant organizations to assist with drafting job descriptions for the Adult and Family Literacy positions. Once the ads are ready, they will be posted on jobbank.ca, Library website, Town of Valleyview website and MD of Greenview websites to search for suitable applicants. Adam Norris called for volunteers or nominations to form a personnel committee. Debbie Stewart made a motion to strike a personnel committee consisting of: Tanya Boman, Scott Biggin and Kerri Danner. All in favour. Motion carried.

6.4 Policy Review – Section 500 Operations

6.4 a Section 501.5 Unattended Children in the Library – Tanya Boman made a motion to

accept the First Reading. Debbie Stewart seconded. All in favour. Motion carried.
6.4 b Section 502.3 Provision of Materials for Persons Unable to Use Conventional Print Scott Biggin made a motion to accept the Second Reading. Debbie Stewart seconded. All in favour. Motion carried.

6.5 Library Christmas Party

Many invited are unable to attend for Dec. 11 – it was decided to check availability for the venue for Dec. 16. Kerri will follow up.

7.0 Councillor Comments

7.1 M.D of Greenvew: Les Urness Absent

7.2 Town of Valleyview:

Tanya Boman relayed that the Town of Valleyview Planning Meeting held on Nov. 17 had good attendance and that some great input was received from those who participated. For those who could not attend, they can do so online. Kerri will email a link to the survey to all board members.

7.3 Other Trustee comments: No other comments from members.

7.4 Honorarium Forms: Forms will be submitted for 2015 after the Dec. 16 meeting.

8.0 Date of Next Meeting: December 16, 2015 at 5:30 p.m.

9.0 Adjournment: Tanya Boman made a motion to adjourn. Adam Norris adjourned the meeting at 6:28 p.m.

Chair Signature *Adam Norris*

Date *Dec 16/15*

Secretary Signature *Debbie Stewart recorded minutes*

Date *Dec 16/15*