

**Valleyview Municipal Library  
Board Meeting Minutes for  
September 14, 2016**

*Attendance: Debbie Stewart, Les Urness, Adam Norris, Judy Smith, Marilyn Frostad, Kerri Danner, Tanya Boman, Scott Biggin.*

- 1.0 Meeting was called to order at 5:24 p.m. by Chair, Adam Norris.
- 2.0 Les Urness made a motion to accept the minutes with the deletion of 4.0 Guest – CLN, Tanis Harms who was not available. Carried.
- 3.0 Debbie Stewart made a motion to accept the minutes of May 18, 2016 as presented. Carried.
- 4.0 Guest Tanis Harms of CLN was unavailable.
- 5.0 **CALC Manager Report:** Judy Smith gave a verbal report on CALP activities from May to September and presented the CALC financial reports. Funding application for 2016/17 was submitted and approved and funds deposited. Smith has applied for an additional grant from the United Way and is waiting on results of that application. CALC staff will be attending the Literacy Symposium at the end of September and will hold Open House at the Northern Lakes College and the Library on October 9. Tanya Boman made a motion to accept the CALC report as information. Carried.
- 6.0 **Library Financial Reports** for July and August were reviewed. Les Urness made a motion to accept reports as information. Carried.
- 7.0 **Library Manager's Report:** Kerri Danner presented her Library Manager's Report. Kerri shared a letter from Peace Library System that now allows full access to library services to people living on First Nations Reserves. Marilyn Frostad made a motion to accept the report as information. Carried.
- 8.0 **New Business**
  - 8.1 Shauna Roberts sent a letter of resignation from the Library Board which was accepted regretfully by the Board.
  - 8.2 Election of a Board Secretary has been tabled to the October meeting. Kerri Danner offered to record minutes until a new secretary is elected.
  - 8.3 2017 Budget Review  
The 2017 Library Budget was reviewed by the Board. **MOTION: Scott Biggin made a motion to approve the 2017 Library Budget as presented and for Library Manager, Kerri Danner to submit the budget to the M.D. of Greenview No. 16 and Town of Valleyview for council review and approval. The motion was seconded by Les Urness. All in favour. Motion Carried.**
  - 8.4 Diversity Policy: A draft of the new 401.1 Diversity Policy was reviewed and discussed. **MOTION: Tanya Boman made a motion to approve the First Reading. All in favour. Carried.**
  - 8.5 Electronic Motions Policy: Discussion to draft a policy for electronic motions was held. Kerri Danner will draft a policy for review at the October board meeting.
  - 8.6 Approval to purchase computers: The Library received funds from the CALC for office rental and use of office equipment. **MOTION: Tanya Boman made a motion to allow Kerri Danner to use these funds to purchase six new computers for the public work stations and three new staff computer systems. Marilyn Frostad seconded the motion. All in favour. Motion carried.**
  - 8.7 Online access to ATB Debit Card Account. Kerri Danner requested the board allow online banking access to the ATB Debit Card deposit account to allow for convenient


transaction reconciliation. **MOTION: Tanya Boman made a motion to allow Kerri Danner online banking access to the Alberta Treasury Branch deposit account. Les Urness seconded the motion. All in favour. Motion carried.**

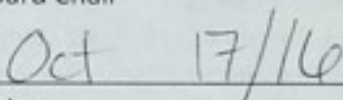
**9.0 Trustee Comments:**


- 9.1 M.D. of Greenview, Les Urness will be attending the AUMA and AMDC Conferences coming up soon.
- 9.2 Town of Valleyview, Tanya Boman will attend the Peace Library System Regional Library Conference on September 22 and 23. Tanya spoke for a few minutes about the HEART Conference.
- 9.3 Marilyn Frostad requested a letter for Pembina as Pembina employees who volunteer on Boards can apply for a donation for the organizations they volunteer for.
- 9.4 Trustees completed their honorarium sheets.

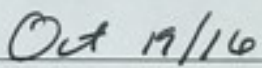
**10 Date of next meeting: Wednesday, October 19, 2016 at 5:30 p.m.**

**11.0 Tanya Boman made a motion to adjourn the meeting at 6:33 p.m. Meeting Adjourned.**

  
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Board Chair

  
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Date

  
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Recording Secretary

  
\_\_\_\_\_  
Date