

**Valleyview Library Board  
Meeting Minutes  
Wednesday, May 22, 2019  
5:30 p.m.**

*In attendance:* Adam Norris, Marilyn Douglas, Kelli Reimer, Tanya Boman, Debbie Wedel, Shawn Acton, Louis Joseph, Kerri Danner, Christen Trofimenkoff.

*Regrets:* Debbie Stewart, Scott Biggin

*Guests:* Jake Drozda

1. **Call to order/Welcome Guests** – Meeting was called to order by Adam Norris at 5:32 p.m.
2. **Acceptance of Agenda** – Shawn Acton made a MOTION to accept the agenda as amended adding 7.1.4 Janitorial Contract. Louis Joseph seconded. All in favour. Carried.
3. **Adoption of Minutes** – Debbie Wedel made a MOTION to accept the minutes of the January 16, 2019 meeting. Shawn Acton seconded. All in favour. Carried.
4. **Financial Report** – The Board reviewed the financial statements for April. Tanya Boman made a MOTION to accept the reports as information. All in favour. Carried.
5. **VCLC Manager's Report** – Christin Trofimenkoff presented her written reports and financial statements. Shawn Acton made a MOTION to accept the reports as information. All in favour. Carried. Christin Trofimenkoff left the meeting.
6. **Library Manager's Report** – Kerri Danner presented her written report. Tanya Boman mentioned potential partnerships with organizations like Greenview FCSS to target kids who visit the library after school. Louis Joseph made a MOTION to accept the report as information. All in favour. Carried.
7. **Business:**
  - 7.1. **2020-2023 Plan of Service** – The final draft of the 2020-2023 Plan of Service was reviewed. Shawn Acton made a motion to approve the Plan of Service and submit it to the Public Library Services Branch, Alberta Municipal Affairs. Debbie Wedel seconded the motion. All in favour. Carried.
  - 7.2. **Policy Updates**

Section 501.4.3 Borrower's Card Fees requires revision to reflect decision whether to maintain offering free library memberships.

**Revised Policy will read:** "c) a borrower's application shall be dated and signed by the applicant or parent/guardian of applicants under 16 years of age."

**In Schedule B: Borrower's Card Fees** Fee structure will be revised to reflect that there is no charge for local library memberships. The fee for Temporary Residents will remain at \$30.00 per year. Kelli Reimer made a motion to approve First Reading of Policy Section 501.4.3 and Schedule B: Borrowers' Card Fees. Debbie Wedel seconded the motion. All in favour. Carried.

Shawn Acton made a motion to approve Second Reading of Policy Section 501.4.3 and Schedule B: Borrowers' Card Fees. Louis Joseph seconded the motion. All in favour. Carried. Third Reading will take place at next meeting.

**7.3. Manager Evaluations** – Kerri Danner was excused from the meeting while the Trustees discussed Manager Evaluations. The Personnel Committee (Adam Norris, Tanya Boman, Scott Biggin) completed a positive review for Christin Trofimenkoff. It was decided that a formalized process for evaluation and feedback was needed for the Library Manager position as well. The evaluation would include annual managerial goals and professional development, evaluation and feedback and occur on an annual basis with a set date. Kelli Reimer offered to bring the Alberta Health Services evaluation to the board to see if it can be modified to work for the board. If not, the possibility was discussed to hire an HR profession to assist. Kerri Danner returned to the meeting.

**7.4. Janitorial Position** – Leslie Hammon has given notice to resign from her position as janitor for the Library and Gallery effective May 31, 2019. The position was advertised in the local paper and three resumes were received. Debbie Wedel made a motion to form a hiring committee. Kelli Reimer seconded. All in favour. Carried. Hiring committee will consist of Adam Norris, Tanya Boman and Louis Joseph. Resumes will be reviewed and a candidate chosen prior to May 31, 2019.

**8. Trustee Comments:**

**MD of Greenview #16** – Shawn Acton – MD is continuing working on getting the Grande Cache absorbed. The Interim CAO is now the permanent CAO.

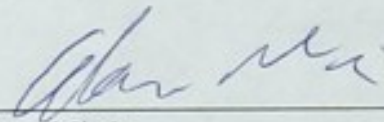
**Town of Valleyview** – Tanya Boman reported that the Town is still looking for a CAO.

**Board Trustee Comments** – Marilyn Douglas reported that she is resigning from the board effective May 22, 2019 as they are moving to High Prairie. Adam Norris thanked Marilyn for her service on the Board. Marilyn will submit a written letter of resignation.

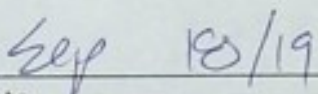
**9. Honorarium Sheets** – Trustees submitted honorarium sheets.

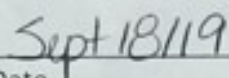
**10. Next Meeting** – Wednesday, June 19, 2019 at 5:30 p.m

**11. Adjournment** – Tanya Boman made a MOTION to adjourn at 6:26 p.m. All in favour. Adjourned.

  
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Board Chair

  
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Secretary

  
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Date

  
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Date