

**Valleyview Library Board
Meeting Minutes
Wednesday, August 19, 2020
5:30 p.m.**

In attendance: Adam Norris, Kelli Reimer, Shawn Acton, Louis Joseph, Debbie Stewart, Kerri Danner, Christen Trofimenkoff.

Regrets: Debbie Wedel, Scott Biggin, Tanya Boman

Guests: Tom Burton (MD of Greenview #16), Ben Berlinguette (Town of Valleyview CAO), Rod Pepper (Town of Valleyview Council)

1. **Call to order/Welcome Guests** – Meeting was called to order by Adam Norris at 5:36 p.m.
2. **Acceptance of Agenda** – Shawn Acton made a MOTION to accept the agenda. All in favour. Carried.
3. **Adoption of Minutes** – Debbie Stewart made a MOTION to accept the minutes of the February 12, 2020 meeting. All in favour. Carried.
4. **Guest Presentation: Tom Burton, MD of Greenview # 16 Council and Vice-Chair of MD of Greenview #16 Library Board** – Tom Burton presented a draft Memorandum of Agreement (MOA) between the Town of Valleyview Library Board and the MD of Greenview #16 Library Board. Debbie Stewart made a MOTION to accept the MOA as presented. Louis Joseph seconded the motion. All in favour. Carried. Tom Burton left the meeting.
5. **VCLC Manager's Report** – Christin Trofimenkoff presented her written reports and financial statements. Christin presented amended policy handbook. First Reading was tabled until the September meeting. Shawn Acton made a MOTION to accept the reports as information. All in favour. Carried. Christin Trofimenkoff left the meeting.
6. **Financial Report** – Kerri Danner presented the July financial statements. Louis Joseph inquired about costs incurred due to the COVID-19 pandemic. Kerri has been keeping track of expenses related to the pandemic and will inform the Board of the costs to date at the next meeting. Louis Joseph made a MOTION to accept the report as information. All in favour. Carried.
7. **Library Manager's Report** – Kerri Danner presented her written report and correspondence from Alberta Municipal Affairs regarding the Board's submission to the Excellence in Library Services Award. There were 48 submissions received, our Library did not receive an award this year. Louis Joseph made a MOTION to accept the report as information. All in favour. Carried.
8. **Topics for Discussion:**

No additional topics were added to the agenda.
9. **Action Items:**
 - 9.1. **Ratify approved E-Motion to approve Pandemic Policy** – Debbie Stewart made a MOTION to ratify the E-Motion approved via email to approve the Pandemic Policy. All in favour. Carried.

- 9.2. **Ratify approved E-Motion to approve COVID-19 Re-Opening Plan** – Shawn Acton made a MOTION to ratify the E-Motion approved via email to approve the COVID-19 Re-Opening Plan.
- 9.3. **Operational Model Review** – The Town of Valleyview would like to divest from the Library and refrain from providing bookkeeping, payroll, benefits, and other services. The Town would like the Library to operate independently as of January 1, 2021. The Town would enter into a Memorandum of Agreement (MOA) with the Library Board to provide an annual funding appropriation to the Library Board for the operation of the Library. Adam Norris outlined two options for the Library to continue operating in compliance with the Libraries Act. It was decided that remaining as a Municipal Library Board operating under the Town of Valleyview was the best option at this time. Shawn Acton made a MOTION to create and MOA between the Library Board and the Town of Valleyview based on remaining a Municipal Library Board under the Town of Valleyview. Adam will follow up with Ben Berlinguette. Rod Pepper and Ben Berlinguette left the meeting.
- 9.4. **Review Budget 2021** – Kerri Danner presented the first draft of the 2021 Budget for review. Depending upon funding provided from the Town and MD, budget cuts may be necessary. Cuts to funding will affect staffing levels, service hours services and programming we are able to provide. Budget approval was tabled to the September meeting.
- 9.5. **Review/Approve Grant Request to Alberta Municipal Affairs** – Kelli Reimer made a MOTION to approve and submit the 2020 Statement of Receipts and Disbursements and Operating Grant Application to Alberta Municipal Affairs, Public Library Services Branch for the annual operating grant of \$16,650. In response to COVID-19, half of this grant \$8,325.00 was already provided from Municipal Affairs in July, the remainder will be paid once the grant application is received.

MD of Greenview #16 – Shawn Acton – Shawn Acton assisted the Fox Creek Library with their move into their new space in the Fox Creek Multiplex.

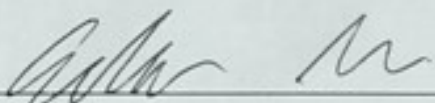
Town of Valleyview – n/a

Board Trustee Comments – No additional comments

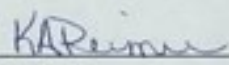
10. **Honorarium Sheets** – Trustees submitted honorarium sheets.

11. **Next Meeting** – Wednesday, September 23, 2020 at 5:30 p.m.

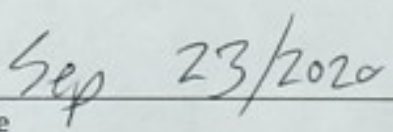
12. **Adjournment** – Kelli Reimer made a MOTION to adjourn at 7:23 p.m. All in favour. Adjourned.



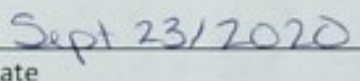
Board Chair



Secretary



Date



Date