

**Valleyview Library Board
Meeting Minutes
Wednesday, September 23, 2020
5:30 p.m.**

In attendance: Adam Norris, Kelli Reimer, Shawn Acton, Scott Biggin, Tanya Boman, Debbie Stewart, Debbie Wedel, Kerri Danner, Christen Trofimenkoff.

Regrets: Louis Joseph

1. **Call to order**– Meeting was called to order by Adam Norris at 5:37 p.m.
2. **Acceptance of Agenda** – Debbie Wedel made a MOTION to accept the agenda. All in favour. Carried.
3. **Adoption of Minutes** – Shawn Acton made a MOTION to accept the minutes of the August 19, 2020 meeting. All in favour. Carried.
4. **VCLC Manager’s Report** – Christin Trofimenkoff presented her oral report. Christin presented amended policy handbook. First Reading was tabled until the September meeting, approval has been tabled to the November meeting. Debbie Stewart made a MOTION to accept the reports as information. All in favour. Carried. Christin Trofimenkoff left the meeting.
5. **Financial Report** – Debbie Wedel presented the August financial statements. Tanya Boman made a MOTION to accept the report as information. All in favour. Carried.
6. **Library Manager’s Report** – Kerri Danner presented her written report including information on expenses incurred due to COVID-19 and funds not expended due to reduced service hours/closures due to COVID-19. Progress report towards separating finances from the Town of Valleyview included setting up accounting software, banking arrangements. Kerri informed the board of a new partnership between Alberta Lung Association and Library Systems to provide libraries with Radon Detection Kits to be loaned out to community. Kerri informed the board that our library has been approved for an Indigenous Library Services grant for a short film project that will educate and preserve Indigenous knowledge, culture and skills. Kelli Reimer made a MOTION to accept the report as information. All in favour. Carried.
7. **Topics for Discussion:**

No additional topics were added to the agenda.
8. **Action Items:**
 - 8.1. 2021 Budget Review/Approval – The Board reviewed the 2021 Budget. This budget is an 8.7% reduction from the 2020 budget to reflect the amount of funding that will be provided by the MD of Greenview and Town of Valleyview. The budget cut will result in a reduction of service hours and staffing levels including no longer providing Saturday service hours. Tanya Boman and Shawn Acton will speak to their respective councils to inquire whether funds allocated in the 2020 budget that were not expended due to COVID-19 could be kept as library reserves for 2021. With the Library Board operating separately from the Town of Valleyview, it was

determined that building reserves kept in cashable GICs would be financially prudent. Debbie Wedel made a MOTION to accept the budget as presented and submit a funding appropriation request to the Town of Valleyview and MD of Greenview for January 2021. Shawn Acton seconded the MOTION. All in favour. Carried.

8.2. MOU – Town of Valleyview – Review of MOU agreement submitted to the Town of Valleyview by Adam Norris.

9. General Discussion

9.1. MD of Greenview – Shawn Acton had nothing to report.

9.2. Town of Valleyview – Tanya Boman was awarded a 5-year service award for sitting on the Peace Library System Board. The Recreation Department is still planning to have a Town Christmas Tree Light Up, Fireworks Display and Christmas Parade in December. No Town Christmas party this year.

10. Next Meeting – Wednesday, November 18, 2020 at 5:30 p.m.

11. Adjournment – Tanya Boman made a MOTION to adjourn at 6:43 p.m. All in favour. Adjourned.

Adam Norris

Board Chair

Kelli Reimer

Secretary

Nov 18/20

Date

Nov 18/20

Date

Approved @ online Board meeting
held Nov. 18/20. Debbie Stewart
MOTION to accept. All in favour.
Carried.