

Valleyview Library Board
Meeting Minutes
Wednesday, February 24, 2021 @ 5:30 p.m.

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

Regrets: Scott Biggin

1. **Call to order**– 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. All in favour. Carried.
3. **Adoption of Minutes** – Debbie Wedel made a MOTION to accept the minutes of the January 20, 2021 meeting. All in favour. Carried.
4. **VCLC Manager's Report** – Christin Trofimenkoff presented her report and financial statements. Christin shared a quote for video production costs to film a video explaining VCLC programs targeted at low literacy or ESL/ELL students who may not be seeing conventional print advertising. There was a short discussion and the Board agreed to have Christin continue working on this project. Tanya Boman made a MOTION to accept the reports as information. All in favour. Carried. Christin Trofimenkoff left the meeting at 6:25 p.m.

Kelli Reimer left the meeting at 6:35 p.m., Kerri Danner resumed taking minutes in her absence.

5. **Financial Report** – Kerri Danner presented the January financial statements. Debbie Stewart made a MOTION to accept the reports as information. All in favour. Carried.
6. **Library Manager's Report** – Kerri Danner presented her report. Louis Joseph made a MOTION to accept the report as information. All in favour. Carried.
 - 6.1. **Annual Report Review/Approval** – Kerri Danner presented the Annual Report for 2020 for submission to Alberta Municipal Affairs, Public Library Services Branch (PLSB). As expected, due to COVID-19, lower in-person visits and services resulted, however, virtual services and curbside/contact-free services remained in good use. Shawn Acton made a MOTION to approve the 2020 Annual Report and have Kerri Danner submit the report to the PLSB.

Tanya Boman had to leave the meeting at 7:00 p.m.

7. Topics for Discussion:

- 7.1. **Management Review** – Adam Norris asked Kerri Danner to leave the meeting to discuss the Library Director's annual review from the Personnel Committee. Kerri Danner left the meeting. Debbie Wedel made a MOTION to accept Personnel Committee management reviews and to approve salary increase to the next increment on the Library Director's salary grid for Kerri Danner. Debbie Stewart made a MOTION to accept Personnel Committee review and raise for Christin Trofimenkoff. Motions seconded by Louis Joseph. All in favour. MOTIONS carried. At 7:19, Kerri Danner returned to the meeting.

8. Action Items:

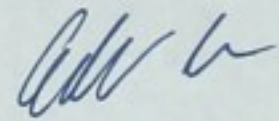
- 8.1. 2021 Insurance Quote Review** – Kerri Danner presented two quotes for insurance for the Library for contents and general liability. The Board was previously insured through AUMA/Munix under the Town of Valleyview in 2020. For 2021, AUMA quoted \$5268 for the same level of coverage. As this was a considerable increase over the \$2500 budgeted for 2021, Kerri Danner requested a quote from Rural Municipalities Association/RMA Insurance who quoted \$2397. Shawn Acton made a MOTION to accept the quote from RMA Insurance. Debbie Stewart seconded the motion. All in favour. Carried.
- 8.2. Board Self-Evaluation** – Adam Norris instructed all trustees to complete the board self-evaluation form and return to Kerri Danner prior to the next meeting.

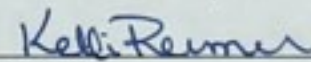
9. General Discussion

- 9.1. Town of Valleyview - Prior to her departure at 7:00 p.m., Tanya Boman encouraged everyone to visit the Town website and complete the Canadian Fibre Optic survey about high speed internet and stressed the importance of this much-needed service for our community.
- 9.2. Shawn Acton – reported that he has contacted Tom Burton regarding the financial appropriation due to the Town of Valleyview for 2020 and will continue following up on this.
- 9.3. Trustee Comments – no further comments

10. **Set Date for next meeting** – Wednesday, March 17, 2021 at 5:30 p.m.

11. **Adjournment** – Louis Joseph made a MOTION to adjourn at 7:28 p.m. All in favour. Adjourned.


Adam Norris
Board Chair *online meeting*


Kelli Reimer
Secretary

Mar 17/21
Date

Mar 17/21
Date