

**Valleyview Library Board  
Meeting Minutes  
Wednesday, January 20, 2021 @ 5:30 p.m.**

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

*Regrets: Shawn Acton, Louis Joseph*

1. **Call to order**– Meeting was called to order by Adam Norris at 5:39 p.m.
2. **Acceptance of Agenda** – Debbie Wedel made a MOTION to accept the agenda with changes/additions. 4. VCLC Manager Report moved to top of agenda to allow Christin Trofimenkoff to leave at 6 p.m.; Addition of 7.2 Manager Reviews; and 7.3 Payroll. All in favour. Carried.
3. **Adoption of Minutes** – Debbie Stewart made a MOTION to accept the minutes of the November 18, 2020 meeting. All in favour. Carried.
4. **VCLC Manager’s Report** – Christin Trofimenkoff presented her report. Christin shared her manager goals for 2021. Tanya Boman made a MOTION to accept the reports as information. All in favour. Carried. Christin Trofimenkoff left the meeting.
5. **Financial Report** – Kerri Danner presented the December financial statements. Scott Biggin made a MOTION to accept the reports as information. All in favour. Carried.
6. **Library Manager’s Report** – Kerri Danner presented her report. Debbie Stewart made a MOTION to accept the report as information. All in favour. Carried.
7. **Topics for Discussion:**
  - 7.1. **PLSB 2020 Library Operating Grant/Town of Valleyview Request** – The Town of Valleyview has requested the second half of the PLSB 2020 Library Operating Grant from the Library Board. After discussion, Scott Biggin made a MOTION for Adam Norris to contact the Town of Valleyview to discuss this request. Seconded by Debbie Wedel. All in favour. Carried.
  - 7.2. **Manager Review** – Tanya Boman made a MOTION to create a Human Resources Committee to organize annual performance reviews for the Library Manager and VCLC Manager positions. Debbie Wedel seconded the motion. All in favour. Carried. Tanya Boman and Adam Norris have volunteered to sit on the HR Committee. Adam will inquire whether Louis Joseph or Shawn Acton would also be interested in sitting on this committee.
  - 7.3. **Payroll** – Kerri Danner reported that the Ceridian payroll service is now in place for processing the Library payroll. The first payroll run was submitted on Friday, January 15 and will be withdrawn from the Library bank account on Friday, January 22, 2021. The payroll will run on a bi-weekly schedule. Adam Norris requested that the Library and VCLC time sheets be sent to the Board for review prior to each pay run.

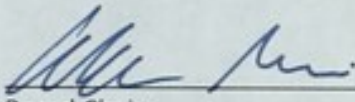
8. **Action Items:**

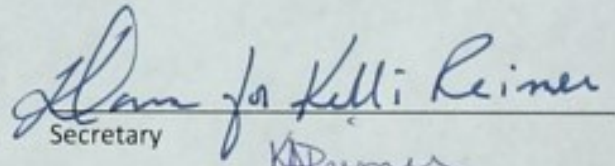
8.1. **ALTA Membership** – Adam Norris followed up on whether the ALTA 2021 membership had been renewed. Kerri Danner reported that the membership had been paid/renewed for the year.

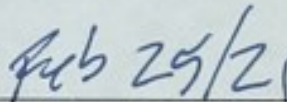
9. **General Discussion** – Nothing to report/discuss from trustees

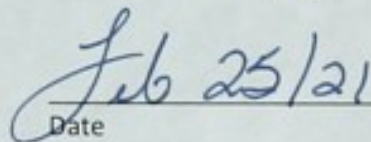
10. **Set Date for next meeting** – Wednesday, February 24, 2021 at 5:30 p.m.

11. **Adjournment** – Scott Biggin made a MOTION to adjourn at 6:43 p.m. All in favour. Adjourned.

  
Board Chair

  
Secretary  
K Reimer

  
Date

  
Date