

**Valleyview Library Board
Meeting Minutes
Wednesday, March 16, 2022 @ 5:30 p.m.**

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

Regrets: Scott Biggin

1. **Call to order**– Meeting was called to order by Adam Norris at 5:35 p.m.
2. **Acceptance of Agenda** – Tanya Boman made a MOTION to accept the agenda with additions of 7.2 Library Director Evaluation and 7.3 Public Computers. All in favour. Carried.
3. **Adoption of Minutes** – Louis Joseph made a MOTION to accept the minutes of the January 19, 2022 meeting. All in favour. Carried.
4. **VCLC Manager's Report** – Christin Trofimenkoff presented her report and financial statements. There is a gap in services for families with children under 6 years old. Christin reported that she has applied for additional grant funding to extend services in the community. We should know by the end of March if the grant request is approved. VCLC and the Library are part of the Walking with Families Collaboration (WWFC) group and Christin has been arranging meetings to allow local organizations to collaborate to plan programming to avoid duplication and increase community capacity. The group will be publishing a monthly calendar with all community events that will be distributed around town and posted on the WWFC and Valleyview Online pages. Debbie Stewart made a MOTION to accept the report as information. All in favour. Carried. Christin Trofimenkoff left the meeting at 6:20 p.m.
5. **Financial Report** – Kerri Danner presented the current financial statements. Debbie Wedel made a MOTION to accept the Financial Reports as presented. All in favour. Carried.
6. **Library Manager's Report** – Kerri Danner presented her report. Staff First Aid tickets will expire in June 2022, so plans will be made to get all staff re-certified. The MD of Greenview Library Board has put forward Judy Smith as a potential Library Trustee. A letter from the Board will be sent to Town Council requesting that Judy Smith be approved as a trustee by council. Louis Joseph made a MOTION to accept the report as information. All in favour. Carried.
7. **ACTION ITEMS**
 - 7.1. **Board Annual Self-Evaluation** – Adam Norris collected responses to the Board self-evaluation by online survey. The results show that the Board is accomplishing their goals for the Library. Interest was expressed to host the September meeting at the Northern Lakes College Campus to allow the Board to tour the VCLC office/classroom. Kerri Danner will contact the college to see if this is a possibility.
 - 7.2. **Library Director Evaluation** – The Personnel Committee completed an annual evaluation for Kerri Danner prior to the meeting and reviewed the Director's 2021 goals & results and new goals for 2022. The Personnel Committee expressed satisfaction with the Director's performance and goals.

- 7.3. **Public Computers** – Kerri Danner informed the Board that the 5-year old public computers are reaching the end of their functional life. Three out of the six machines are now unusable. Kerri obtained a quote from Peace Library System to purchase two new machines for \$1,738.90. Debbie Wedel made a MOTION to purchase two computers through Peace Library System. Tanya Boman seconded the motion. All in favour. Carried.
- 7.4. **Letter from PLS regarding Utility Costs** - Carolyn Kolebaba, Chair of the Peace Library System Board forwarded a letter that they sent to local municipalities encouraging them to petition the Alberta Utilities Commission to review the fees for power distribution which have increased exponentially. Tanya Boman informed the Board that the Town of Valleyview had sent a letter and made a MOTION that the Board also send a letter. Kelli Reimer seconded the motion. Kerri Danner will draft and send a letter using the template provided by PLS.

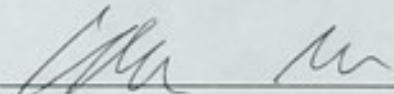
8. Topics for Discussion

- 8.1. **EBSCO Solar Grant** – Kerri Danner informed the Board of a grant opportunity through EBSCO Canada, that would cover purchase and installation of solar panels to help libraries offset power costs and lower environmental impact. Adam Norris discussed the grant with Pat Brothers from the Town. Pat Brothers asked about potential maintenance/upkeep for the system and concern over possible damage to the Library roof. Tanya Boman made a MOTION for Kerri Danner to continue research and apply for the grant and if we are successful, we will contact the Town to create a letter of agreement. Kelli Reimer seconded the motion. All in favour. Carried.
- 8.2. **PLS Director Visit** – Louisa Robison, the Director for Peace Library System, has recently completed visits to member municipality councils to let councils know how being PLS membership helps member libraries and the communities they serve. Louisa inquired if the Library Board would like to have her attend a meeting for a brief presentation. It was agreed to Kerri Danner to issue an invitation for her to attend our May meeting.
- 8.3. **Trustee Comments** – Debbie Wedel inquired how the extended library hours had gone. Kerri Danner informed her that during the new hour trial period, only two people had tried to access the library from 6-7 p.m. Louis Joseph visited the Library in February to look at the program room counter tops as discussed at the January meeting. It was decided that new public computers were a higher priority at this time. Debbie Wedel suggested having a barbecue for the May meeting. It was agreed that a barbecue would be held. Kerri Danner will make plans and get back to the Board before May.

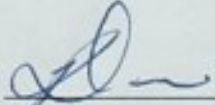
9. **Set Date for next meeting** – Wednesday, May 18, 2022 at 5:30 p.m.

10. **Adjournment** – Tanya Boman made a MOTION to adjourn at 7:16 p.m. All in favour. Adjourned.

APPROVAL – MINUTES NOT YET APPROVED



 Chair

 for Kelli Reimer

 Secretary

 Sep 30/22

 Dated

 Sep 30, 2022

 Dated