

**Valleyview Library Board**  
**Meeting Minutes**  
**Wednesday, March 15, 2023 @ 5:30 p.m.**

*In attendance: Adam Norris, Kelli Reimer, Debbie Stewart, Louis Joseph, Scott Biggin, Judy Smith, Debbie Wedel, Tanya Boman, Kerri Danner, Christin Trofimenkoff*

1. **Call to order**– Meeting was called to order by Adam Norris at 5:36 p.m.
2. **Acceptance of Agenda** – Louis Joseph made a MOTION to accept the agenda with additions of 7.1 – Chair Duties. All in favour. Carried.
3. **Adoption of Minutes** – Debbie Wedel made a MOTION to accept the minutes of the January 25, 2023 meeting. All in favour. Carried.
4. **VCLC Manager’s Report** – Christin Trofimenkoff presented her report. Christin opened a savings account. Judy Smith made a MOTION to accept Christin’s reports as information. All in favour. Carried. *Christin Trofimenkoff left the meeting at 6:06 p.m.*
5. **Financial Report** – Kerri Danner presented the current financial statements. Tanya Boman inquired about using e-transfers as a payment method. Tanya Boman made a MOTION to allow Kerri Danner to continue to make payments via e-transfer provided they are under \$500, as per current payment policy. Kelli Reimer seconded the MOTION. Kerri Danner will look into requirements for two-signors for e-transfer amounts over \$500. Debbie Stewart made a MOTION to accept the Financial Reports as presented. Louis Joseph seconded. All in favour. Carried.
6. **Library Manager’s Report** – Kerri Danner presented her report. The Public Library Services Branch announced that libraries will be getting an increase to their operating grants for 2023. Tanya Boman made a MOTION to accept the report as information. All in favour. Carried.
7. **TOPICS FOR DISCUSSION**
  - 7.1. Policy Handbook Review – Kerri Danner asked the Board if they would like to review the Policy Handbook via committee or as a Board. There was a consensus that it would be most beneficial to complete the review process with the whole Board. Kerri will share the Policy Handbook via Google Docs for trustees to review/edit/comment on policy which will then be read and approved at regular board meetings.
  - 7.2. Board Chair Duties – Chair, Adam Norris, will be away on a vacation beginning May 1, 2023. Vice-Chair, Debbie Stewart agreed to step in to fulfill duties of Chair while Adam is away. Adam Norris agreed to let his name stand as Chair, if there are no other volunteers or nominations at the AGM on May 31, 2023. Secretary, Kelli Reimer, agreed to stand-in on the Personnel Committee for Christin Trofimenkoff’s annual evaluation in June.
8. **General Discussion**
  - 8.1. Town of Valleyview – no additional comments. Tanya Boman left the meeting at 6:30.
  - 8.2. MD of Greenview Library Board – Judy Smith inquired whether our Library had a DAISY reader available to the public. Kerri Danner reported that we do have a machine that can be lent out for people to try out and we can assist them with ordering their own machine if needed. Judy

Smith was also approached by a community member about the possibility of the Library re-opening on Saturdays. Debbie Wedel and Kelli Reimer agreed to volunteer to ensure at least two people are on-site during open hours. Kerri Danner will meet with staff and arrange a schedule to start Saturday service after the long weekend in April.

8.3. Trustee comments – no additional comments.

9. **Next Meeting:** Regular Board Meeting/Policy Review - Thursday, May 4, 2023 at 5:30 p.m.  
Annual General Meeting, Tentative Date, Wednesday, May 31, 2023

10. **Adjournment** – Judy Smith made a MOTION to adjourn at 6:50 p.m. All in favour. Adjourned.

Kerri Danner  
Chair

K Reimer  
Secretary

May 4 / 2023  
Dated

May 4 / 2023  
Dated