

**Valleyview Library Board  
Meeting Minutes  
Wednesday, May 4, 2023 @ 5:30 p.m.**

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

1. **Call to order**– Meeting was called to order by Vice-Chair, Debbie Stewart 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 March 15, 2023 meeting. All in favour. Carried.
4. **VCLC Manager's Report** – Christin Trofimenkoff presented her report. Judy Smith made a MOTION to accept Christin's reports as information. All in favour. Carried. Christin is looking into the cashable GIC agreement. Tanya Boman made a MOTION to add Scott Biggin onto the VCLC bank account signing authority, along with Adam Norris, Debbie Wedel, and Christin Trofimenkoff. All in favour. Carried. Christin will talk to BMO to get the paperwork amended. *Christin Trofimenkoff left the meeting at 5:48 p.m.*
5. **Financial Report** – Kerri Danner presented the current financial statements. Tanya Boman made a MOTION to accept the Financial Reports as presented. Debbie Wedel seconded. All in favour. Carried.
6. **Library Manager's Report** – Kerri Danner presented her report. Kelli Reimer made a MOTION to accept the report as information. All in favour. Carried.
7. **TOPICS FOR DISCUSSION**
  - 7.1. MD of Greenview Library Board Invitation to attend June meeting in Debolt  
Judy Smith invited the Board and Library Manager to attend an upcoming meeting of the MD of Greenview Library Board in Debolt in June to discuss Plan of Service planning. Kerri Danner will attend.
  - 7.2. Review Policy Handbook – Section 300  
The Board reviewed Section 300, which had been amended and updated as follows:  
300.2 – Amend/Remove 'committee' as the Board reviews the financials as a whole, not via a committee.  
301.4 – Change wording from 'grant' to 'Annual Funding Appropriation'.  
302 – Removed sentence "The Library Coordinator shall record revenue as it is earned necessitating the establishment and collection of accounts receivable." Will now read: " The Library Manager will use standard approved accounting procedures to record revenue and expenses."  
302.2 – Change wording from 'grant' to 'Annual Funding Appropriation'  
303 – Updated to reflect new methods and procedures for paying invoices and receiving fund (EFTs, E-transfers and online payments)  
303.2 – Removed as it no longer applies

303.4 – Reviewed and updated rate schedule

304.2 – Change wording to reflect requirements as per Libraries Act.

308 – Attach current Chart of Accounts

Attach updated Schedule for Travel & Accommodation Expenses with increase to mileage amount of \$0.68 per kilometer.

Tanya Boman made a MOTION to accept the **First Reading of Policy Section 300** with updates. Debbie Wedel seconded the motion. All in favour. Carried

Kelli Reimer made a MOTION to accept the **Second Reading of Policy Section 300**. Debbie Wedel seconded the motion. All in favour. Carried.

Scott Biggin made a MOTION to accept the **Third Reading of Policy Section 300**. Debbie Wedel seconded the motion. All in favour. Carried.

Debbie Wedel made a MOTION to accept the **Fourth and Final Reading of Policy Section 300 and submit same to the Public Library Services Branch**. Kelli Reimer seconded the motion. All in favour. Carried.

8. **General Discussion**

8.1. Town of Valleyview – No comments

8.2. MD of Greenview Library Board – No comments

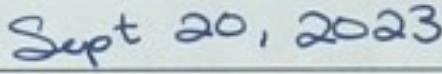
8.3. Trustee comments – No comments

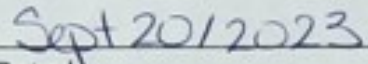
9. **Next Meeting:**        **Annual General Meeting, Wednesday, May 31, 2023 @ 5:30 p.m.  
at Sherk's RV Park with Barbecue to follow meeting**

10. **Adjournment** – Tanya Boman made a MOTION to adjourn at 6:25 p.m. All in favour. Adjourned.

  
Chair

  
Secretary

  
Dated

  
Dated