

Valleyview Municipal Library
Box 897
Valleyview, Alberta T0H 3N0
Board Meeting Minutes
Wednesday, April 16, 2014 5:30 p.m.

Attendance: Adam Norris, Scott Biggin, Judy Smith, Shauna Hadley-Roberts, Les Urness, Kerri Danner, Angela Radzikowski

Regrets: Warren Stewart

1.0 Call to Order: Chair Adam Norris called the meeting to order at 5:39 p.m.

2.0 Additions or Amendments/Adoption of Agenda: Judy Smith made motion to adopt the agenda with additions: 4.9 Correspondence and 4.10 Promo items. All in favor.

3.0 Adoption of Minutes from Last Meeting: Les Urness made motion to adopt minutes of the February 19, 2014 meeting. All in favor.

4.0 Library Manager's Report: Library Manager, Kerri Danner, presented her comprehensive report. Report was accepted as information.

4.1 Plan of Service Workshop with PLS: will be Wednesday, June 11, 3:30-5:00 with the regular Board meeting to follow at 5:30 p.m. Shauna Hadley-Roberts made motion that the Board authorizes Kerri Danner to spend up to \$100.00 for refreshments. Judy Smith seconded. All in favor.

4.2 Date for AGM: date set for Wednesday, May, 28 at 5:30 p.m. Les Urness made motion that the Board authorizes Kerri Danner to spend up to \$100.00 for refreshments. Angela Radzikowski seconded. All in favor.

4.3 Flooring Project Update: work is planned for August 2014. Summer Reading Program will be consolidated in July. Les Urness made motion to have Kerri Danner go ahead with purchasing flooring, etc. All in favor.

4.4 Pembina Grant – New Circulation Desk: information given and pictures shown for the new circulation desk that will be made at Peace River Correctional. The Pembina Grant will cover the cost.

4.5 Security System: Discussion on the security system. Scott Biggin made motion to authorize Kerri Danner to go ahead with Alexander Securities from Grande Prairie. Judy Smith seconded. All in favor.

4.6 New Social Media Policy: Kerri Danner compiled a new Social Media Policy. There is a Library Facebook page maintained by Kerri, but anyone can post on it. The new policy was perused. Les Urness made a motion to accept the first reading of the Social Media Policy. Scott Biggin seconded. All in favor.

4.7 New Library Code of Conduct/Staff Procedure: a Library Code of Conduct outlining guidelines for Library visitors and the official procedures for staff to follow were presented.

4.8 Volunteer Awards: Angela Radzikowski was presented with a FCSS Green View Certificate of Appreciation Award and gift.

4.9 Correspondence: Angela Radzikowski's letter of resignation from the Board effective the May AGM meeting. It was accepted with regret.

Information on Excellence in Library Services Award was received.

4.10 Promo Items: suggestion that clothing items, such as a jacket or vest, be purchased for retiring Board members and present Board members. It would have the Library's Logo and a way to publicize the Library.

5.0 Finance/Treasurer's Reports: Adam Norris presented the financial report which was accepted as information.

6.0 Councillor Comments:

6.1 – M.D. of Greenview: Les Urness reported that the Alberta Library Conference will be held in Jasper, April 24-26, 2014.

6.2 Town of Valleyview: not available.

6.3 Other Trustee/Staff Comments: It was stated that, for insurance purposes, the Library's collection is worth approximately \$414,000. and there are almost 22,000 items in the Library.

7.0 Date of Next Meeting: Wednesday, May 28, 2014 at 5:30 p.m. This is the Annual General Meeting and Kerri Danner will send out invitations.

8.0 Adjournment: Adam Norris adjourned the meeting at 6:29 p.m.

Chairperson

Adam Norris

Secretary

Carla S. Roberts

Date

June 11/14