

**Valleyview Municipal Library**  
**Box 897**  
**Valleyview, Alberta T0H 3N0**  
**Board Meeting Minutes**  
**Wednesday, December 16, 2012 5:30 p.m.**

**Attendance:** Grethe Jensen, Judy Brothers, Warren Stewart, Adam Norris, Ed Tollefson, Angela Radzikowski, Susanne Tremblay

**Call to Order:** Chairperson Grete Jensen called the meeting to order at 5:40 p.m.

- **Acceptance of Agenda:** Grethe Jensen added 'new chairperson' under New Business.  
Ed Tollefson was welcomed as the MD's new Councilor rep. Warren Stewart approved the agenda with the additions. All in favor.
- **Adoption of Minutes:** Judy Brothers moved to accept minutes of the October 16, 2012 meeting. All in favor.
- **Library Coordinator Report:** Susanne Tremblay presented her report. Highlights: new furniture (display case, table and carrel) arrived from the Peace River Corrections Centre; problem with intoxicated person continually coming into the library resulted in him being banned from the library; ceiling problems continue; trying to get other groups to utilize the library. Warren Stewart asked about the odor but it has not been a problem with the colder weather. Report accepted as information.
- **Finance, Treasurer's Report:** Adam Norris and Susanne Tremblay reported. Report accepted as information.
- **Committee Reports:**
- **Policy Committee:** Library Board as a whole is meeting to go through the policies.
- **Programming Committee:** Judy Brothers and Grethe Jensen decided to bring in food and a plant for the staff for Christmas. Adam Norris made motion to approve up to approve up to \$100. for expenses.  
Grethe Jensen remarked that she heard favorable comments about the

Christmas party and thanked Susanne Tremblay for all her work and suggested that it be catered next year.

- **Personnel Committee:** Grethe Jensen, Judy Brothers, Adam Norris, Warren Stewart and Ed Tollefson conducted the interviews for the new Library Coordinator.
- **Friends of the Library Report:** Grethe Jensen stated she was not at the last Friends meeting but reported that the Cash Calendar fundraiser went well. Proceeds will be spent by the Friends on items for the library.
- **Town Councilor:** Warren Stewart asked Susanne Tremblay to give a list of what the library needs to the Town Council. Roof, flooring (carpet tiles) and perhaps ipads were items that were mentioned.
- **MD Councilor:** Ed Tollefson also asked Susanne Tremblay to bring any capital needs to the MD. He also inquired if library would have need for computers or laptops when the MD recycles its old ones.
- **Old Business:** Review of Policy Manual Sections 5 and 6:
  - 502.2 Circulation of Library Resources:** c) re visitors with TAL cards, change up to 5 *items* and delete the last sentence.
  - 503.1 Access to the Internet:** delete all of a) section. Adam Norris suggested having signs to the effect that by using the computer/internet the user agrees to comply with the acceptable use standards. [section will be 'relettered']
  - 506.2 Protection of Privacy:** delete all of c). [section will be 'relettered']
  - 506.4 Confidentiality of User Records:** third 'bullet' under exceptions to access to a user's records – change age to 16 from 17 (twice in paragraph). [Susanne Tremblay will check whether the acronym is FOIP or FOIPP.]
- APPENDIX 501 A: Hours of Operation:** change Tuesday, Wednesday and Thursday closing time to 7 p.m.; add *Saturday* and change closing time for Friday and Saturday to 5 p.m.
- APPENDIX 503.1A: VML PUBLIC ACCESS COMPUTER/INTERNET GUIDELINES:** delete all of #8; delete the last two sentences of #9. [section will be renumbered]



**APPENDIX 503.1B: VML Wireless Internet Access Policy:** delete last sentence in #5

**VML ByLaws - Schedule A – Provision of Rental Space:** under **Gallery Facility:** delete all of “Usage by Not-for-Profit Organizations” section. [It is free of charge for Not-for-Profit Organizations.]

Paragraph beginning with “Additional fees may be assessed...” second sentence, change rate to \$30.00 per hour.

Policy Manual Section 600 – **ADVOCACY** deals with Public Relations, Aims and Advocacy Roles of Trustees and Staff: no changes were made.

Judy Brothers made motion to accept the Policy Manual with the changes. All in favor. After all the changes are completed, the Board members can request a paper copy and it will also be on the website.

- **New Business:**

Recruitment of new Board members: new Board members needed.

Library Coordinator Position: Adam Norris made motion to go “in camera” at 6:45 p.m. Susanne Tremblay invited to stay. Warren Stewart made motion to come out of “in camera” at 7:00 p.m.

Warren Stewart made motion to offer position of Library Coordinator to Kerri Danner. All in favor.

Quote to repaint library: Susanne Tremblay reported that in Capital Budget for 2013, \$14,000.00 to paint inside the entire library, except the Gallery.

Quote from Colin Brown of \$5950.00 for the interior. Will take approximately a week and he will not do the moving of furniture, etc.

Discussed. Adam Norris made motion to accept Colin Brown’s bid. All in favor.

Town Christmas bonus: The Town of Valleyview gives bonuses to three staff members. Susanne Tremblay asked if could purchase \$50.00 gift cards for the other two staff members. Agreed

New chairperson – chairperson resignation: letter of resignation from Grethe Jensen as chairperson was read. Warren Stewart made motion to accept Grethe Jensen’s resignation with a “heavy heart”. All in favor.

Judy Brothers made presentation to Grethe Jensen on behalf of the Board.

Judy Brothers also made presentation to Susanne Tremblay for the Library staff.

Judy Brothers nominated Adam Norris to be interim chairperson. Ed Tollefson moved nominations cease. Adam Norris is the new chairperson.

**Date for Next Meeting:** Wednesday, January 16, 2013 at 5:30 p.m.

**Adjournment:** meeting was adjourned at 7:15 p.m.

Ed Tollefson congratulated Grethe Jensen as the Library Board's chairperson, and the well-run meeting. He also complimented Susanne Tremblay for all the work she has done for the Library.

Warren Stewart expressed appreciation to Grethe Jensen and Susanne Tremblay on behalf of the Town for their accomplishments with the Library.

Chairperson Adam Norris

Secretary Angela Poljickowski

Date Jan 16/13