

## Valleyview Municipal Library

P.O. Box 896  
Valleyview, AB  
T0H 3N0

### Minutes

Meeting February 18, 2009  
5:30 PM

*In Attendance:* Harold Imes; Diane Haskell, Don Gourlay; Angela Radzikowski; Warren Stewart; Kathy Pozniak and Library Manager, Yvonne Mury

*Regrets:* none – Kelli Reimer handed in letter of resignation from the board prior to the meeting.

1.0 Call to Order: Harold Imes called the meeting to order at 5:30PM

2.0 Changes to agenda:  
none

3.0 Adoption of the Minutes: Don Gourlay moved to adopt the minutes of January 21, 2008. Angela Radzikowski seconded. Carried.

4.0 Business Arising from the Minutes

4.1 Polaris Computer System Yvonne informed the board that training was ongoing for staff.

4.2 Work Bee for installing new shelving units: Was held on Wednesday, February 4<sup>th</sup>. New shelves are now installed. Thank you to Don Gourlay, Harold Imes, Diane, Kate & Stephen Haskell for volunteering for this project.

4.3 Employee Safety – Working Alone Policies Don Gourlay will look into what would be needed and the costs to install a panic button system. Ongoing

4.4 Handicapped Access Doors - Ongoing

5.0 Financial Report. Yvonne Mury presented her financial report as of January 2009 for Expenses only. Warren Stewart moved to accept report, Don Gourlay seconded. Carried.

6.0 Library Manager's Report

Yvonne Mury read her prepared report. It covered computers; PDL report; Step Student application for 2009; Alberta Municipal Affairs Report.

Kathy Pozniak made a motion to approve the information to be sent to the Alberta Municipal Affairs for the 2009 Survey and the 2008 Annual Report. Don Gourlay Seconded.

7.0 Committee Activities

7.1 Policy: Chair Kathy Pozniak has been in consultation with Librarian Yvonne Mury about getting a PIB policy added to our policies. Kathy intends to have something prepared for the March 2009 meeting.

7.2 Programming: Chair Diane Haskell commented that the Writing Workshop held in February *Love in Letters and Lines* had a small turn-out of only six people but was enjoyed by those in attendance. Kerri Danner is hosting the Writing Workshop in March: *Dr. Seuss: A Rx for Happiness*. The workshops are not costing the library any money.

7.2.1 Mandala Workshop for March 21, 2009 is full with all 18 available spots being signed up for. Diane Haskell and the Librarian are taking names to see if there is enough interest to warrant offering a second workshop on April 4<sup>th</sup>, 2009

7.3 Personnel: Chair Harold Imes informed the board the Personnel Committee met to do a salary Review. It was decided that all positions except for the Librarian's position, which has already had several reviews and increases, should have an increase in pay as follows:

Pat Mably shall be moved to Level 2A VII at \$17.27 per hour from Level 1A II at \$14.09

Inga Bond and Petra Hoentgesberg to Level 1A VII at \$12.97 per hour

Kim Kingdon Level 1A II at \$12.04 per hour

Step Student to increase to \$10.30 per hour.

**Reference:** Valleyview Municipal Library Hourly Salary Grid as of January 16, 2008

Yvonne Mury and Diane Haskell enquired if the increase in wage rates would still allow enough money in the wage budget to hire the advertised 20 hour position. Harold Imes assured that the 20 hour a week job was taken into consideration when calculating the pay increases. The increases are in line with market rates.

Diane Haskell reminded the board that after the full programs of the summer of 2008, and the consequent turning away of children from the Laugh Out Loud summer reading club, we had wondered about the possibility of hiring a second STEP student for the summer of 2009. Yvonne Mury said she would look into the possibility.

Don Gourlay made a motion that the new pay rates will be in effect starting March 1, 2009. Angela Radzikowski seconded. Carried

7.4 Finance: Chair Don Gourlay will look over the budget for 2009 once it has been finalized.

8.0 Friends of the Library Had their application returned because of unsatisfactory information in some areas and will need to re-submit it to the Provincial Corporate Affairs.

#### 9.0 Councillor Comments

MD of Greenview: Don Gourlay had nothing to report

Town of Valleyview: Warren Stewart – Peace Airshed Association has a poster contest.

#### 10.0 New Business

10.1 Goals for 2009. In short, the major goals for the board in 2009 are:

- (1) Policy Manual updated and submitted to the government no later than June 2009.
- (2) Staff working alone – safety policies such as panic button(s) installed.
- (3) Fully accessible entry doors for those with disabilities.

10.2 Plans for the AGM. It was decided to invite members of the Friends of the Library Group to attend the March 2009 board meeting with the hope of a plan to encourage members of the public, representatives from the M.D. of Greenview and the Town of Valleyview to attend the library's Annual General Meeting which, historically, has had a very poor attendance by members of the community despite advertising the in the Valley Views.



11.0 Correspondence

PLS sent notice that a grant from the MD Greenview based on 2005 figures with an allotment of \$3,455.98 by Linda Duplessis.

Kelli Reimer sent in a letter of resignation from the board.

Diane Haskell instructed by the board to send a Thank You letter to Kelli Reimer.

12.0 Board Working Calendar – additions/deletions

12.1 Board meeting March 18, 2009 6:30 PM

13.0 In camera Session

Angela Radzikowski made a motion to go in camera at 7:03 PM Don Gourlay seconded.

Angela Radzikowski made a motion to go out of camera at 7:20 PM Warren Stewart seconded.

14.0 Date of Next Meeting

March 18, 2009 6:30 PM

15.0 Adjournment

Meeting adjourned at 7:22 PM by Harold Imes

Chair H. K. Imes

Secretary H. Haskell

Date March 18, 2009