

**Valleyview Municipal Library**  
**P.O. Box 896**  
**Valleyview, Alberta**  
**T0H 3N0**  
**Board Minutes**  
**Wednesday, January 13, 2010 6:15 p.m.**

In Attendance: Diane Haskell, Don Gourlay, Warren Stewart, Kerri Danner, Angela Radzikowski

Regrets: Harold Imes, Susanne Tremblay

1.0 Call to Order: Diane Haskell called the meeting to order at 6:25 p.m.

2.0 Changes to Agenda: Don Gourlay made motion to accept the agenda. Angela Radzikowski seconded.

3.0 Adoption of Minutes: Diane Haskell moved adoption of November 20, 2009 regular Board meeting minutes. Angela Radzikowski seconded.

4.0 Business Arising from the Minutes:

4.1 Community Survey: Patron Satisfaction Surveys (one also for senior patrons) were presented. Kerri Danner set it up and was thanked by the Chair

4.2 Five Year Plan of Service: to be postponed until after surveys are completed.

4.3 Event to publicly welcome new Library Coordinator/unveil Donators' plaque. (Previous date of January 6<sup>th</sup> did not work). Library social will feature Susanne's Green Program and/or her 'Bookmobile' Project. Date was set for Wednesday, February 24<sup>th</sup>, from 6-8 p.m. Cake, coffee and juice will be served. Warren Stewart made motion to spend up to \$300. (including advertising) for the Social. Angela Radzikowski seconded.

4.4 Policy Manual: completed by Kerri Danner. Policy is in a binder and it is professional looking.

4.5 Budget: The letter of December 17, 2009 Susanne Tremblay, Library Co-ordinator, sent to Valleyview Town Manager, Garry Peterson was read. Diane Haskell made motion to accept Susanne's Budget adjustment letter to the Town of Valleyview. Angela Radzikowski seconded.

5.0 Financial Report: presented

5.1 (a) Capital Expenditures for 2009

Shari Taylor went over the 2009 books and found a few items that were purchased that fit into some of the categories for Capital purchases...e.g. the book spinner for graphic novels. The total for these expenditures was \$11,016.11 (which would be split evenly between the Town and MD).

(b) MD Grant of \$51,000, which we normally receive in May has not been received yet. Shari has been in touch with Donna at the M.D. so we will likely receive this money soon and then the year end finances should be looking a little nicer...closer to budget.

6.0 Library Coordinator's Report: for information. In her absence the Board read Susanne Tremblay's report. CAP Grant. Don Gourlay made motion to spend the \$1400. of the CAP Grant. Diane Haskell seconded.

PLS/TownLife Company has templates, which are more user friendly to update and cost \$250. a year for website and email access. Warren Stewart made motion having TownLife websites for \$250. a year. Don Gourlay seconded.  
Insurance issue (not in report) was brought up. Susanne's insurance company will include Library book pickup. Raylene's will not.  
Mischief: all mischief incidents should be reported to the R.C.M.P. Warren Stewart suggested that Staff Sgt. Stu Patterson be contacted – perhaps for R.C.M.P. to be more visible at the Library, or invite him to a library staff meeting. Self-defence course for Library employees also mentioned.

7.0 Friends of the Library: no report at this time.

8.0 Councillor comments:

8.1 Town rep: Warren Stewart – He will contact Cheryl McDonagh regarding the Donators' plaque. Reiterated Staff Sgt. Stu Patterson's 'request' to contact R.C.M.P. on what they can do in the community.

8.2 MD of Greenview: Don Gourlay: reported on the change in the way the MD does their budget, which is now finalized in December. Library will have to start work on its budget earlier in the fall to have it ready to be presented before the MD's deadline. The \$51,000. Grant was approved and paid to Town of Valleyview. Don also gave information on Board Governance and Management responsibilities.

9.0 New Business: none

10.0 Correspondence:

10.1 PLS December 7/09 – Plan of Service 2010-2012 – for information

10.2 PLS December 15/09 – invoice for Jan. 1-30 for allotment fund purchases-for information

10.3 PLS Board Meeting Highlights November 28 and September 19, 2009

10.4 Christmas card from Yvonne Mury

11.0 Board Working Calendar: added Feb. 10 meeting and Feb 24 Social.

12.0 Date for Next Meeting: Wednesday, February 10. Time set tentatively for 6:45 p.m.

13.0 Adjournment: Diane Haskell adjourned the meeting at 7:33 p.m.

[Angela provided snacks for January 13 meeting. Don will provide for next meeting]

POLICY: Chair: member-at-large Kerri Danner, Diane Haskell, Harold Imes, Angela Radzikowski

PROGRAMMING: Diane Haskell

PERSONNEL: Diane Haskell, Warren Stewart, Angela Radzikowski

FINANCE: Don Gourlay

Chair

Warren Stewart

Secretary

Angela Radzikowski

Date

Feb 10, 2010