

January 18, 2012

Valleyview Municipal Library
P.O. Box 896
Valleyview, Alberta
T0H 3N0
Board Meeting Minutes
Wednesday, January 18, 2012 5:30 p.m.

Attendance: Grethe Jensen, Judy Brothers, Mary Wilson, Warren Stewart, Dale Gervais, Adam Norris, Kerri Danner Angela Radzikowski, Susanne Tremblay

Call to Order: Chairperson Grethe Jensen called the meeting to order at 5:30 p.m.

- Acceptance of Agenda: PLS Public computers was added to New Business Dale Gervais moved to adopt agenda with addition. All in favor.
- Adoption of Minutes: Adam Norris moved adoption of December 14, 2011 Board meeting minutes with change in spelling of Warren Stewart's name. All in favor.
- Library Coordinator Report: Susanne Tremblay presented her report. Highlights: Budget has been forwarded to the MD, Family Literacy Day is January 27, and Don Gourlay took books for Africa to Grande Prairie. Report accepted for information.
- Treasurer's Report: Monthly Financial Report was submitted. Adam Norris reported that the \$58,000. will be coming from the MD.

Old Business

- Budget submission: Budget has been submitted.
- Doors and roof and a/c: on track, will be done this year.
- Plan of service and presentation to MD Council: Plan of service has been updated and Board members have copies; will update every year and add to it if necessary. Presentation on budget to MD Council on January 24. Grethe Jensen unable to attend with Suzanne Tremblay at 10:30 a.m. Either Adam Norris or Mary Wilson will go. Suggested to bring up how spending money, plans for the future and how Friends of the Library are helping.
- Bylaw change (First Reading): change - added persons not permanent residents for memberships. Warren Stewart made motion for First Reading. All in favor.
- Addendum changes: Schedules A, B, C, D: stayed with the intent, already approved, noted for information.
- Policy change: Dale Gervais made motion for Second Reading. All in favor. Adam Norris made motion for Third Reading. All in favor. Grethe Jensen suggested having Policy on-line. Warren Stewart made motion to put Policy manual on-line. All in favor. Will be reviewed in June. Already sent to Board members who were asked to read it over.

New Business:

- Evaluations of Library Co-ordinator: job description in meeting handout. Grethe Jensen asked Susanne Tremblay to make list of what she does. Will be looking at job descriptions from other libraries.
- Evaluations of ourselves as a Board: In Policy handbook Board has to be evaluated. Grethe Jensen will send out form for Board members to fill out. Members need to read "Job description of Trustees".
- Friends Report: Grethe Jensen presented Friends of Library Report – Friends met today, *Prairie Giant* (life of Tommy Douglas) will be Friday's movie. After February's movie will re-evaluate to see if will continue with movies. Asked for ideas for programs for teens and young 20s. Kerri Danner will check on program that Manning Library runs. Café curtains will soon be here and tables still being worked on.
- Alberta Library Trustee Association membership renewal and election: membership expiring soon. All agreed to still be members and Susanne Tremblay will pay membership fee. Information circulated on ALTA election for those interested in being involved on provincial level for a one-year term.
- Public computers – PLS: PLS will do updates for staff and public computers at a rate of \$65. per computer per year. Cost, which is just under \$400. can come out of CAP Grant. Adam Norris made motion that Library have PLS do updates. All in favor. Carried.

Committees Reports

POLICY: Kerri, Angela, Grethe Committee met. Policy changes already mentioned as well as upcoming review of Policy manual. Will review a section a month starting in June.

There were no other committee meetings at this time. Noted that Friends of Library might join with Programming for Teens/Young 20s Programs.

PROGRAMMING: Judy, Mary, Adam, Susanne.

PERSONNEL: Grethe, Adam, Dale, Susanne

FINANCE: Grethe, Adam, Susanne

Date for Next Meeting: Wednesday, February 15, 2012 at 5:30 p.m.

Adjournment: Grethe Jensen moved meeting be adjourned at 6:45 p.m.

Chairperson

Grethe Jensen

Secretary

Angela Rodzikowski

Date

February 15, 2012