

Valleyview Municipal Library

P.O. Box 896

Valleyview, Alberta

T0H 3N0

Minutes

Wednesday, July 22, 2009

(Following the Staff & Board Meeting of 8:15 p.m.)

In Attendance: Diane Haskell, Kathy Pozniak, Harold Imes, Don Gourlay, Brenda Carter (filling in for Town of Valleyview representative Warren Stewart for several months).

In attendance for the informal meeting of library staff and the library board: acting Library Manager, Pat Mabley, Inga Bond, Kerri Danner, Kelly Reimer, and Raylene Snider.

1.0 Business during the Staff/Board meeting:

- 1.1 Casual staff have now been given keys
- 1.2 Intercom phone needed, or new cordless phones, or a headset phone. Kelly said she will look into it.
- 1.3 Staffing is good for the summer
- 1.4 Possible staff rotation schedule for Saturdays discussed. Staff agreeable to working occasional Saturdays.
- 1.5 Shelving needs to be put up. Work bee will be planned by Kelli. Staff to be paid for working. Volunteers should be offered snacks.
- 1.6 Meeting ended at 8:50 p.m.

2.0 Call to Order: Diane Haskell called the board meeting to order at 9:03 p.m.

3.0 Changes to Agenda: Add 10.3: work bee for shelves

4.0 Adoption of Minutes: Brenda Carter moved adoption of June 23, 2009 minutes. Harold Imes seconded. Carried. Harold pointed out typo in minutes: 5.1 closing date for ad Aug. 26

5.0 Financial Report: not required

6.0 Plan for replacement of Library Manager:

- 6.1 Motion to spend money on two weeks second two weeks of ads at various venues, by Harold. Seconded by Brenda.
- 6.2 Diane submitted research on salary, what the Librarian does, questions asked during interviews to potential new staff.
- 6.3 A good librarian should have: library knowledge/experience; computer knowledge; management skills/training; be able to give direction to staff; able to bring programs in; personality.
- 6.4 Don recommended Diane not put her phone number on any ads, only ask for resumes by mail or e-mail.
- 6.5 The Chairman, Diane, requested a range to tell potential librarian. Discussion followed. Ask only for resumes in ads.

7.0 Brief overview of the main Tasks, Goals, Responsibilities and Deadlines for the committees of the Library year starting September 2009 and ending June 2010: Brought forward to September.

8.0 Friends of the Library:

- 8.1 Library is still looking for more Friends.
- 8.2 Info Fair, September 10 at the Memorial Hall. Library has a table. We should/will place Friends at the table with the library.
- 8.3 Fall Programs: Rhyme Time will be going, Chess: maybe

9.0 Councilor Comments:

- 9.1 Town: Brenda Carter standing in for Warren. Warren will be back by the end of August.
- 9.1.2 Recommends that Raylene's probation not be extended

- 9.1.3 Elaine Peterson was asked, by Brenda, to be on the board. She can work to get grants. She cannot get paid if she is on the board, but as a Friend of the Library, or an employee, she can get paid for doing the work of getting grants. Elaine told Brenda she is unable to be a board member, as she may be moving.
- 9.2 MD of Greenview: Don Gourlay. Informed board that Bill 202 is not through Parliament yet
- 9.2.2 \$1500.00 increase coming from the Provincial Government
- 9.2.3 Gave information of who can help find grant money in Grande Prairie
- 10.0 New Business:
- 10.1 Information on the hiring of Jill Mets as a casual employee. [28 hours from March: Jill was on sick leave, this might be a problem for her EI sick pay]
- 10.2 Information given that Kim will not work after August. A Saturday employee will not be advertised for.
- 10.3 Kelly Reimer will be organizing the work bee for the shelving. Brenda motioned that the board compensate employees and provide refreshments of pizza and pop for volunteers and staff. Don seconded the motion.
- 11.0 Correspondence: Thank you letter from Yvonne Mury
- 12.0 Board working calendar: Additions/deletions:
- 12.1 After August 5. Discussion of when Raylene's probation ends. Pat will inform Board if she will not be kept on.
- 12.2 August 26: Closing date for Librarian. Board to meet 6:00 p.m. Thursday, August 27 to go over applicants.
- 13.0 Date for Next Meeting: August 27, 2009, to go over Library Manager job applicants.
- 14.0 Adjournment: Meeting was adjourned at 10:32 p.m.

Adell - Chair
Gourlay

August 27, 2009