

Valleyview Municipal Library

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

Minutes

Regular Meeting of November 19, 2008

In Attendance: Harold Imes; Kathy Pozniak Diane Haskell, Don Gourlay; Kelli Reimer; Angela Radzikowski; Library Manager, Yvonne Mury and Kerri Danner – potential member at large of the Policy Committee.

Regrets: Warren Stewart

1.0 Call to Order: Harold Imes called the meeting to order at 6:31 PM

1.1 Diane Haskell officially thanked Kerri Danner for attending the meeting and for spending many hours preparing and adjusting the new library policies.

2.0 Changes to agenda:

Add 5.1 Capital expenditures.

Yvonne Mury informed that in future minutes, "Librarian" should be changed to "Library Manager".

3.0 Adoption of the Minutes: Don Gourlay moved to adopt the minutes of September 15, 2008. Angela Radzikowski seconded. Carried.

4.0 Business Arising from the Minutes

4.1 Christmas Party: Diane Haskell informed the board that she had booked the bowling alley for 7:00 PM on Friday December 12th and the Valleyview Steak and Pizza for 8:30 PM. The restaurant is okay with a Chinese gift exchange. It appears that there will be around 19 to 21 people attending the party this year. Final numbers are to be phoned to the bowling alley and the restaurant on December 8th. Angela Radzikowski made a motion that the library funds will pay for the bowling, pizza and non-alcoholic beverages for the staff, board and spouses. Kelli Reimer seconded. Carried.

4.2 Trustee Workshop in Grande Prairie on November 1, 2008 attended by Don Gourlay, Harold Imes, Kathy Posniak and Diane Haskell:

Kathy Posniak mentioned that at her first two library board meetings she felt *Tabula Rasa* but after attending the trustee workshop she felt she had a better understanding of a library board. She felt overwhelmed at first by the policies and bylaws but found the presentations interesting if scary. She mentioned that a lovely lunch was served.

Harold Imes found the workshop very important and noted that important work is to be done and policies are to be set.

Don Gourlay said that the workshop was exceptionally well instructed and the presenters knew their jobs. He found it a good review and new wrinkles were ironed out. Excellent workshop.

Diane Haskell agreed with Kathy's review of the workshop – with regard to personal responsibility for work done for the board. The trustee workshop made clear the urgent need to have up-to-date policies available to which the public should have easy access.

5.0 Financial Report. Yvonne Mury presented her financial report for the period ending October 31, 2008 showing that Revenue is at 63% and Expenses are at 69.40%. Diane Haskell moved to accept the report as information. Angela Radzikowski seconded. Carried.

5.1 Capital Expenditures: Yvonne Mury asked the board to approve of taking the expenditure for new computer hub from capital funds. The cost of the hub is approximately \$120.00. She also requests that \$750.31 the cost of a new computer be taken from small equipment – capital expenditures. The new computer is required to handle the new Polaris operating system. PLS provided an additional two new computers. Angela Radzikowski makes a motion for these two expensed to be paid from Capital Funds. Kathy Posniak seconded. Carried.

6.0 Library Manager's Report: Yvonne Mury presented her Library Manager's report. Accepted for information.

6.1 December 31 closing. The board agreed to close the library for the whole day rather than the planned early close due to the fact the no materials will be able to be loaned or returned due to the installation of Polaris – the new operating system.

7.0 Form Committees for Policy, Finance, Personnel and Programming

7.1 Policy: This committee will be formed of Kathy Posniak (Chair); Harold Imes; Angela Radzikowski; Diane Haskell and member-at-large Kerri Danner.

7.2 Finance: Don Gourlay – as the board treasurer is the Chair of this board.

7.3 Personnel: The previous personnel committee of Angela Radzikowski, Warren Stewart and Don Gourlay will have Harold Imes join the committee and sit as Chair.

7.4 Programming: Diane Haskell (Chair) is joined by Kelli Reimer, Angela Radzikowski, Kathy Posniak and member-at-large Kerri Danner.

Kathy Posniak made a motion that the above people fill the above committees. Angela Radzikowski seconded. Carried.

8.0 Committee Activities

8.1 Policy Committee – By Laws – postponed to a future date due to lack of time.

8.2 Policy Committee - Policies: Kathy Posniak (Chair); Harold Imes; Diane Haskell and member-at-large Kerri Danner. These four people met for seven hours on November 13th to review and amend the work that Kerri Danner had done to combine Valleyview's old policies and the policies that the Barhead Library was willing to let Valleyview use as a template. Both Kathy and Harold spent over five hours at home reading through the policies before the meeting. Kerri spent untold hours preparing the policies to form a nice looking, indexed document.

8.2.1 Changes. Don Gourlay will get a copy of the new Town/MD by-law to Kerri Danner to incorporate into the policy document. Angela Radzikowski found some typos and was then asked to join the policy committee. Yvonne Mury suggested many changes:

8.2.1.1 100 Section: Attach Plan of Service

8.2.1.2 101.4.1c minimum 5 up to 10 and change "their" to "VML"

8.2.1.3 301.4 change November to prior to March 1st

8.2.1.4 301.2 October to November add the word "draft"

8.2.1.5 303.4 change "Outside of MD" to approved library business.

8.2.1.6 304.2 change to current workings.

8.2.1.7 307.5 change for \$150 to \$250.

8.2.1.8 400.2 Working alone procedures as determined by the board. Diane Haskell provided the board with a copy of Alberta Human Resources and Employment publication #1827901: Appendix 1.5: Working Alone. This is a checklist of things that would make working alone safer for the employees. Don Gourlay will talk to Gary Peterson about installing panic buttons at the checkout counter and in the library manager's office.

8.2.1.9 501.4 Fines. Diane Haskell wondered if fines could be cancelled due to the fact that a small amount of money is collected but the procedure is quite labour intensive. Diane thought it may bring a nicer atmosphere to the library. Yvonne Mury said no for two reasons – the fines had to stay as a way to prohibit patrons with bad borrowing habits from renewing their memberships and that often people will donate more than their fines. Angela Radzikowski suggested an amnesty which may be brought up in the future but this suggestion was not paid attention to at the meeting and should be brought up again in the future.

8.2.1.10 Yvonne would like to see a policy made whereby part-time employees will no longer get paid at the overtime rate unless they first work 40 hours per week.

8.2.2 Kerri Danner took responsibility for changing the policies as per the Library Manager's instructions.

8.3 Programming:

1. Nanowrimo: Seven people attended the National Novel Writing Month this year – six are Valleyview and area residents; one lady drives down from Peace River for each of three meetings. There will be a wrap-up pot luck supper on December 4th from 7-9 PM.
2. Amnesty International: The annual Write-a-thon will once again be held in the library gallery with case files pegged up on string. Diane Haskell is responsible for the costs of this programme including advertising, coffee, hot chocolate, cups, cookies, and writing paper, cards and pens. The people who write the letters will pay to mail their own letters.

8.4 Personnel: Diane Haskell ordered the booklet, after getting the go-ahead from Harold Imes, that was recommended at the trustee workshop called: Health and Safety Guide for Libraries put out by CCOHS for a total cost of \$19.95. This will be given to a representative from the Personnel Committee to use as part of the yearly review of the premises.

9.0 Friends of the Library: There was good attendance at the meeting and the *Valley Views* covered the meeting in the paper. According to the Library Manager, ten people expressed interest in further contact. A first meeting of the group is planned for November 19, 2008.

10.0 Councillor Comments:

10.1 Warren Stewart – not present

10.2 Don Gourlay: Stated that he will get a copy of the Town and MD by-law to member-at-large of the Policy Committee Kerri Danner and will speak to Gary Peterson at the Town of Valleyview about installing panic buttons with regard to making the library as safer place for those who often work alone.

11.0 New Business:

- 11.1 Saturday Closures. The board is concerned about the amount of Saturday closures there has been. Yvonne Mury informed the board that Kim Kingdom is able to work most Saturdays from now on.
- 11.2 "In Lieu" Yvonne Mury has been banking time worked in overtime at time and a half. Diane Haskell noted that "in lieu" means that a person just gets to take an equal amount of time off as worked at a convenient time. The current policy is written that "in lieu" equals equal time so Yvonne Mury should not have been collecting one and a half times the time off in accordance with standing policy. Diane suggested it may be better for the budget as someone has to be paid to cover Yvonne's shifts when she takes the time off if the "in lieu" if current policy is followed. Yvonne thought it was fair that she gets to continue to take her time off in lieu at time and one half, as no members of the Personnel Committee objected, Diane suggested that the new policies being written should then cover this time off arrangement.
- 11.3 Contract pay vs. Honorariums: It was made very clear at the Trustee workshop that members of the board cannot be seen to be "paying themselves". The arrangement that the board had with Kelli Reimer to work for \$10.30 per hour in emergencies due to staffing shortages has to stop. A board member may be paid an honorarium once or twice per year.
- 11.4 The mission statement of the Valleyview Library should be made into a poster and put on the wall according the trustee workshop. Yvonne Mury will look into doing this.
- 11.5 Staff working alone. Diane Haskell raised her objections to under-age people especially working alone. Since the consensus was that there was nothing that could be done about it due to the budget and the fact that the Library Manager is unable to fill the current empty positions, that the next best thing was to do all in the board's power to make the staff as safe as possible by following the Alberta Human Resources and Employment publication #1827901: Appendix 1.5: Working Alone checklist.
- 11.6 Festival of Trees: Diane Haskell suggested that a family membership and some books be put into the Festival of Trees held at the Harry Gray School on November 29, 2008 as a fundraiser for the library. Yvonne Mury said that she had no suitable books on hand there was little time to order them in for this year's festival. Diane suggested that this fundraiser be considered for next year.
- 11.7 Polaris Training for board members and volunteers: No extra people are allowed to attend the training in Grande Prairie – only Yvonne Mury is able to attend. Yvonne will look into taking some time during the library's closure over January 2nd to the 7th due to the installation of the new system to train board members and other volunteers.
- 11.8 Work bee during Christmas holidays to install new shelving. At this point, there was little interest expressed in having the work bee.
- 12.0 Diane Haskell showed a copy of letter she sent to MLA Mel Knight with attachments of notes of Harold Imes and Yvonne Mury's thoughts about the Valleyview library that were intended for Mr. Knight's visit.
- 13.0 Board Working Calendar: Diane asked that insertions for the December/January brochure be sent to her by November 25th. Diane plans to take some brochures to the Town office and some to the MD of Greenview office to have available to hand out to interested parties, as well as give a copy to the Valley Views newspaper in case they are ever looking for filler stories.
- 14.0 Next Meeting: December 11, 2008 Budget Meeting at 6:00 P.M.
- 15.0 Adjournment: Don Gourlay moved that the meeting be adjourned at 9:54 P.M. Kelli Reimer seconded. Carried.

Chair H.K. Limes

Secretary J. Shell

Date December 11, 2008.