

# Valleyview Municipal Library

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

## Minutes

Regular Meeting of October 15, 2008

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

*Regrets:* none

1.0 Call to Order: Harold Imes called the meeting to order at 6:04PM

1.1 Angela Radzikowski officially welcomed Kathy Pozniak to the board. Diane Haskell seconded. Everyone is in favour of Kathy Pozniak joining the library board.

2.0 Changes to agenda:

Day of the week to change to Wednesday from Monday.

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 Friends of the Library. Friends of the Library coffee/cake open house in the evening of Wednesday, October 22<sup>nd</sup> from 7-9PM. Yvonne sent out invitations and put ad in the Valley Views. All board members will bring a dessert and attend the event if possible. Coffee, juice and cups will be provided by the library. Yvonne and Kelli will speak and Harold will sum up. Yvonne will give a tour of the library.

4.2 Visit from MLA Mel Knight. Mel Knight's wife will not be attending and neither will Harold Imes and his wife who are called away to a funeral. Warren Stewart and his wife Debbie will now be attending. Plan the meal for eight to ten people. Petra Hoentgesberg – the part time librarian on duty on the 17<sup>th</sup> will give a tour of the facility while board member Kelli Reimer mans the desk for her. Diane Haskell will bring a camera and write a story for the Valley Views.

4.3 Honorarium and gas mileage.

Yvonne has made a claim form for gas mileage which needs to be filled in per meeting. A discussion ensued as to how far back to claim. Don Gourlay moved that gas be claimed from September to December 31<sup>st</sup> at the Town of Valleyview's rate for their employees. Angela Radzikowski seconded. Carried.

4.4 Yearly Calendar of Activities and Responsibilities: Diane Haskell produced a monthly calendar to September 2009 showing important Library dates and having space to record what each board members duties and responsibilities are.

4.5 Bi-Monthly Library Brochures: were produced by Diane Haskell and have been in use in the library since the beginning of September. A copy was given to each board member for information.

5.0 Financial Report. Yvonne Mury presented her financial report for the period ending September 30, 2008 showing that Revenue is at 61% and Expenses are at 63.30%. Don Gourlay moved to accept the report as information. Angela Radzikowski seconded. Carried.



5.1 Angela Radzickowski makes a motion for Yvone Mury to hire an electrician to examine the computer hub to be paid from Capital Funds. Diane Haskell seconded. Carried.

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

6.1 Kelli Reimer on behalf of PAL thanked Yvonne, Petra and Harold for participating (and winning!) the annual spelling bee.

#### 7.0 Committee Activities

7.1 Policy. Kelli Reimer resigned her position on the Policy Committee. Harold Imes said that there will be an ongoing review of current policies by the whole board. Yvonne Mury informed the board that a FOIP policy was required in the near future but suggested this be held off until after the new computer program Polaris was installed. Put forward on the agenda in February 2009.

7.2 Programming: Diane Haskell informed the board of the following events: Nanowrimo start-up meeting will be on October 29<sup>th</sup> at the library from 7-9PM. The events for the Nanowrimo for November will be decided by who shows up at the meeting on the 29<sup>th</sup> of October. The Amnesty International Day of letter writing on December 10<sup>th</sup> is planned to go ahead. Perhaps start up the Chess Club once again for a few months in the winter if time permits.

8.0 Friends of the Library: Discussion was held earlier under 4.1

#### 9.0 Councilor Comments:

9.1 Don Gourlay - representing the MD of Greenview: Mr. Gourlay informed the board that he had cleared out the unsold books from the summer sale and given them to the charity Barstal that collects books and ships them overseas to impoverished countries.

Don Gourlay handed out a 14-page review of performance to all the board members with regards to the Librarian Yvonne Mury.

Don informed the board that the Grande Prairie Library workshops of October 6<sup>th</sup> were well worth attending.

The November 1<sup>st</sup> Trustee workshops were discussed. It was decided that Harold, Diane, Don and Kathy would attend. The fee is \$35.00 and will be paid from library board development funds.

Warren Stewart - representing the Town of Valleyview: No comments.

#### 10.0 New Business

10.1 PLS satisfaction survey – the board took about 10 minutes to fill in their level of satisfaction with the Peace Library System.

10.2 Staffing Shortage: ongoing advertising for part-time positions.

10.3 Board member shortage. The board is appreciative that Kathy Pozniak has written in to the MD of Greenview in order to join the board.

10.4 Setting up for board meetings and bringing snacks. It was decided that all board members should arrive a few minutes early to help with the setting up of tables and making coffee for the meetings. A schedule was made for taking turns in bringing snacks for the meetings.

Harold:November; Angela:January; Don:February; Kathy:March; Warren:April; Diane:May; Kelli:June. Yvonne requested that board members to a better job of cleaning up after board meetings.

10.5 Halloween – Inga Bond will dress up and hand out treats on behalf of the library.

10.6 Christmas - A discussion of possible Christmas events was discussed. It was decided that the staff, board and spouses will go bowling and then go out to a restaurant for pizza. There will be a Chinese gift exchange with a dollar limit of \$15.00. Diane will look after booking *Rainbowlanes* and *Valleyview Steak and Pizza* for December 12<sup>th</sup>. Don made a motion that the library would pay for the Christmas party bowling and Angela seconded. Carried. It was decided to wait until the next meeting to discuss if the library could also afford to pay for the pizza or if the staff and board member would pay for themselves.

10.7 In Memoriam/In Honour gifts: Diane Haskell did not find time to start this project. It may be put on hold until the new year.

11.0 Date for next meeting: Wednesday November 19<sup>th</sup>, 2008 6:30 PM

12.0 Meeting adjourned by Kelli Reimer at 8:25 PM

Chair H. K. Jones.

Secretary H. K. Jones.

Date November 19, 2008

