

Oct. 20, 2010

**Valleyview Municipal Library**  
**P.O. Box 896**  
**Valleyview, Alberta**  
**T0H 3N0**  
**Board Minutes**  
**Wednesday, October 20, 2010 5:45 p.m.**

In Attendance: Diane Haskell, Warren Stewart, Don Gourlay, Mary Wilson, Judy Brothers, Susanne Tremblay, Kerri Danner, Grethe Jensen, Angela Radzikowski

- 1.0 Call to Order: Diane Haskell called the meeting to order at 5:50 p.m.
- 2.0 Changes to Agenda: Judy Brothers made motion to accept the agenda. Mary Wilson seconded. All in favor.
- 3.0 Adoption of Minutes: Angela Radzikowski moved adoption of September 22, 2010 regular Board meeting minutes. Warren Stewart seconded.
- 4.0 Business Arising from the Minutes:
  - 4.1 Salaries & Wages overspending: MD sent \$55,000. operating grant for 2010. Don Gourlay informed Board that administration would have to approach Board and give explanation where overspending occurred. It will have to be reviewed.
  - 4.2 "No Parking" for rear door unloading area: Susanne Tremblay talked with Jim Baumgardt. Contractor comes in the summer.
  - 4.3 Insurance for part-time employees: works out to about 9% on top of salary. (Full time 24%) No coverage for anyone under 20 hours, has to be 30 hours. Coverage for health care, and dental. OASIS is company that offers insurance to non-profit organizations. Don Gourlay made motion that starting in January 2011 part-time workers with minimum of 20 hours should be covered by insurance. Newer part-time employees would be on a three month waiting period. Warren Stewart seconded. All in favor. Susanne Tremblay will continue to look into what the insurance companies offer.
  - 4.4 Access to the Library by groups: Grethe Jensen proposed that groups that use the Library are ones that are compatible with what libraries do – promote literacy and that they give a donation instead of paying a rent fee. Library would give suggestion for donation. Grethe Jensen further added will need a committee to look after it. Diane Haskell stated that will leave it to Susanne Tremblay to sort out for a particular group that wants to use the Library for a workshop. The policy committee will work on it later.
- 5.0 Financial Report: accepted as information.
- 6.0 Library Coordinator's Report: accepted as information.

7.0 Friends of the Library: the Friends pledged \$500. for the recent author's visit and also donated for the extra RhymeTime.

#### 8.0 Councillor Comments:

8.1 Town Rep: Warren Stewart: re-elected. Not sure if will be Library Board rep. Town's organizational meeting on Monday, October 25. He had asked again about the bike rack. Susanne Tremblay had received a quote of \$200.-300. from Frank. Mary Wilson mention that she has one at home and will look into it for the library.

8.2 MD of Greenview: Don Gourlay: last official meeting for the MD. He said he enjoyed working with the Library Board and said that there is a possibility of being on the Board again. Diane Haskell presented Don Gourlay with a Certificate of Appreciation. It stated: "Awarded to Mr. Don Gourlay Representing the Municipal District of Greenview, Serving on the Valleyview Library Board as treasurer and past Board Chair, Members of the Valleyview Library Board thank you for being a strong advocate for the Valleyview Library; thank you for your commitment to staff working conditions; Board morale; charity work on behalf of the Library to Ethiopia; sound financial advice and general wisdom shared during your term on the Board.

#### 9.0 Reports from Committees

**POLICY:** Kerri, Angela, Grethe, Diane – Kerri Danner stated that Patricia McNamee suggested having something about Occupational Health and Safety, Disaster Recovery and personal information bank (FOIP) in the Policy. She also recommended two or three signing officers for the Board.

**PROGRAMMING:** Judy, Mary, Grethe, Diane – Judy Brothers had nothing at this time and was open to suggestions. Susanne Tremblay volunteered to help if there is a Santa parade.

**PERSONNEL:** Diane, Warren, Don – Diane Haskell made motion that Angela Radzikowski be on the Personnel committee. Don Gourlay seconded.

**FINANCE:** Don, Diane – Diane Haskell made motion that Grethe Jensen be on Finance Committee. Mary Wilson seconded.

#### 10.0 New Business

10.1 2011 Budget: the MD gave \$3000. for the disabled door and hope is that the Town gives the same. The estimate given was \$6000. Asking for \$10,000. separately for air conditioning and \$6000. for the door. Will ask the MD and Town for increased funding over five year plan. The staff agreed to not attend the Jasper Conference for 2011 and the staff is trying to make concessions and keep costs down. The MD portion is \$8000. more. Asking extra \$16,000. between both MD and Town. Possibility of increase 20 hour staff member to full time and with insurance can justify asking for increase. In addition there is ILL (will have photo of ILL books) and looking after children at the Library. (An extra computer will be put in children's section for games, will have age limit on it.) Budget prepared by Finance Committee. Diane Haskell made motion to send this budget to the Town and MD. Don Gourlay seconded. All in favor. Susanne Tremblay will write up the case. Diane Haskell said that she

would be willing to go with Susanne Tremblay to present the budget to the MD Council.

10.2 Janitor contract: Diane Haskell had been asked to sign janitor contract but questioned that, because of a concern about removal of carpet cleaning, and if that needed Board approval. Discussion on the matter. Rugs to be shampooed once a year and Don Gourlay suggested having a separate person do it. Diane Haskell also suggested change to laminate flooring at a later time. Warren Stewart made motion that Board accept janitor's contract and steam cleaning will be separate. Mary Wilson seconded. All in favor. Will discuss rug shampoo cleaning at a later time.

10.3 Christmas Party: Diane Haskell had put \$500. in the budget for 2011 Christmas under public relations (for staff gift certificates and Christmas party). Kerri Danner had suggested a Wii party. Will support local businesses. Don Gourlay made motion to give \$50. Christmas bonus to staff who do not receive it from the Town. Diane Haskell seconded. Date of the Christmas party is Friday, December 3 and it will be bowling.

11.0 Correspondence

\$3000. received from the MD for half the cost of the disabled door.  
PLS allotment for July 2010 notification received this date (October 20, 2010)  
Diane Haskell will look after the Excellence in Library Service Award.

11.1 Municipal District of Greenview Advisory Committee Meeting

Wednesday, November 3, 2010 at 6:00 p.m. (Sandwiches provided at start of meeting): Diane Haskell and Susanne Tremblay will attend this PLS meeting.  
For author Lorna Schultz Nicholson's presentation on Oct. 27, Grethe Jensen suggested sending the information to the Drop in Centre.

12.0 Board Working Calendar: Additions/Deletions: added Christmas party at 6:30 p.m. Board members were asked to come up with ideas for what to do for a charity. Judy Brothers was thanked for bringing the snack. Susanne Tremblay brings for November

13.0 Date for Next Meeting: Wednesday, November 20, 2010 at 5:45 p.m.

14.0 Adjournment: Diane Haskell adjourned the meeting at 7:30 p.m.

Chair

Mary Wilson

Secretary

Angela Radzikowski

Date

Nov. 17, 2010