

Board Meeting Minutes
Wednesday, October 19, 2011 5:30 p.m.

In Attendance: Grethe Jensen, Judy Brothers, Mary Wilson, Brenda Carter (for Warren Stewart), Dale Gervais, Angela Radzikowski, Susanne Tremblay, and special guest Diane Haskell

Regrets: Adam Norris, Kerri Danner

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

Grethe Jensen welcomed former Chairperson Diane Haskell and on behalf of the Board thanked her for her many years of service and good work, wished her all the best and hoped she can come back when not so busy. Mary Wilson presented Diane with a card and gift. Mrs. Haskell thanked the Board and stated her appreciation. She was welcomed to stay.

2.0 Acceptance of Agenda: Dale Gervais moved to adopt agenda. Mary Wilson seconded. All in favor. Carried

3.0 Adoption of Minutes: Dale Gervais moved adoption of September 14, 2011 Board meeting minutes with correction of FCSS in b.u. Brenda Carter seconded

4.0 Library Coordinator Report: As highlights Susanne Tremblay reported that the Summer Reading Program won an award of 30 children's books from the Centre for Family Literacy. Also for the fourth year in a row the Library team of Petra, Kerri and Amy won the annual Spelling Bee.

5.0 Treasurer's Report including budget and meeting with Town: Financial Report presented by Library Coordinator. \$16,000. carried forward. Susanne Tremblay stressed importance to Town the importance of installation of air conditioning. Verbal quote for electrical upgrade is \$5,000.-\$6,000. Dale Gervais stated that the MD will have a preliminary budget meeting on October 25. Susanne will email Library's wish list with budget. She asked Board's input on wish list. Susanne Tremblay set up meeting with Shari Taylor from the Town of Valleyview, Grethe Jensen, and Adam Norris regarding Library money and the budget. All felt meeting was satisfactory and Adam Norris will talk about it at next meeting.

6.0 Old Business

6.1 Rural Library Conference Report: Judy Brothers commented on session she attended on being a Board member and the responsibilities involved. She mentioned a book *101 Things to Know About Being a Trustee* and Susanne Tremblay will see about ordering extra copies. Judy Brothers also suggested having an orientation package for new Board members and she will check into putting something together. Mary Wilson had a tour of PLS and was impressed with the facility. Grethe Jensen also went to the Trustee session and

need Trustee description and an operational plan. Also Board meetings are open to the public and suggestion that sign be put on door when next meeting is held

- 6.2 Policies: Grethe Jensen spoke with Patricia McNamee and was told that policies are official as of now. Kerri Danner will email policy handbook to all Board members.
- 6.3 Spelling Bee: already mentioned.
- 6.4 Risk to pictures in Gallery: more information next meeting
- 6.5 Roof and A/C: roof will be fixed next year.
- 6.6 Access doors: waiting for grant
- 6.7 Bicycle stand: Mary Wilson still has it and will bring it to the Library in the spring.

7.0 New Business:

- 7.1 Minister's award for "Excellence in Public Library Service": will pass for this year and do it year when have more happening.
- 7.2 Insurance Policy Review: looked over the coverage for the Library.
- 7.3 APLEN and PLS visit to Town Council (handout): Linda Duplessis met with the two Councils and discussed how revenue allocated and the services provided. Brenda Carter mentioned would have been nice if Board member had been in attendance and Grethe Jensen will bring it up with Linda Duplessis. Public Library Service Branch will pay \$2 million for one system and APLEN will cover all libraries in the province.

Before leaving Dale Gervais stated that next meeting of the MD will be an organizational meeting. He will check if MD appointed Library reps are entitled to remuneration from the MD for attending the meetings and Brenda Carter will check with the Town regarding the matter.

- 7.4 Library Branch Workshop for Trustees (handout): Saturday, December 3, 2011 in Spruce Grove. Judy Brothers, Mary Wilson and Susanne Tremblay are interested in attending.

8.0 Reports from Committees:

- 8.1 POLICY: Kerri, Angela, Grethe - done and Keri will email to all.
- 8.2 PROGRAMMING: Judy, Mary, Grethe, Adam, Susanne - having a float in Christmas parade was discussed and decided against it. Will have Board Christmas party at the Library, on Friday, December 16 at 6 p.m., potluck and Chinese gift exchange (between \$15-20.) More at next meeting
- 8.3 PERSONNEL: Grethe, Warren, Angela
- 8.4 FINANCE: Grethe, Adam, Dale, Susanne

- 9.0 Friends of the Library: Grethe Jensen reported on the quiet reading area with the four chairs and coffee maker. Still waiting for table, furniture and café curtains. The Christmas Calendar fundraiser is selling well. If sell all 250 calendars profit will be \$2500.

Wish list from Susanne Tremblay for refrigerator, stove and water cooler. On behalf of the Friends, Grethe Jensen presented Susanne Tremblay with a cheque for \$1500. for aforementioned items. The Friends would like to have an Aboriginal month. Grethe Jensen has contacts for book lists. To build up the collection of Aboriginal CDs books and other materials, Grethe Jensen presented Susanne Tremblay with a cheque for \$500. and a cheque for looking after the Friday movie. Susanne returned it. The Friends of the Library has also donated \$1000. to RhymeTime.

10.0 Date for Next Meeting: **Wednesday, November 16, 2011 at 5:30 p.m.**

11.0 Adjournment: Grethe Jensen adjourned the meeting at 7:15 p.m.

Chairperson Grethe Jensen

Secretary Angela Radzykowska

Date Oct 19, 2011