

**Valleyview Municipal Library  
Box 897**

**Valleyview, Alberta T0H 3N0  
Board Meeting Minutes**

**Wednesday, October 17, 2012 5:30 p.m.**

**Attendance:** Grethe Jensen, Mary Wilson, Dale Gervais, Judy Brothers, Warren Stewart, Adam Norris, Angela Radzikowski, Susanne Tremblay

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

- **Acceptance of Agenda:** Grethe Jensen added 'new item' under New Business. Consensus to adopt agenda. All in favor.
- **Adoption of Minutes:** Jill and Amy's names to be added to those who attended Rural Library Conference. Petra looked after the Library during that time. Mary Wilson moved to accept minutes of the September 26, 2012 meeting with addition. All in favor.
- **Library Coordinator Report:** Susanne Tremblay presented her report. Highlights: Bill C-321 regarding book rate to include AV materials was passed by Members of Parliament and is now going to the Senate; CAP Grant will not be reinstated; Computers for Schools was brought up and Dale Gervais stated that he will look into possibility of getting old computers from the MD; an Art Show will be set up in the Gallery; Alberta Municipal Public Library Services Branch has a pilot project to expand the RISE videoconferencing network into Northern Alberta. The Aboriginal Collection is housed on a shelf outside Library Coordinator's office by the public computers. There are approximately fifty items. Suggestion made to have a symbol or insignia to draw attention to the area. A graphic magazine is available that addresses issues concerning the Native population with their viewpoint. Grethe Jensen stated that the Friends of the Library donated \$500. to the Collection and will be donating another \$500. Report accepted as information.
- **Finance, Treasurer's Report:** Adam Norris reported. Report accepted as information.

- **Committee Reports:** Policy Committee: Library Board as a whole is meeting to go through the policies. There were no other committee meetings during the past month.
- **Friends of the Library Report:** Grethe Jensen reported that Cash Calendar fundraiser has begun; forty-four items had been donated for the Silent Auction, most were from private individuals; as of January 1, 2013 the Friends will be down to six members so more will need to be recruited; Friends donated \$500. to the Aboriginal Collection; have the blinds for the café area; another \$500. given to the Summer Reading Program; display cabinets will be ordered to exhibit articles; other ideas and suggestions for the Friends are welcome.
- **Town Councilor:** with reference to the Aboriginal Collection, Warren Stewart stated that meetings are being held with the Town, the MD, and the Sturgeon Lake Band Council members. Will try to have four meetings a year. Library Coordinator was asked if any problems? There is a foul smell at times in the library. Suggestion made that there could be problem with the furnace. Warren Stewart will look into this.
- **MD Councilor:** Dale Gervais reported that next week will be organizational meeting to see who will be appointed to the Library Board – Adam Norris will be on it. Still trying to fill vacancies with the MD and there is still road construction
- **Old Business:** Review of Policy Manual Section 4:
  - 401.2.4 Evaluation of Library Coordinator – change to 'The Library Board shall carry out evaluation of Library Coordinator'. The Library Coordinator Evaluation will be changed to make it look more professional and will add Professional Development. This will be attached to the end of Evaluation.
  - 401.3.1 Hiring – in first sentence change 'employ' to 'hire' and delete last sentence in that section.
  - 401.3.4 Evaluation – delete last sentence.
  - 402.3 Benefits – Susanne Tremblay will make changes as to who else gets benefits.

402.9 Professional Development – for b) add 'successful' before 'completion'.

403 Volunteers – add Liability.

The changes will be made to Section 4.

Policy sections 500 and 600 will be reviewed next month.

- **New Business:**

Recruitment of new Board members: new Board members needed

New item: Grethe Jensen made motion to go 'in camera' at 6:45 p.m.

Susanne Tremblay to stay for this. Grethe Jensen made motion to come out of 'in camera' at 6:50 p.m.

Adam Norris made motion to accept Susanne Tremblay's resignation with regret.

Dale Gervais made motion to advertise for the position of Library Coordinator. Deadline for applications will be November 20, 2012 and the Board will review the applications at the November 21 Board meeting. Interviews will be held the first week in December.

The annual Library Board Christmas party is tentatively scheduled for Wednesday, December 5 at 6 p.m. More planning to be done at the November meeting.

**Date for Next Meeting:** Wednesday, November 21, 2012 at 5:30 p.m.

**Adjournment:** Adam Norris adjourned the meeting at 7:05 p.m.

Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_

Date \_\_\_\_\_