

September 22, 2010

Valleyview Municipal Library
P.O. Box 896
Valleyview, Alberta
T0H 3N0
Board Minutes
Wednesday, September 22, 2010 5:35 p.m.

In Attendance: Diane Haskell, Warren Stewart, Mary Wilson, Judy Brothers, Susanne Tremblay, Grethe Jensen, Kerri Danner, Angela Radzikowski, and special guest Linda Duplessis - Director of the Peace Library System

Regrets: Don Gourlay

- 1.0 Call to Order: Diane Haskell called the meeting to order at 5:40 p.m.
- 2.0 Changes to Agenda: Warren Stewart made motion to accept the agenda with additions of 11.8. and 11.9. Judy Brothers seconded. All in favor.
- 3.0 Introduction of special guest Linda Duplessis – Director of the Peace Library System, who will be updating the Board on the services and activities of the PLS. Linda noted that there are 37 member municipalities and soon to be 45 member libraries. She gave an update on what is new and coming up with the PLS. Highlights – technology, huge inventory, Open House September 18-22. She mentioned about dropping off books for Ethiopia and she was told that the Valleyview Library already does this. Diane Haskell thanked Linda for coming and providing the Board with useful guidelines.
- 4.0 Adoption of Minutes: Mary Wilson moved adoption of June 16, 2010 regular Board meeting minutes with corrections. Angela Radzikowski seconded.
- 5.0 Business Arising from the Minutes:
 - 5.1 Five Year Plan of Service: Susanne Tremblay will ensure that it is available for the public to see. Will review it in January 2011.
 - 5.2 Policy Manual: Kerri Danner stated that a few corrections to be made and then will be approved by the government. Will check again in January.
 - 5.3 Bicycle Rack: Warren Stewart reminded Jim Baumgardt and he will call again and suggest it be a Winter Works Project.
 - 5.4 Casino for Further Education August 23/24: Diane Haskell thanked those who helped out. The Friends of the Library have been promised \$10,000. and expect the money in November. Grethe Jensen will give update once the money is in. She also mentioned that the Friends want to be part of any Programming in the Library. The group has to wait 18 months to two years before applying for a Casino.
 - 5.5 Summer reading Program: more information next month. In the future will leave registration open. Suggestion made to have a special committee for the Program.

5.6 "No Parking" for rear door unloading area: change sign to unloading zone. Can talk with Public Works or wait for contractor who does signs for the town. Susanne Tremblay will look into it.

5.7 Temperatures during summer hours: A/C a capital budget item. Warren Stewart noted that it has to go to the Town and MD. Susanne Tremblay will make sure it does.

6.0 Financial Report: discussion on the delivery of books for InterLibrary Loan - drop off and pick-up by government courier. Warren Stewart suggested write letter to those involved and send picture of bags of what Library staff have to carry. Short on salary and wage budget - 91% by end of August and appears 100% at end of September. However, maybe not as much in September because Raylene will be leaving. Kerri Danner working the ILL. All Board members to take a good look at budget. Susanne Tremblay will come up with a forecast and suggestions as to where the money can come from.

7.0 Library Coordinator's Report: Report accepted as information. During the discussion Warren Stewart made motion to change 20-hour position to full time position for the 2011 budget. Mary Wilson seconded. All in favor. Carried. It was also noted that Tracy Hopp has been hired for the cleaning contract position. Susanne Tremblay removed the carpet cleaning responsibility from the cleaning contract.

8.0 Friends of the Library: Grethe Jensen: had already mentioned the Casino. No meeting yet. Only four members and would like Library volunteers to join the Friends. Diane Haskell thanked the Friends for helping sponsor the summer Reading Program.

9.0 Councillor Comments:

9.1 Town Rep: Warren Stewart: mentioned again film for the windows. Susanne Tremblay will check the cost and will also contact Frank Besinger, the new Town Manager as to the Board's concern.

9.2 MD of Greenview: Don Gourlay: absent for this meeting.

10.0 Reports from Committees: no meetings, no reports.

11.0 New Business

11.1 Meeting with MD on August 25th for budget approval

11.2 Rural Libraries Conference will be September 30 and October 1, 2010.

Registration date now past, car-pooling and/or hotel arrangements.

11.3 Annual workers health and safety walk around - plan date and time: will have to be a policy issue. Susanne Tremblay had booklet. She had contacted Pat Brothers and he gave her direction and will come for first walk around and more guidance. Susanne will look after it.

11.4 Disabled access doors: still needed.

11.5 Sun damage in Gallery: mentioned in Warren Stewart's report.

11.6 Toastmasters: permission to use Library.

11.7 Access to Library by groups: Diane Haskell made "After Hours Access to the Valleyview Library form. Discussion on responsibility of setting the alarm, keys and too many knowing code. Nothing finalized.

11.8 Peace River Correctional Institute furniture: non-profit organizations qualify to have furniture made by inmates; there is the possibility of a grant from Pembina at this time and if so, the Library could possibly use the grant for the furniture; cost is one-third of what in catalogues; can get custom made shelving as needed. Stipulation that Library has account with Home Hardware in Peace River for materials as needed. Will be given a quote. Judy Brothers made motion that Valleyview Municipal Library open account at Home Hardware in Peace River for Peace River Correctional Institute with credit limit of \$1000. Warren Stewart seconded. All in favor. Carried.

11.9 Benefits for part-time staff: Company, OASIS, offering benefits for part-time staff in non-profit groups for \$200. a month. Presented as information.

12.0 Correspondence:

12.1 PLS 2009 Annual Reports: passed out.

13.0 Board Working Calendar: Additions/Deletions: additions throughout the meeting.

13.1 Snack schedule for 2010/11: September - Diane Haskell (thanks go out to her), October - Judy Brothers, November - Susanne Tremblay, December - Christmas "party", January - Angela Radzikowski, February - Mary Wilson, March - Don Gourlay, April - Warren Stewart, May - AGM, June - Grethe Jensen.

14.0 Date for Next Meeting: Wednesday, October 20, 2010 at 5:45 p.m.

15.0 Adjournment: Diane Haskell adjourned the meeting at 8:45 p.m.

Chair

D. Bell

Secretary

Angela Radzikowski

Date

Oct 20/10