

Book

Valleyview Municipal Library
P.O. Box 896
Valleyview, Alberta
T0H 3N0
Board Minutes
Wednesday, September 9, 2009
6:00 p.m.

In Attendance: Diane Haskell, Harold Imes, Don Gourlay, Warren Stewart, Angela Radzikowski, new Library Coordinator Susanne Tremblay, Friends of Library Chairperson Cheryl McDonagh

1.0 Call to Order: Diane Haskell called the meeting to order at 6:10 p.m. and welcomed new Library Coordinator Susanne Tremblay to first Board meeting, and Friends of the Library Chairperson Cheryl McDonagh

2.0 Changes to Agenda: Move 10.0 Friends of the Library to after Changes to Agenda and to New Business add 12.8 Spelling Bee and 12.9 Salary concerns. Don Gourlay made motion to accept the agenda with changes and additions, Harold Imes seconded.

10.0 Friends of the Library: Chairperson Cheryl McDonagh welcomed Susanne Tremblay. Group has been together for a year, slow start due to the paperwork involved. Now officially a Society thanks to Grete Jensen who dealt with the paperwork. Executive consists of Cheryl McDonagh - Chair, Grete Jensen -Treasurer , Verna LaValley - Secretary and Donald Brown - member.

Friends group is concerned about recruiting. Will promote the Friends at Information Fair from 10 a.m. until 6 p.m. Will share the table with the Library and has a brochure to hand out. Verna LaValley donated a Readers' Digest hard cover nature book for raffle. Will submit photo to ValleyViews for exposure. For fundraising, casino wait is at least two years, need other new ideas. Will help to transfer unsold books from Book Sale to places in town, such as Red Willow Lodge, hospital and Drop in Centre. Other suggestions: a poetry reading evening or Open House with the Board and Friends of the Library.

3.0 Adoption of Minutes: Warren Stewart moved adoption of August 27, 2009 minutes, Harold Imes seconded.

4.0 Business Arising from the Minutes:

- 4.1 Hiring of new Library Co-ordinator: Susanne Tremblay
- 4.2 Shelving Work Bee: on-going
- 4.3 Damaged windows: Diane sent a paper letter to the Town so it will be read
- 4.4 Art Display by the artist Valda'z: Velda Marshall will do the program, will put up display of painting to be auctioned
- 4.5 Alberta Arts Days events: it is a "go" with artist Valda'z
- 4.6 Wrap-up book sale - Toonie event: on now. Fill a shopping bag with books for a toonie
- 4.7 Petition for Bill C322: as page is full, Susanne will send to Bill Tweddle in Manitoba

4.8 Information Fair: Friends of Library staffing it

4.9 Sign-in book for after hours visits: Susanne will make sure that it is bought

4.10 Carpet sweeper: will buy one

5.0 Financial Report: from the Town of Valleyview. Harold Imes made motion to accept report as information, Don Gourlay seconded.

6.0 Library Coordinator's Report: Susanne Tremblay reported that she has registered for her course; concern that the weigh scale is "off" – suggested she ask Audrey Dean at the Post Office or PLS might have an extra one and Susanne could check out prices for a new one; a new paper shredder is needed; will look into the possibility of getting a more accurate door counter, a John Deere bale counter was suggested; concern about stool at resource counter – safety concern as someone might fall, as temporary measure use a chair for now; chair at circulation desk needs to be replaced and Susanne will check prices for a new one; recycling needs to be done. Susanne was thanked for her report.

7.0 Election of Vice Chairperson (Kathy Pozniak gave phone confirmation of her intention to leave the Board because of a scheduling conflict with her new job.)

Diane Haskell nominated Harold Imes as Vice Chairperson. All in favour. Harold Imes Vice Chairperson by acclamation.

8.0 Election of Chairperson for Policy Committee: Diane Haskell will ask Kerri Danner

9.0 Brief overview of the Main Tasks, Goals, Responsibilities and Deadlines for the committees for the Library year starting September 2009 and ending June 2010:

9.1 POLICY: Diane, Harold, Angela, and member at large Kerri Danner

9.2 PROGRAMMING: Diane

9.3 PERSONNEL: Diane, Warren, Angela

9.4 FINANCE: Don

11.0 Councillor comments:

11.1 Town rep: Warren Stewart thanked chairperson Diane Haskell for organizing the interviewing process and all her extra work for the Library over the past few months

11.2 MD of Greenview: Don Gourlay stated that over 800 pictures in the Gallery, South Peace Regional Archives in Grande Prairie has the disc and people can obtain photos for free depending on what want. Diane Haskell suggested make brochure with that information or make bookmarks – Susanne will look after that.

12.0 New Business:

12.1 Paper shredder – suggested by Inga Bond – for shredding confidential documents such as patron faxes: will be priority #2 after scale.

12.2 Shopping baskets – suggested by Kelli Reimer for those patrons who like to browse the aisles and take out a lot of books: a good idea, not essential for now, will look into it later. Warren Stewart reminded Board that Library can spend up to \$200. for discretionary items.

12.3 Terms of new Library Manager's employment agreement: Policy checked, two weeks' vacation after one year, three weeks after three years.

12.4 Artist release forms: Velda's made one of her own. Is it covered under Library's insurance? Will check with Town to find out if covered.

12.5 Clearing out remaining used books: Cheryl McDonagh and the Friends will take and distribute what they can and Don Gourlay will take rest to Grande Prairie for shipment overseas.

12.6 Saturday employee schedule: volunteer coming in

12.7 Hallowe'en - Saturday this year!: Susanne will contact RCMP or Victims' Assistance to see if they can help or get reflective tape with Library or store names; candy or do crafts; distribute candy from 3-5 p.m.

12.8 Spelling Bee: Wednesday, September 23, team: Petra, Harold and Susanne.

12.9 Salary concern: Susanne will look after it and respond to the Library employee, who is valued as an employee

13.0 Correspondence

13.1 Letter was sent to the Town of Valleyview regarding the windows: sent by Library Chairperson, Diane Haskell

13.2 Letters of regret were sent to those job applicants who were not successful.

13.3 Thank you note to Debbie Stewart for manning the door for interviews when the Library was closed to the public.

13.4 Thank you note to Kathy Pozniak for her service to the Board

14.0 Board Working Calendar: Additions/Deletions

14.1 New Board calendars distributed

14.2 Remember Rural Libraries Conference Grande Prairie September 24 and 25: Diane Haskell will not be able to attend (Library Board will hold off starting the community survey required for Valleyview until after the Conference.)

12.0 Date for Next Meeting: Wednesday, October 14, 2009 at 6:30 p.m.

13.0 Adjournment: Diane Haskell adjourned the meeting at 8:05 p.m.

[Snacks for September 9 meeting provided by Warren Stewart; Angela Radzikowski will provide snacks for October 14 meeting.]

Chair *[Signature]*

Secretary *Angela Radzikowski*

Date *October 14, 2009*