

**COUNTY OF ST. PAUL NO. 19
LIBRARY BOARD MEETING
MINUTES – APRIL 23, 2012**

Members Present:

Irene Van Brabant (Chairperson), Councillor Alphonse Corbiere (Vice-Chair), Councillor Dwight Dach, Lorna Conner, Angela Lorenson, Eleanor Zimmerman, Connie Currey, Betty Way (Recording Secretary/Treasurer).

Sheila Kitz, C.A.O.

1. CALL TO ORDER:

Irene Van Brabant called the meeting to order at 1:00 p.m.

Irene Van Brabant expressed our appreciation to Sheila Kitz for her input upon Council's decision to increase the Library Board funding by an additional amount of \$6,000.00, of which an additional \$3,000.00 will be granted to each of the St. Paul and Elk Point Municipal Libraries through Service Agreement Funding. Our contribution for 2012 now totals \$37,303.00.

Additions to Agenda:

- Item 6. New Business: d. Library Stats
- e. Board Workshops

Councillor Dwight Dach moved that Agenda be accepted as amended. **Carried.**

2. MINUTES OF MARCH 12, 2012 MEETING:

The Minutes of the March 12, 2012 meeting were distributed to Members.

Councillor Alphonse Corbiere moved that these Minutes be approved as circulated. **Carried.**

3. TREASURER'S REPORT:

Members glanced over Treasurer's Report, January 1- April 20, 2012 as presented.

Funds Received -	\$48,361.23
Expenses Paid Out -	<u>6,002.74</u>
Bank Balance to April 20, 2012	\$42,358.49
Total Committed Funds -	<u>\$ 7,433.36</u>
Total Non-committed Funds -	\$34,925.13

Motion that Treasurer's Report be approved as presented, moved by Connie Currey. **Carried.**

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4. N.L.L.S. REPORT:

Councillor Dwight Dach informed the Board that no meetings have taken place.

5. **BUSINESS ARISING FROM MINUTES:**

a. **Presentation to Council – Sheila Kitz, C.A.O.:**

As mentioned earlier.

b. **Service Agreement Funding Increase:**

Irene Van Brabant announced that Service Agreement funding for the St. Paul and Elk Point Municipal Libraries shall be increased by an additional \$3,000.00 per Library.

Councillor Dwight Dach moved that Service Agreement funding for the St. Paul and Elk Point Municipal Libraries total \$13,000.00 for the year of 2012. **Carried.**

c. **ATB Financial – Letter of Authorization:**

Members noted that another letter be drafted granting Betty Way authorization to access the online account for the Library Board, named as Administrator.

Eleanor Zimmerman moved that permission be granted to Betty Way and that letter be authorized by the signing of two Library Board Members and forwarded to ATB Financial. **Carried.**

d. **Policies and Procedures:**

Members noted this item will be taken up later on in Agenda.

6. **NEW BUSINESS:**

a. **2011 Audit - Finalization:**

Sheila Kitz commented on the Audit which overall went well under the hands of Synergy Chartered Accountants.

Lorna Conner moved that the Library Board's Audit upon the 2011 Statement of Receipts and Disbursements is now finalized. **Carried.**

b. **2012 Budget Approval - Revised:**

Irene Van Brabant announced a revision to our Budget: Item No. 55: Total Maintenance Expenses, No. 56b. and 56c. noting our Service Agreement funding increase, totaling \$13,000.00 for each of the St. Paul and Elk Point Municipal Libraries.

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Angela Lorensen moved that the Library Board's 2012 Budget be approved, accounting for revision to our Maintenance Expenses. **Carried.**

c. **Accounts Payable:**

Members glanced over our Accounts Payable Register, dated March 12 to April 20, 2012, totaling \$1,509.61.

Councillor Alphonse Corbiere moved that our Accounts Payable Register be approved as presented. **Carried.**

Members discussed how a little publicity could enhance the service at the Ashmont and Mallaig Public Libraries. Updates will appear on the County Website and through newspaper advertising alongside the County of St. Paul Highlights which is published monthly.

Sheila Kitz thanked the Library Board for having her present and left the meeting at 1:40 p.m.

d. Library Stats:

Members briefed through statistics of the Ashmont and Mallaig Libraries throughout the months of January to March 2012. Thoughts will come forth of just how Libraries can get more Patrons involved in the system.

e. Board Workshops:

Upcoming Workshops were spoke about with mention being made of the Elk Point Annual Conference coming up in the fall and of the ALTA Conference scheduled for later this week in Jasper.

At 1:45 p.m. Members glanced through the Policies and Procedures Manual, ending the session at 2:55 p.m. Remainder of Manual will be looked through at next meeting, commencing with Page 9 – Library Materials Policy.

7. CORRESPONDENCE:

Members glanced through the NLLS Aurora Newsletter.

8. NEXT MEETING:

The next meeting of the Board will be scheduled for May 14, 2012 at 1:00 p.m. in the Council Chambers.

9. ADJOURNMENT:

At 3:00 p.m., Connie Currey moved that the meeting be adjourned. **Carried.**

Date

Chairperson