

COUNTY OF ST. PAUL NO. 19

LIBRARY BOARD MEETING

MINUTES – FEBRUARY 21, 2018

**Members Present:**

Councillor Laurent Amyotte, Councillor Maxine Fodness, Lorna Conner, Connie Currey, Corrine Wieler-Harris, Levina Ewasiuk, Laverne Wilson, Betty Way (Recording Secretary)

Guest: Pauline Dechaine, Evening Librarian – Mallaig Public Library

**1. CALL TO ORDER:**

Lorna Conner called the meeting to order at 7:00 p.m.

a. Additions to Agenda:

No additions were made to the Agenda.

Councillor Maxine Fodness moved that the Agenda be accepted as presented. **Carried.**

**2. MINUTES OF MEETING:**

The Minutes of January 3, 2018 Meeting were distributed to Members.

Councillor Maxine Fodness noted correction to Item 5. e. wording of “now” totaling and moved that the Minutes be approved as amended. **Carried.**

**3. TREASURER’S REPORT:**

Members glanced over Treasurer’s Report, January 1 – February 16, 2018 as presented.

Funds Received -	\$129,082.32
Expenses Paid Out -	<u>1,469.39</u>
Bank Balance to February 16, 2018	\$127,612.93
Total Committed Funds -	<u>\$ 1,101.12</u>
Total Non-committed Funds -	\$126,511.81

Motion that Treasurer’s Report be approved as presented, moved by Corrine Wieler-Harris. **Carried.**

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

Item will be taken-up later on Agenda.

**5. BUSINESS ARISING FROM MINUTES:**

**a. Library Board Insurance – General Liability and Accident Coverage:**

After some discussion, Laverne Wilson moved that this item be tabled. **Carried.**

Lorna Conner will speak with Sheila Kitz for further information.

At 7:10 p.m. Pauline Dechaine, Evening Librarian at the Mallaig Public Library introduced herself to the Library Board and spoke of the transition that has taken place in the Library since she took over the role five years ago. Pauline spoke of her continuing plans to enhance services for her Patrons and remained for the duration of the meeting.

At 7:20 p.m. the St. Paul Municipal Library Board entered the meeting, there being present the following Members: Harpreet Chaggar, Becky Swiegoka – Library Manager, Norman Noel, Dwight Wiebe, Meredith Kerr - Chairperson and Sharon Jackson – Secretary/Treasurer.

After introductions, Harpreet Chaggar shared with Members, a handout of programs offered at the St. Paul Library and spoke of operations at the Library, acknowledging the on-going support of the County of St. Paul No. 19 Library Board through our Service Agreement funding. Lorna Conner then handed over the 2018 Service Agreement with cheque enclosed. The St. Paul Library Board expressed their appreciation to the Board. At 7:40 p.m., the Delegation left the meeting.

Lorna Conner then handed Service Agreement documents Laverne Wilson, Chairman of the Elk Point Municipal Library.

**N.L.L.S. REPORT:**

Councillor Laurent Amyotte spoke of upcoming meetings along and a few changes to the Executive, with Stephen Dafoe stepping down as Chairman. Members discussed the 2017 County of St. Paul No. 19 population figure of 6,468 that NLLS has chosen to base the 2018 Levy upon and how this increase will affect the 2018 Budget planning.

**b. ALC 2018 – April 26 – 29, 2018, Jasper:**

Registrations and accommodations are in order for Board Members.

**Mallaig Librarian's Attendance:**

Pauline Dechaine informed the Board does she will plan to be in attendance.

Councillor Laurent Amyotte moved that Pauline Dechaine be approved to attend the 2018 ALC in Jasper. **Carried.**

Transportation plans will be determined at our next meeting.

**6. NEW BUSINESS:**

**a. Minister's Awards of Excellence – Nomination Package:**

Lorna informed Members that the Nomination Package is being compiled for our Nominee, Pauline Dechaine. Award will be presented at the ALC. Pauline expressed her gratitude to the Library Board upon this Nomination.

**b. NLLS Levy Increase:**

As spoke or earlier, Councillor Laurent Amyotte will bring this item back to the NLLS Executive for further discussion as our Budget was based on the 2014 population count of 6,168.

Councillor Laurent Amyotte spoke of future upgrade plans for the Mallaig School which will probably be a year in the planning stage.

**c. Alberta Municipal Affairs:**

**- Annual Reports from Libraries:**

Members glanced through Annual Reports from the Ashmont and Mallaig Public Libraries, which will be forwarded to Public Library Services.

Laverne Wilson moved that the Annual Reports be approved as presented. **Carried.**

**- Inventory Lists:**

Report that Inventory Lists have been compiled by our Librarians.

**- Statement of Receipts & Disbursements:**

Members briefed through the Statement as presented, with the firm of Synergy Chartered Professional Accountants to complete the final audit.

Laverne Wilson moved that the Statement of Receipts and Disbursements be approved as presented. **Carried.**

**- Budget 2018:**

Members viewed the 2018 Budget as presented, noting that the Per Diem may see to an increase and will be determined at the March Council Meeting.

Councillor Laurent Amyotte moved that the 2018 Budget be approved as presented. **Carried.**

**d. 2018 Allocation Funding – Ashmont and Mallaig Public Libraries:**

With our County Grant Funding now being received, Lorna Conner announced that the \$5,000.00 in Allocations will be released to each of our Libraries at month end.

**e. 2018 Service Agreements:**

As spoke of earlier, the St. Paul and Elk Point Municipal Libraries have received their Service Agreement documents.

Laverne Wilson moved that the 2018 Service Agreements have been handed-out to respective parties. **Carried.**

**f. ALTA Membership:**

Members were made aware that our 2018 ALTA Membership must be renewed.

Connie Currey moved that our 2018 ALTA Membership be renewed in the amount of \$150.00. **Carried.**

**g. Accounts Payable:**

Members glanced over our Accounts Payable Register;  
January 3 – February 16, 2018 – Totaling \$1,469.39

Corrine Wieler-Harris moved that our Accounts Payable Register be approved as presented. **Carried.**

**h. Plan of Service 2018:**

Members briefed through the Plan of Service and made necessary changes throughout the document.

Levina Ewasiuk then commented on the Mission Statement and stated the following wording change to read; To provide accountable, progressive and collaborative library service from within our Libraries in the County of St. Paul No. 19.

Pauline Dechaine expressed her comments to the Board.

Necessary changes will be completed and the document will be brought back to our next meeting, further determining our Goals and Objectives.

**7. CORRESPONDENCE:**

A number of Correspondence items were glanced over.

- Laverne Wilson stated that Daphne Schnurer will plan to attend a future meeting of the Library Board.
- Stakeholder Group Survey – Tabled to next meeting.

**8. NEXT MEETING:**

Scheduled for March 28, 2018 – 6:30 p.m.

Focus will be on our 2018 Plan of Service and Policies and Procedures.

**9. ADJOURNMENT:**

At 9:25 p.m., Connie Currey moved that the meeting be adjourned. **Carried.**

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**Date**

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**Chairperson**