

COUNTY OF ST. PAUL NO. 19

LIBRARY BOARD MEETING

MINUTES – DECEMBER 6, 2017

Members Present:

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

1. CALL TO ORDER:

Lorna Conner called the meeting to order at 1:41 p.m.

Sheila Kitz, CAO introduced herself to the new Library Board and welcomed everyone. Board Members then introduced themselves, stating which Division they represented.

- a. Additions to Agenda:
No additions were made to the Agenda.

Councillor Laurent Amyotte moved that the Agenda be accepted as presented. **Carried.**

2. MINUTES OF MEETING:

The Minutes of October 31, 2017 Regular Meeting were distributed to Members.

Councillor Maxine Fodness moved that the Minutes be approved as circulated. **Carried.**

3. TREASURER'S REPORT:

Members glanced over Treasurer's Report, January 1 – December 5, 2017 as presented.

Funds Received -	\$163,606.64
Expenses Paid Out -	<u>150,746.20</u>
Bank Balance to December 5, 2017	\$ 12,860.44
Total Committed Funds -	<u>\$ 968.51</u>
Total Non-committed Funds -	\$ 11,891.93

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

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

Councillor Laurent Amyotte stated that last meeting was post-poned and rescheduled to December 9, 2017.

5. **BUSINESS ARISING FROM MINUTES:**

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

Laverne Wilson moved that this item be tabled to next meeting. **Carried.**

b. **Elk Point/St. Paul Municipal Libraries – Delegation Plans:**

Lorna Conner stated that delegation plans will be arranged with the Libraries in the new year. An invite will be extended to our Librarians for our January 3, 2017 Meeting.

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

Members will confirm their attendance at our next meeting as accommodation bookings are in order.

d. **Library Tour 2018:**

Members discussed in detail our Library Tour plans for 2018. Plans are to visit Mallaig Library, have lunch in St. Lina then travel to the Lac La Biche Library.

Connie Currey moved that our Library Tour take place in May of 2018 with our route being planned as stated above. **Carried.**

e. **AALT Conference, Drumheller – Mallaig Librarian Expenses – SPERD:**

Lorna Conner informed the Board that these expenses will be calculated when all details are final and a request shall be made to St. Paul Education for assistance in funding a portion of Pauline Dechaine's expenses.

f. **New Ashmont School – Learning Commons Furniture:**

Members spoke of the contents within the Ashmont Public Library which are owned by the Library Board. Librarians will be asked to once again take inventory of all items within their Libraries.

Councillor Laurent Amyotte moved that a letter be addressed to St. Paul Education, informing them of the Library Board's assets within the Library in the case that these items will not be used within the new Learning Commons and we will need to know the outcome. **Carried.**

g. SPERD Contribution – Library Supplies:

Lorna Conner stated that a portion of our Librarian's supplies purchased are broken down with the School normally paying a part.

6. NEW BUSINESS:

a. Recognition – Past Chairperson, Irene Van Brabant (15 Years Service):

Members discussed Irene Van Brabant's commitment to the Library Board.

Councillor Laurent Amyotte moved that a Plaque be presented to Irene Van Brabant for her 15 years of service at our next meeting. **Carried.**

Councillor Maxine Fodness moved that a \$100.00 Gift Cheque be presented to Irene Van Brabant and that Eleanor Zimmerman also be presented with a Plaque and a \$100.00 Gift Cheque as well. **Carried.**

b. Honorarium – Betty Way:

In the absence of the Secretary Treasurer, as Board Members discussed, Connie Currey moved that the Honorarium be set at \$750.00. **Carried.**

c. Policies and Procedures Manuals:

Item will be brought forth at our next meeting.

d. Ashmont/Mallaig Public Libraries – Time Sheets/Reports/Pictures:

Members glanced through paperwork from our Libraries.

e. St. Paul Municipal Library – Letter of Request/Budget 2018:

Board Members acknowledged the letter of request and reviewed their Budget. Request for Service Agreement funding was in the amount of \$46,800.00.

Councillor Laurent Amyotte moved that the St. Paul Municipal Library be granted additional funding with Service Agreement now totaling \$47,000.00. **Carried.**

f. Accounts Payable:

Members glanced over our Accounts Payable Register; October 31 – December 5, 2017 - totaling \$4,019.00

Connie Currey moved that our Accounts Payable Register be approved as presented. **Carried.**

g. Preliminary 2018 Budget:

Board Members discussed in detail.

Councillor Laurent Amyotte moved that the 2018 Budget be approved as presented and taken to the December 13, 2017 Council Meeting for their approval. **Carried.**

7. **CORRESPONDENCE:**

Correspondence material glanced over.

After looking over the 2018 Minister's Awards for Excellence in Public Library Service Correspondence, Councillor Maxine Fodness moved that Librarian, Pauline Dechaine be nominated for the Award. Pauline Dechaine will be contacted for her acceptance of this nomination. **Carried.**

2018 Public Library Symposium – February 23 & 24, 2018:
A number of Members showed interest in attending.

8. **NEXT MEETING:**

Members discussed setting a common date for our Regular Meetings.

Councillor Maxine Fodness moved that our meetings be set for the first Wednesday of every month at 7:00 p.m., though scheduling our next meeting for January 3, 2018 at 6:00 p.m., starting with a Supper. **Carried.**

9. **ADJOURNMENT:**

At 3:25 p.m., Connie Currey moved that the meeting be adjourned. **Carried.**

Date

Chairperson