

COUNTY OF ST. PAUL NO. 19

LIBRARY BOARD MEETING

MINUTES – SEPTEMBER 26, 2018

Members Present:

Lorna Conner – Chairperson, Connie Currey – Vice-Chairperson,
Councillor Laurent Amyotte, Councillor Maxine Fodness, Corrine Wieler-Harris,
Levina Ewasiuk, Laverne Wilson, Betty Way (Secretary/Treasurer)

1. **CALL TO ORDER:**

Lorna Conner called the meeting to order at 5:00 p.m.

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

Laverne Wilson moved that the Agenda be accepted as presented. **Carried.**

2. **MINUTES OF MEETING:**

The Minutes of the May 23, 2018 Meeting were distributed to Members.

Councillor Maxine Fodness moved that the May 23, 2018 Minutes be approved as presented. **Carried.**

3. **TREASURER’S REPORT:**

Members glanced over Treasurer’s Report, January 1 – September 25, 2018 as presented.

Funds Received -	\$165,101.68
Expenses Paid Out -	<u>150,275.62</u>
Bank Balance to September 25, 2018	\$ 14,826.06
Total Committed Funds -	<u>\$ 4,283.55</u>
Total Non-committed Funds -	\$ 10,542.51

Motion that Treasurer’s Report be approved as presented, moved by Councillor Laurent Amyotte. **Carried.**

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

Councillor Laurent Amyotte informed Members that an Executive Meeting took place on September 1, 2018. Mention of an added Van on the run and a number of renovations to take place. NLLS is now fully staffed with twenty-one employees.

5. **BUSINESS ARISING FROM MINUTES:**

a. **Policies and Procedures:**

Members were informed that our Policies and Procedures update has been completed and forwarded to Ken Allen with Public Library Services.

b. **2019 ALC – JPL Accommodation Comparison:**

This item will be brought back for discussion at our next meeting.

6. **NEW BUSINESS:**

a. **NLLS:**

- **Conference, September 20 & 21, 2018:**

Pleasing comments came forth from Councillors Laurent Amyotte and Maxine Fodness, along with Corrine Wieler-Harris and Levina Ewasiuk who were also in attendance.

Members discussed that Librarians should plan to be in attendance at regular meetings of the Board.

Laverne Wilson moved that our Librarians be required to attend regular meetings of the Library Board. **Carried.**

- **Levy Invoice:**

Members noted that the NLLS Invoice of \$32,792.76 will be paid with our Provincial funding now in place. From our budgeted figure of \$31,271.76, a difference of \$1,521.00 was noted.

- **Ashmont Public Library:**

Members discussed a number of concerns with inventory items that remain.

Councillor Maxine Fodness moved that our two refurbished 2017 Computers will be brought back from NLLS Headquarters, with a decision made as to where they will be utilized, also noting that any further communication from NLLS will be directed to the County Library Board. **Carried.**

- **Axia Supernet Invoice:**

Lorna Conner informed Members that the Library Board received this Invoice from NLLS in the amount of \$1,216.22 for an Axia Supernet Build Fee, installed at the Ashmont Public Library. With the Library Board being under the understanding that no further fees would come from the development of the new Ashmont Public Library, Lorna Conner stated that this Invoice shall be directed and hand-delivered to Doug Fedoruk with St. Paul Education Regional Division No. 1.

Councillor Laurent Amyotte moved that this NLLS Invoice be redirected to St. Paul Education Regional Division No. 1 to the attention of Doug Fedoruk. **Carried.**

- b. **Ashmont Learning Commons:**
Meeting – May 23, 2018: Lorna Conner commented on good dialogue coming from the May 23, 2018 meeting at the Ashmont School with the Principals and Librarians.

School Closure/Library Signage: Discussion centered around the school closure for the summer months and signage for the Public Library, as well as concern to parking for patrons.

Ashmont School Grouping – September 8, 2018:

Furniture Items/Inventory List: A number of Board Members met and assisted in the moving and storing of numerous furniture items from the Ashmont Public Library. The Inventory List of items shall be updated.

Request for Additional Hours – Book Fair Family Night, October 23, 2018:

Corrine Wieler – Harris moved that two additional hours be approved for Corina Idzan during the Book Fair Family Night event. **Carried.**

Members viewed photos of furniture items that will not be utilized at the new Ashmont Public Library.

Councillor Laurent Amyotte moved that the Library Board dispose of these furniture items at the Elk Point Transfer Station. **Carried.**

- c. **Mallaig Public Library:**

Summer Reading Program – Gift Certificate:

Members noted that a Gift Certificate was purchased for Pauline Dechaine's Summer Program Volunteer in the amount of \$350.00.

Councillor Maxine Fodness moved to ratify the purchase of this Gift Certificate. **Carried.**

Fall Programming – Late Night Wednesday:

Members acknowledged Pauline Dechaine's request for keeping the Library open on Wednesday evenings for special fall programming.

Corrine Wieler – Harris moved that the Mallaig Public Library be approved to remain open an additional 1.5 hours on Wednesdays to accommodate Patrons. **Carried.**

Evening Librarian Alternate – Medical Leave:

Lorna Conner commented on Rollande Christensen's medical leave for the duration of a number of months. Pauline Dechaine made mention of another resident who is interested in the position and her Resume was presented to the Board.

After some discussion, Councillor Maxine Fodness moved that Charlene Corbiere's Resume be accepted for the position of Alternate Evening Librarian at the Mallaig Public Library. **Carried.**

Procedure for hire shall be that Charlene Corbiere undergo a Criminal Record Check and a Child Intervention Check prior to the commencement of her duties. Pauline Dechaine will notify Charlene Corbiere of the Board's acceptance of her Resume and training will be arranged.

d. Board Member – Absence from Meetings:

Letter of request from Laverne Wilson acknowledged of his absence from three consecutive meetings. being out of the Country from October 21/18 – January 18/19.

Councillor Laurent Amyotte moved that Laverne Wilson's request be granted of his absence from three consecutive meetings. **Carried.**

e. Elk Point Municipal Library – Funding Request:

Lorna Conner shared a letter of request for funding in the amount of \$2,000.00 from the Elk Point Municipal Library.

Lorna Conner stated that this item will be dealt with at a later date.

Laverne Wilson expressed his thanks to the Board for their consideration.

f. Ashmont & Mallaig Public Libraries – Stats/Time Sheets/Reports:

Members briefed through all correspondence items.

g. Library Tour:

Members conversed over thoughts of a Library Tour and of seeing the new Ashmont Public Library. Decision was made upon having the next scheduled meeting there at the Library. Tentative meeting date chosen for October 22, 2018. Corina Idzan and Pauline Dechaine will be made aware of this meeting date and Board Members will be notified when date is confirmed.

h. Accounts Payable:

Members glanced over our Accounts Payable Register;
May 23 – September 25, 2018 – Totaling \$44,999.13

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

7. CORRESPONDENCE:

Members glanced over a number of correspondence items.

A thank you letter was acknowledged from Daphne Schnurer, Elk Point Municipal Library for the generous donation of furniture items from the Ashmont Public Library.

8. NEXT MEETING:

As mentioned earlier.

9. ADJOURNMENT:

Connie Currey moved that meeting be adjourned at 7:30 p.m.