

COUNTY OF ST. PAUL NO. 19

LIBRARY BOARD MEETING

MINUTES – OCTOBER 22, 2018

Location of Meeting: Ashmont Public Library

Members Present:

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

Guests: Corina Idzan & Pauline Dechaine

Regrets: Laverne Wilson

1. CALL TO ORDER:

After a quick tour of the Learning Commons, Library Board Members & Guests gathered for the meeting. Chairperson, Lorna Conner called the meeting to order at 5:10 p.m.

- a. Additions to Agenda:
 - 6. e. Elk Point Municipal Library
 - f. Inventory – Ashmont Public Library
 - g. Sign Language Course

Connie Currey moved that the Agenda be accepted as amended. **Carried.**

2. MINUTES OF MEETING:

The Minutes of the September 26, 2018 Meeting were distributed to Members.

Councillor Laurent Amyotte moved that the September 26, 2018 Minutes be approved as presented. **Carried.**

3. TREASURER’S REPORT:

Members glanced over Treasurer’s Report, January 1 – October 19, 2018 as presented.

Funds Received -	\$165,213.76
Expenses Paid Out -	<u>152,991.40</u>
Bank Balance to October 19, 2018	\$ 12,221.86
Total Committed Funds -	<u>\$ 3,496.04</u>
Total Non-committed Funds -	\$ 8,725.82

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 no meeting took place since our last meeting.

5. BUSINESS ARISING FROM MINUTES:

a. 2019 ALC – JPL Accommodation Comparison:

After some discussion, Connie Currey moved that this item be tabled to our next meeting. **Carried.**

b. NLLS – Ashmont Public Library Computers:

Corina Idzan informed Members of the computer inventory and how the Polaris system works. At present the computers are being stored at NLLS Headquarters with the new Ashmont School still in the construction stage. With the Library only needing two newer 2017 desktop computers for the public, three older 2013 units will remain.

It was then moved by Connie Currey that three 2013 Desktop Computers be sold at a price of \$100.00 per unit and that a letter be addressed to Julie Walker at NLLS for the release all computer units back to the Ashmont Public Library. **Carried.**

Corina Idzan stated that she would like to purchase a new Laptop at a price of \$1,200.00 – \$1,600.00. Prices will be acquired through Kelly at NLLS. Corina mentioned that no Halloween Party will be planned this year, with focus being on the planning for a Christmas Party.

Councillor Laurent Amyotte moved that Corina Idzan be given approval to purchase this Laptop through NLLS as soon as it can be arranged. **Carried.**

c. St. Paul Education – Axia Supernet Invoice:

Lorna Conner announced that authorization has come forward from Doug Fedoruk with St. Paul Education, that their Accounting Department shall be taking care of the Axia Supernet Invoice in the amount of \$1,216.22 for Building Fees for the Ashmont Public Library.

d. Mallaig Public Library - Alternate Evening Librarian - Letter of Hire:

Members acknowledged that Charlene Corbiere's Letter of Hire has been sent with her acceptance letter to be received before Pauline Dechaine will commence her one week of training.

6. **NEW BUSINESS:**

a. **2019 Minister's Awards for Excellence:**

Lorna Conner announced that the Library Board would like to re-nominate Pauline Dechaine for this award. Pauline expressed her thoughts in that she would be honored to once again be nominated for this award.

Councillor Maxine Fodness moved that Pauline Dechaine be nominated for the 2019 Minister's Award for Excellence. **Carried.**

b. **Ashmont & Mallaig Public Libraries – Stats/Time Sheet:**

Members glanced through a series of correspondence from our Libraries.

c. **Accounts Payable:**

Members glanced over our Accounts Payable Register;
September 26 – October 19, 2018 – Totaling \$2,715.78

Councillor Laurent Amyotte moved that our Accounts Payable Register be approved as amended with Ecole Mallaig Library's cheque in the amount of \$420.00 now being voided with another cheque being made in the amount of \$210.00, with Register now totaling \$2,505.78. **Carried.**

d. **2019 Preliminary Budget:**

Members glanced over Budget making necessary adjustments throughout. It was noted that the NLLS Levy will see an increase of 1.5% with the 2019 Levy totaling \$33,439.56.

Members discussed request made by Corina Idzan of remaining open an additional hour on Wednesdays being 3:30 p.m. – 7:30 p.m. Discussion rose of who would be responsible to pay for this additional hour wage.

Connie Currey moved that Lorna Conner meet with Sheila Kitz upon clarification of what is within Policy for actual number of hours Librarians can be employed and how it relates within the Libraries Act. **Carried.**

Lorna Conner will bring back information to our next meeting.

Corina Idzan shared her Wish List with Board Members to include; Laptop, iPads, Book Spinner, Kobo Readers, DVD Media Storage Cabinet. It was noted that a cost estimate for these items would average approximately \$6,000.00.

Councillor Laurent Amyotte moved that the 2019 Preliminary Budget be approved as presented. **Carried.**

Councillor Maxine Fodness then moved that the 2019 Preliminary Budget be brought forward with adjustments for further discussion at our next meeting. **Carried.**

- e. **Elk Point Municipal Library:**
Letter dated September 27/18 addressed to County Council was shared with the Board of their request for an increase in funding of \$4,000.00.
This item was then filed for information purposes.

- f. **Inventory – Ashmont Public Library:**
It was noted that Connie Currey will update Ashmont Public Library’s Inventory List.

- g. **Sign Language Course:**
Corina Idzan informed the Board that a local resident, Robin Johnston has offered to instruct this introductory course for a period of approximately nine weeks and would like to utilize the Ashmont Public Library facility.

Corrine Wieler – Harris moved that the Ashmont Public Library accommodate the teaching of this Sign Language Course. **Carried.**

7. **CORRESPONDENCE:**
Members glanced over a number of correspondence items.

8. **NEXT MEETING:**
Scheduled for Monday, November 26, 2018 – 5:00 p.m.
Location: Mallaig Public Library

9. **ADJOURNMENT:**
Connie Currey moved that meeting be adjourned at 7:47 p.m.

Date

Chairperson