

**COUNTY OF ST. PAUL NO. 19
LIBRARY BOARD MEETING
COUNTY OFFICE – LOWER LEVEL BOARDROOM**

MINUTES – NOVEMBER 23, 2020

Members Present:

**Corrine Wieler-Harris - Chairman, Councillor Laurent Amyotte,
Councillor Maxine Fodness, Helen Gamblin, Patricia Miller, Bryce Bodnar,
Betty Way - Secretary/Treasurer, Corina Idzan
Shannon Quinney-Vice - Chairman (Via Cell Phone)**

Absent: Pauline Dechaine

1. CALL TO ORDER:

Corrine Wieler-Harris, Chairman, called the meeting to order at 4:40 p.m.

a. Additions to Agenda:

Corrine Wieler-Harris requested the following:

Item 5. c. Mallaig Library - Door Buzzer

Item 7. Correspondence - Email with SPERD

Patricia Miller then moved the adoption of Agenda as amended. **Carried.**

2. MINUTES OF MEETING:

The Minutes of the October 19, 2020 meeting were distributed to Members.

Councillor Maxine Fodness moved that the October 19, 2020 Minutes be approved as presented. **Carried.**

3. TREASURER'S REPORT:

Members glanced over Treasurer's Report, January 1 – November 20, 2020 as presented.

Funds Received -	\$180,053.54
Expenses Paid Out -	<u>142,671.46</u>
Bank Balance to November 20, 2020	\$ 37,382.08
Total Committed Funds -	<u>\$ 13,868.03</u>
Total Funds Remaining -	\$ 23,514.05

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

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

Councillors Laurent Amyotte and Maxine Fodness updated Members of happenings from a recent meeting they attended with mention of offering a contract to the new Director. Maxine spoke of Terri Hampson doing a fine job holding the title of Acting Director.

5. **BUSINESS ARISING FROM MINUTES:**

a. **Plan of Service (2018 – 2020):**

Corrine Wieler-Harris informed Members that she has spoke with Jordan DeSousa, Public Library Consultant with Public Library Services.

Corrine stated that our newly designed Plan of Service will have adaptations for COVID measures.

After some discussion, Councillor Laurent Amyotte moved that the Library Board incorporate a new Plan of Service and table this item until January 2021. **Carried.**

b. **St. Paul Education Agreement:**

Corrine Wieler-Harris updated Members on the Memorandum of Agreement, explaining that some minor corrections will be completed, with this item now being tabled and brought back to our January meeting for discussion. SPERD will then receive a copy of agreement and be present at our February 22, 2021 – 4:30 p.m. meeting with members of their Board to finalize signing of the agreement.

c. **Door Buzzer – Mallaig Library:**

Corrine Wieler-Harris stated that she approached SPERD, explaining the importance of having a door buzzer installed at the Mallaig School with the closure of the Library due to the COVID-19 situation. This system will assist Pauline Dechaine when Patrons need to access the Library for curbside service as well as benefit Seniors and for those with limited or no access to virtual Library services. The door buzzer was installed at the front door of the Mallaig School.

6. **NEW BUSINESS:**

a. **Members-at-Large – Virtual Conference Per Diem:**

Corrine Wieler-Harris informed the Board that for any virtual meetings or workshops they attend, a per diem will be paid. Members were asked to notify Betty Way of their attendance.

b. **Ashmont Public Library – Promotional Products:**

Corina Idzan briefed Members on her plan to create some promotional products for the Ashmont Public Library with the creation of a logo. Corina stated she has received a few quotes for the design of the logo and will proceed with the logo design for the Library, sharing her ideas at our next meeting.

c. **Ashmont & Mallaig Public Library – Time Sheets/Reports:**
Members glanced over time sheets and correspondence material from our Libraries.

d. **GIC:**
Corrine Wieler-Harris discussed with Members, the additional surplus that remains in the Library Board bank account due to a number of Board Meetings and Conferences that did not take place due to COVID-19 restrictions throughout the year. Corrine Wieler-Harris stated that if we invest this surplus of funds, we need some kind of a future goal.

After some discussion, Councillor Laurent Amyotte moved that the County of St. Paul Library Board purchase a \$15,000.00 (Fifteen Thousand Dollar) cashable GIC from ATB. Shannon Quinney seconded the motion. **Carried.**

At 6:00 p.m., Helen Gamblin was excused from the meeting.

e. **Budget 2021:**
Members once again discussed the 2021 Budget and determined that no changes will be made to the already approved 2021 Budget, which will be presented to County Council at the December 8, 2020 meeting.

f. **Accounts Payable:**
Members glanced over our Accounts Payable Register:
October 19 – November 4, 2020 Totaling: \$1,298.19

Bryce Bodnar moved that our Accounts Payable Register be approved as presented. **Carried.**

Corina Idzan informed the Board of her additional preparation time for projects/kits and how it would be acknowledged.

After some discussion, Corrine Wieler-Harris stated that a letter will be addressed to County Council in January, for their acceptance, allowing approximately 3 additional hours per month for our Librarians preparation time.

7. **CORRESPONDENCE:**
- Corrine Wieler-Harris stated that through email correspondence, a number of SPERD Members will plan to attend our February 22/21 meeting.

8. **NEXT MEETING:**
Corrine Wieler-Harris informed the Board that our next meeting will be scheduled for Monday, January 25, 2021 – 4:30 p.m.

9. **ADJOURNMENT:**
Corrine Weiler-Harris moved that meeting be adjourned at 6:40 p.m.

Date

Chairperson