

**COUNTY OF ST. PAUL NO. 19  
LIBRARY BOARD MEETING  
(VIRTUAL ZOOM)**

**MINUTES – JANUARY 25, 2021**

**Members Present - Virtual Zoom:**

**Corrine Wieler-Harris - Chairperson, Shannon Quinney - Vice-Chairman,  
Councillor Laurent Amyotte, Councillor Maxine Fodness, Helen Gamblin,  
Patricia Miller, Bryce Bodnar, Corina Idzan, Pauline Dechaine  
Host: Betty Way - Secretary/Treasurer**

**1. CALL TO ORDER:**

Corrine Wieler-Harris, Chairman, called the meeting to order at 4:35 p.m.

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

Helen Gamblin then moved the adoption of Agenda as amended. **Carried.**

**2. MINUTES OF MEETING:**

The Minutes of the November 23, 2020 meetings, Organizational and Regular were distributed to Members.

Councillor Laurent Amyotte moved that the November 23, 2020 Meeting Minutes; Organization and Regular be approved as presented. **Carried.**

**3. TREASURER’S REPORT:**

Members glanced over Treasurer’s Report, January 1 – December 31, 2020 as presented.

Funds Received -	\$180,110.95
Expenses Paid Out -	<u>158,296.37</u>
GIC	<u>15,000.00</u>
Bank Balance to December 31, 2020	\$ 6,814.58
Total Committed Funds -	<u>\$ 624.67</u>
Total Funds Remaining -	\$ 6,189.91

Motion that Treasurer’s Report be approved as presented, moved by Helen Gamblin. **Carried.**

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

Councillor Laurent Amyotte stated that a new NLLS Executive Board will be formed in mid February. An update will be brought to our next meeting.

5. **BUSINESS ARISING FROM MINUTES:**

No business was brought forth.

6. **NEW BUSINESS:**

a. **ALTA Membership:**

Members were informed of our annual ALTA Membership fees which have now increased from \$153.75 to \$300.00.

b. **RMA Insurance:**

Members were given a breakdown of RMA Insurance costs for the Ashmont and Mallaig Public Libraries:

Liability	- \$480.13
Bond & Crime	- <u>\$360.50</u>
Total:	\$840.63

c. **GIC:**

Corrine Wieler-Harris confirmed with Members the purchase of a \$15,000.00 Alberta Treasury Branch GIC Investment on the date of November 27, 2020.

d. **2021 Budget Approval – County Council:**

Corrine Wieler-Harris informed the Board of our request for funding in the amount of \$133,954.82, brought forth at the County Council Meeting of December 8, 2020. It was determined that Council approved a contribution of \$110,954.82 for our 2021 Library Board Budget, estimating a shortfall of \$23,000.00.

e. **Librarian’s Prep Hours – 3 Hrs./Month (Letter to Council):**

As Corrine Wieler-Harris had shared this letter with Members earlier, the Library Board addressed a letter to County Council of our request for three to four additional hours for program, service planning and preparation per month for each of our Librarians. Our request shall be taken to County Council Meeting of February 9, 2021.

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

Members glanced through correspondence material from our Librarians.

**Ashmont Public Library – Promotional Products:**

Corina Idzan shared her Logo designs, designed by Rob Levasseur, stating that the Library will have one mature theme and one child-like theme. Promotional items such as tote bags, t-shirts and magnets will be ordered with more ideas to come.

**Mallaig Public Library – Custom Workstation:**

Pauline Dechaine shared her pleasing comments and photos of her workstation, custom designed by RCW Contracting from Vilna.

Members discussed if a protective safety shield would have to be installed at Pauline's new workstation. More discussion will come forth.

**Needs Assessment:**

Librarians informed the Board of how they are keeping up with the day-to-day procedures and mentioned that without Patrons being able to enter into the Library, it is difficult for the Needs Assessment to be filled out.

Pauline Dechaine announced that Charlene Corbiere has been assigned the duty of Virtual Programmer and commented on hiring someone to assist with public hours. Members discussed this topic in detail and Corrine Wieler-Harris spoke of hiring someone with experience, granting the same level of service. Pauline Dechaine stated she will forward Resume of interested party. Councillor Laurent Amyotte remarked that the Board should delay the hiring until we are approved of preparation hours for the Librarians.

Corina Idzan spoke of a huge response of community involvement with her Virtual Activity Projects, taking place throughout the months of October, November and December and hearing good reviews from her Patrons, that these activities were a real moral boost.

Pauline Dechaine talked of a Virtual Talent Contest that she organized with overall good comments from her Patrons.

**g. Annual Reports:**

Members glanced through Annual Reports from our Librarians.

After some discussion with a few changes to be made to programming, the Annual Reports will be brought back to our February 22, 2021 meeting for final approval.

**h. Accounts Payable:**

Members glanced over our Accounts Payable Register:

November 23 – December 31, 2020 Totaling: \$15,624.91

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

**i. Memorandum of Agreement – SPERD:**

Members briefed through our Memorandum of Agreement with SPERD, noting that our Library Equipment Inventory Lists will be attached. Corrine Wieler-Harris will forward document to SPERD and await their approval and signing of the document, prior to our February 22, 2021 meeting.

Motion by Councillor Maxine Fodness, that the Memorandum of Agreement with SPERD be approved as presented. **Carried.**

**j. Plan of Service (2018 – 2020):**

Members glanced through our Plan of Service 2018-2020, making necessary changes and adjustments to some of the wording and term of service.

Motion by, Bryce Bodnar that our Plan of Service, 2021-2023 be approved as amended. **Carried.**

7.

**CORRESPONDENCE:**

Members acknowledged letter from Levina Ewasiuk, expressing her thanks and the opportunity to serve on the Library Board for one term.

Councillor Laurent Amyotte spoke of acknowledging past Members-at-Large, Levina Ewasiuk and Laverne Wilson, in recognition of their three years of service on the Library Board with the purchase of a thank you card and a \$25.00 Tim Horton's Gift Certificate.

Motion by, Shannon Quinney that Corrine Wieler-Harris be approved to purchase above noted items, acknowledging these past Members for their service on the Library Board. **Carried.**

8.

**NEXT MEETING:**

Corrine Wieler-Harris informed the Board that our next meeting will be scheduled for Monday, February 22, 2021 – 4:30 p.m. SPERD will be on the Agenda as our Delegation.

9.

**ADJOURNMENT:**

At 5:55 p.m., Helen Gamblin adjourned the meeting.

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**Date**

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**Chairperson**