

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

MINUTES – FEBRUARY 22, 2021

Members Present:

Hosts: Corrine Wieler-Harris - Chairperson, Betty Way - Secretary/Treasurer

**Virtual Zoom: Shannon Quinney - Vice-Chairman,
Councillor Laurent Amyotte, Councillor Maxine Fodness, Helen Gamblin,
Patricia Miller, Bryce Bodnar, Corina Idzan**

Absent: Pauline Dechaine

1. CALL TO ORDER:

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

Delegation 4:30 p.m. – SPERD: Heather Starosielski, Board of Trustees Chair and Sha Lyn Tichkowsky, Director of Student Supports joined the Board via Zoom and thanked the Library Board for the warm invite.

After discussing the Memorandum of Agreement with Members, a few changes were made to the MOA, noted as;

Page 2, Facilities: Item 1. 5) accessible by an entrance designated and maintained by the School Division.

Page 5, Staffing: Item 16. Heather stated that this paragraph will need to be looked over and reconstructed.

Heather Starosielski spoke of concern to Insurance Coverage being implemented into the MOA and to what extent SPERD would offer coverage for Liability, Bond and Crime, as well as Property. Heather stated this topic of Insurance will be looked into as well. After completion of noted changes, the MOA will be brought back to the Library Board for approval and to be signed by officials. At 4:55 p.m. Heather Starosielski and Sha Lyn Tichkowsky left the meeting.

a. Additions to Agenda:

No additions were made to the Agenda.

Councillor Maxine Fodness then moved the adoption of Agenda as presented.
Carried.

2. MINUTES OF MEETING:

The Minutes of the January 25, 2021 meeting was distributed to Members.

Corrine Wieler-Harris noted correction to be made to Page 3, Item g. Annual Reports: Annual Reports will be brought back to our February 22, 2021 meeting for final approval.

Motion by, Shannon Quinney that the Minutes of the January 25, 2021 meeting be approved as amended. **Carried.**

3. TREASURER’S REPORT:

Members glanced over Treasurer’s Report, January 1 – February 19, 2021 as presented.

Funds Received -	\$ 6,814.58
Expenses Paid Out -	<u>2,412.96</u>
Bank Balance to February 19, 2021	\$ 4,401.77
GIC	<u>15,000.00</u>
Total Committed Funds -	<u>\$ 601.68</u>
Total Funds Remaining -	\$ 3,800.09

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

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

Councillor Laurent Amyotte informed Members of an upcoming virtual NLLS Conference taking place on May 27 & 28, 2021. Information shall be forwarded to the Board.

5. BUSINESS ARISING FROM MINUTES:

No business was brought forth.

6. NEW BUSINESS:

a. Libraries Act:

Corrine Wieler-Harris made mention of the Alberta Libraries Act and of certain instances concerning Library Board business and the proper protocol to be followed. Mention of inviting Ken Allan, Library Consultant with Public Library Service Branch to one of our future meetings with invitation extended to Sheila Kitz, CAO as well.

The creation of a Pay Grid for Librarians was discussed along with an Evaluation process. Councillor Maxine Fodness commented on the St. Paul Municipal Library’s pay grid and of sharing information with the Board.

Corrine stated that a Pay Grid for our Librarians will be created and presented to Council, also noting that she will arrange to meet with Sheila Kitz, clarifying concerns and directions between Library Board and County Council meetings.

b. Memorandum of Agreement:

Corrine Wieler-Harris remarked on our discussion earlier with SPERD, noting that a few changes will be made to the Memorandum of Agreement. Sha Lyn Tichkowsky will be in contact with Corrine when Agreement is complete and signed by officials.

- c. Mallaig Public Library - Staffing:**
Corrine Wieler-Harris informed the Board that no hiring will take place for additional staffing at the Mallaig Public Library. Pauline Dechaine and Alternate, Charlene Corbiere has agreed to be in support of each other.
- d. Librarian's Prep Hours – Letter to Council/Approval:**
From County Council's meeting of February 9/21, approval was granted for an additional 4 hours of prep time per month to each of our Librarians.
- e. Ashmont & Mallaig Public Libraries – Time Sheets/Reports:**
Correspondence material from our Librarians was glanced over.
- f. Annual Reports:**
Members were informed that Librarians made necessary changes where applicable and in Pauline Dechaine's absence, final approval will be given to the Annual Reports at our next meeting.
- g. Plan of Service (2021 – 2023):**
Corrine Wieler-Harris stated that our Plan of Service, 2021 – 2023 is complete and has been forwarded to Jordan DeSousa, Library Consultant with Public Library Services Branch.
- h. RMA Insurance:**
As advised by Phyllis Corbiere, Members were made aware that the County will be invoicing the Library Board for Property Insurance Coverage. At present, coverage is as follows:
Ashmont Public Library - Content Value - \$106,669.00; Premium \$208.74
Mallaig Public Library - Content Value - \$233,998.00; Premium \$458.99
- Estimating total Premiums of \$667.73
- It was noted that with increase to Ashmont Library contents at a value of \$119,146.19, our coverage is adequate. Also mentioned was the fact that SPERD owns all furniture within the Ashmont Library. Mallaig Library contents have decreased to \$193,281.31, with sufficient coverage as well.
Actual estimates and invoice will be received later in March.
- Motion by, Helen Gamblin that the Library Board be approved to pay this Insurance Invoice when received. **Carried.**
- After some discussion, Councillor Laurent stated that this item will be taken to the County Public Works meeting of February 23, 2021 for further clarification.
- Motion by, Helen Gamblin that this item be tabled to next meeting. **Carried.**
- i. 2020 Statement of Receipts and Disbursements:**
Betty Way stated that our Statement is complete and will be handed to the Auditors of Synergy Accountants from Vegreville.
- Motion by, Bryce Bodnar that the 2020 Statement of Receipts and Disbursements be approved as presented. **Carried.**

j. 2021 Budget Revision:

Corrine Wieler-Harris stated that this item will be brought back to next meeting.

Motion by, Shannon Quinney that our 2021 Budget Revision be tabled to the next meeting of the Board. **Carried.**

k. Service Agreements:

With the 2021 Budget still to be finalized, Corrine Wieler-Harris informed the Board that this item will be tabled to our next meeting.

Motion by, Helen Gamblin that the Service Agreements be tabled to the next meeting of the Board. **Carried.**

l. Public Libraries Services Branch - Library Board Training and Orientation:

Corrine Wieler-Harris informed to Board of this virtual training, scheduled for March 3, 21 - 4:30 p.m. and hosted by Jordan DeSousa, Library Consultant. Corrine will confirm interested Member's attendance.

m. Accounts Payable:

Members glanced over our Accounts Payable Register:
January 11 – February 19, 2021 Totaling: \$2,412.96

Motion by, Coucillor Laurent Amyotte that our Accounts Payable Register be approved as presented. **Carried.**

7. CORRESPONDENCE:

St. Paul Municipal Library – 2020 Annual Report
Members briefed through correspondence material.

8. NEXT MEETING:

Corrine Wieler-Harris informed the Board that our next meeting will be scheduled for Monday, March 22, 2021 – 4:30 p.m.

Corrine spoke of establishing a Committee to create a Job Description for our Librarians. Councillor Maxine Fodness commented that this item can be discussed as a Board at our next meeting.

9. ADJOURNMENT:

At 5:56 p.m., Patricia Miller moved that the meeting be adjourned.