

**COUNTY OF ST. PAUL NO. 19
LIBRARY BOARD MEETING
County Office – Lower Level Boardroom**

MINUTES – NOVEMBER 29, 2021

Members Present:

**Shannon Quinney - Chairperson, Patricia Miller - Vice-Chairperson,
Councillor Maxine Fodness, Councillor Dale Hedrick, Helen Gamblin,
Corina Idzan, Charlene Corbiere, Betty Way - Secretary/Treasurer**

1. CALL TO ORDER:

Shannon Quinney called the meeting to order at 4:41 p.m.

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

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

2. MINUTES OF MEETING:

The Minutes of the September 20, 2021 meeting was distributed to Members.

Motion by: Councillor Maxine Fodness that the Minutes of the September 20, 2021 meeting be approved as presented. **Carried.**

3. TREASURER’S REPORT:

Members glanced over Treasurer’s Report, January 1 – November 24, 2021 as presented.

| | |
|-----------------------------------|--------------------|
| Funds Received - | \$152,849.01 |
| Expenses Paid Out - | <u>141,303.47</u> |
| Bank Balance to November 24, 2021 | \$ 11,545.54 |
| GIC | <u>15,000.00</u> |
| Total Committed Funds - | <u>\$ 3,977.58</u> |
| Total Funds Remaining - | \$ 7,567.96 |

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

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

Councillor Maxine Fodness spoke of a recent meeting of the Board and announced that she put her name forward for the Executive Board of NLLS and was successful on her appointment. Maxine spoke of balancing the coming 2022 Budget.

Motion by: Patricia Miller that the NLLS Report be accepted as information. **Carried.**

5. **BUSINESS ARISING FROM MINUTES:**

No business to mention.

6. **NEW BUSINESS:**

a. **ATB GIC:**

Shannon Quinney announced that our GIC matured on November 27 and was cashed in.

b. **ATB – Bank Appointment – Signing Authority:**

Appointed Members, Shannon Quinney, Patricia Miller and Councillor Maxine Fodness will make arrangements with ATB for signing documents.

c. **Public Library Services Branch – Provincial Consultant:**

Members were informed that Katrina Peachey is now the Provincial Consultant for Northern Lights Library Boards, taking over from Jordan DeSousa.

d. **Ashmont & Mallaig Public Library Allocation Funding – Second Cut:**

Betty Way announced that with the redeeming of our GIC in the amount of \$15,000.00, both the Ashmont & Mallaig Public Libraries will now be allocated \$5,000.00 each, being the second half of their Allocation Funding received.

e. **Mallaig Public Library:**

Library Manager – Letter of Hire/Acceptance:

Shannon Quinney stated that Charlene Corbiere has accepted her Letter of Hire for the Evening Library Manager position for the Mallaig Public Library. Members acknowledged Charlene's October time sheet adjustment.

Shannon also made Members aware of Margret Iversen's Letter of Hire and of her acceptance for the position of Library Clerk for the Mallaig Public Library, commencing on November 1, 2021.

f. **NLLS - Board of Record (County Council):**

Councillor Maxine Fodness commented on a meeting held with James Mac Donald, Executive Director with NLLS. Conversations centered around the possibly to explore the option of NLLS becoming a board of record for the Ashmont and Mallaig Public Libraries and the reconfiguration of the present Board.

Motion by: Councillor Maxine Fodness that upon recommendation from County Council, that the County of St. Paul Library Board remain our own governing Board, knowing that some restructuring may take place. **Carried.**

g. **HR Written Agreement with County (Librarian Payroll - Administration):**

Members discussed in detail the process of our Librarian's Payroll being administered through the County's program and of the importance to a written agreement being in place.

Councillor Dale Hedrick moved that the Library Board enter into a written agreement for our Librarian's Payroll with the County. **Carried.**

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

Members glanced through time sheets from our Librarians.

i. St. Paul Municipal Library - Budget 2022:

Members glanced over the 2022 Budget.

Library Manager - Future Presentation:

Betty Way informed the Board that Eunhye Cho, Library Manager would like to present a presentation at a future meeting of the Library Board.

Motion by: Councillor Dale Hedrick to invite Eunhye Cho as a Delegation to the next meeting of the Library Board. **Carried.**

j. Library Tour:

Motion by: Helen Gamblin that the Library Tour be tabled until the fall. **Carried.**

k. Policies & Procedures Manual (Updated):

It was noted that with changes to our Library Board Members structure and with a number of additions to be integrated into the Policies & Procedures Manual, that it will be brought forth to an upcoming meeting.

Motion by: Patricia Miller that the Library Manager and Library Clerk Job Descriptions be implemented into our Policy and Procedures Manual. **Carried.**

l. Accounts Payable:

Members glanced over our Accounts Payable Register:
September 16 – November 24, 2021 Totaling: \$1,278.64

Motion by: Councillor Dale Hedrick that our Accounts Payable Register be approved as presented. **Carried.**

m. 2022 Preliminary Budget Preparation:

Members briefed through our Budget making a few adjustments;
Board Conferences: Reducing from \$ 7,000.00 to \$5,000.00
Board Meetings: Reducing from \$10,000.00 to \$3,600.00

Motion by: Councillor Maxine Fodness that the 2022 Preliminary Budget be approved as presented. **Carried.**

Librarians, Corina Idzan & Charlene Corbiere took a few minutes to update Members on happenings at their Libraries and mentioned some future spending plans with their Allocation Funding.

7. CORRESPONDENCE:

None to mention.

8. **NEXT MEETING:**
Shannon Quinney stated that our next meeting will be scheduled for Monday, January 24, 2022 – 4:30 p.m., County Office, Lower Level Boardroom.

9. **ADJOURNMENT:**
At 5:32 p.m., Shannon Quinney moved that the meeting be adjourned.

Date

Chairperson