

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

MINUTES – SEPTEMBER 20, 2021

Members Present:

**Shannon Quinney - Vice-Chairperson, Councillor Laurent Amyotte,
Councillor Maxine Fodness, Patricia Miller, Corina Idzan, Pauline Dechaine,
Charlene Corbiere, Betty Way - Secretary/Treasurer**

Regrets: Helen Gamblin

1. CALL TO ORDER:

Shannon Quinney, Vice-Chairperson, called the meeting to order at 4:40 p.m.

Nomination of Chairperson:

Shannon Quinney called for nominations for Chairperson.

Councillor Maxine Fodness moved to nominate Shannon Quinney as Chairperson.

No other nominations were received.

Councillor Maxine Fodness moved that nominations cease.

Patricia Miller moved that Shannon Quinney be nominated as Chairperson. **Carried.**

a. Additions to Agenda:

No additions were made to the Agenda.

Councillor Laurent Amyotte then moved the adoption of Agenda as presented.

Carried.

2. MINUTES OF MEETING:

The Minutes of the May 17, 2021 meeting was distributed to Members.

Patricia Miller noted change to time when she entered into the meeting, being noted as 5:40 p.m., whereby it should have been noted as 4:40 p.m. Change to be acknowledged.

Motion by: Councillor Maxine Fodness that the Minutes of the May 17, 2021 meeting be approved as amended. **Carried.**

3. TREASURER'S REPORT:

Members glanced over Treasurer's Report, January 1 – September 17, 2021 as presented.

Funds Received -	\$152,848.82
Expenses Paid Out -	<u>140,024.83</u>
Bank Balance to September 17, 2021	\$ 12,823.99
GIC	<u>15,000.00</u>
Total Committed Funds -	<u>\$ 4,621.79</u>
Total Funds Remaining -	\$ 8,202.20

Motion by: Councillor Laurent Amyotte that the Treasurer's Report be approved as presented. **Carried.**

After some discussion around the Ashmont and Mallaig Public Library Allocation Funding, Patricia Miller moved that another \$5,000.00 be allocated to our libraries on November 30, 2021, after redeeming our GIC. **Carried.**

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

Councillor Maxine Fodness commented on the ALC being cancelled and spoke of NLLS elections taking place. Mention of NLLS budget being presented with no increase to budget planned.

Motion by: Councillor Laurent Amyotte that the NLLS Report be approved. **Carried.**

5. BUSINESS ARISING FROM MINUTES:

No business to mention.

6. NEW BUSINESS:

a. Board Chairperson Resignation Acceptance:

Members acknowledge Corrine Wieler-Harris's letter of resignation, dated May 18, 2021.

Motion by: Councillor Laurent Amyotte that the Library Board be in acceptance of Corrine Wieler-Harris's letter of resignation. **Carried.**

b. Board Member at Large Resignation:

Members also acknowledged a letter of resignation from Bryce Bodnar, dated September 10, 2021, as he has moved out of the County of St. Paul.

Motion by: Councillor Maxine Fodness that the Library Board accept Bryce Bodnar's letter of resignation. **Carried.**

c. Mallaig Public Library – Library Manager Resignation:

With a letter dated August 27, 2021, Members acknowledged Pauline Dechaine's letter of resignation.

Motion by: Councillor Maxine Fodness that acceptance of Pauline Dechaine's letter of resignation be acknowledged. **Carried.**

Resume – Charlene Corbiere:

Members glanced over Charlene Corbiere's Resume.

Motion by: Shannon Quinney that Charlene Corbiere's Resume be accepted for the position of Library Manager at the Mallaig Public Library.

d. 2022 ALC:

Members spoke of the upcoming 2022 Conference being cancelled for the coming year.

- e. **Alberta Municipal Affairs Operating Grant:**
Betty Way informed the Board that our Operating Grant was officially approved on July 12, 2021 and put forward for payment.
- f. **Service Agreements – Balance Funding 50%:**
Members were made aware that the second half of funding in the amount of \$23,000.00 was disbursed to the St. Paul and Elk Point Municipal Libraries on August 9/21.
- g. **Policies & Procedures Manual:**
Shannon Quinney stated that this Manual will be brought back to one of our upcoming meetings and updated.
- h. **Library Tour:**
It was determined that the Board will bring back this topic in the fall for discussion.
- i. **NLLS – Board of Record:**
Councillor Laurent Amyotte spoke of a Strategic Meeting that should take place with County Council and NLLS. Laurent will arrange to set-up this meeting in the near future.

Motion by: Councillor Maxine Fodness that County Council and NLLS meet to explore how this new plan can be implemented. **Carried.**

- j. **Ashmont & Mallaig Public Libraries – Time Sheets/Reports:**
Members glanced over time sheets and reports from our Librarians with each Librarian giving a report of happenings around their Library.
- k. **Accounts Payable:**
Members glanced over our Accounts Payable Register:
May 17, 2021 Totaling: \$85,022.50

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

- l. **Library Allocation Funding:**
As spoke of earlier.
- m. **2022 Preliminary Budget Preparation:**
Motion by: Councillor Maxine Fodness that we table the 2022 Preliminary Budget Preparation to our next meeting. **Carried.**

7. **CORRESPONDENCE:**

Recognition – Pauline Dechaine:

Members commended Pauline Dechaine on her years of service with the County Library Board as Library Manager with the Mallaig Public Library.

Betty Way acknowledged Pauline Dechaine with appreciation from the Library Board presenting her with a gift cheque after her seven years of service. Pauline expressed her sincere thanks to the Board.

8. **NEXT MEETING:**

Shannon Quinney informed the Board that our next meeting will be determined at a later date.

At 5:40 p.m., Corina Idzan, Pauline Dechaine & Charlene Corbiere left the meeting.

At 5:42 p.m., Councillor Laurent Amyotte moved that the Library Board enter in to an in-camera session. **Carried.**

At 5:50 p.m., Councillor Laurent Amyotte moved that the Library Board revert to an open meeting. **Carried.**

Motion by: Councillor Maxine Fodness that effective September 1, 2021 Charlene Corbiere was hired as Library Manager for the Mallaig Public Library at a starting wage of \$22.00/hr. as per the pay grid set forth and that upon a satisfactory annual Performance Review, she be moved up the grid to a wage of \$23.00/hr. **Carried.**

Motion by: Councillor Maxine Fodness that the Library Board ratify Pauline Dechaine's resignation effective August 27, 2021 and that Charlene Corbiere's acceptance for the position of Library Manager for the Mallaig Public Library also be ratified from her start date of September 1, 2021. **Carried.**

9. **ADJOURNMENT:**

At 5:58 p.m., Councillor Laurent Amyotte moved that the meeting be adjourned.

Date

Chairperson