

Brooks Library Board – Meeting Minutes

6:00pm – Wednesday, February 27, 2013

1. Call to Order
 - a. In attendance: Kimberley Sharkey, Nigel Seymour, Lisa Crosby, Ellard Kanewischer, Amber Reid
2. Approval of the consent agenda
 - a. Moved: Karen Nelson
 - b. Voted: All in favour
3. Motion to accept rest of agenda with amendments:
 - a. Motion: Nigel
 - b. Voted: All in favour
4. Consent agenda:
 - a. January 2013 Meeting Minutes
 - b. February 2013 Receipts and Expenditures
 - i. Request for Income Statement YTD and monthly with budget shown on screen during board meetings Request for Balance sheet
 - c. HR & F Report (verbal presentation by Committee Chair Nigel)
 - i. February 25, 10am
 - ii. Balance sheet was presented – cash on hand discussion due to GICs being in account
 - iii. Head Librarian contract – regarding flex time, vacation usage, working from home. Will bring to next board meeting after discussion with Head Librarian
 - d. BD & P Report (verbal – presented by Committee Chair Amber Reid)
 - i. February 19
 - ii. Policy schedule planning
 - iii. Food and drink, public computer use and memberships
 - iv. Recognizing past board members with card, reminder invitation to City Gala, our Christmas party and bookplates based on years of service
 - v. Recruitment, website and word of mouth
 - vi. Board development workshop
 - e. Head Librarian Report (verbal)
 - i. Want a drawer and a file in the library for resources
 - ii. Librarian information would be in there
 - f. Board Chair report

5. Business arising:
 - a. New Cards – proofs
 - i. Looks great
 - b. Rose garden Crooks Nook
 - i. No new information
 - c. Plan of Service – special committee/meeting
 - i. Link to page about objectives
 - ii. Lisa meeting with mayor to learn about City objectives and strategic direction and will email out support documents
 - iii. The meeting will take place with all the board to determine the objectives for the plan of service on Saturday, March 9th – BD & P committee will organize lunch
 - d. GIC reallocation –Approx. 37000
 - i. CFSEA amounts
 - ii. Endowment amount
 - iii. Investment amount
 - iv. Tabled
 - e. Wednesday openings – for information
 - i. Good so far
 - ii. More teen programming on that day
 - iii. Invite teens to submit report to Board and perhaps present
 - f. Ellard – lighting and Safe Communities
 - i. Brought it up at Safe Communities meeting
 - ii. On the list for the following year – will be brought up at subsequent meetings and Kimberley spoke to council about this. We will keep this on the agenda for future meetings

6. New Business
 - a. Bandit's game sponsorship
 - i. Will take place second round in March
 - ii. Will need volunteers and prizes
 - iii. Big letters – scrambled and make a word – or points based on cards done make the longest word
 - b. Bylaw amendment
 - i. Vice-chair
 - ii. Amber nominated and acclaimed
 - c. Board recruitment – Volunteer Resource Centre
 - d. Inter-library lending stats – for information
 - i. We are the resource library for the system
 - b. Travel policy
 - i. To be reviewed by Policy Committee and brought to next Board meeting

- c. Overview of City budget in regard to library
 - i. Total budget to the library \$311 000
 - ii. Kimberley will tell us what the percentage of the total budget the library is
 - iii. Kimberley will bring more information regarding that budget breakdown
 - iv. Contract with AllPro cleaners
 - v. Time frame?
 - vi. Request for library staff regarding recreation centre
 - vii. RCMP, fire, city staff
 - 1. Could write a letter on behalf of library staff to request access to Leisure Centre and workout facility – Sarah will do it and submit to City Council – Lisa will approve and sign as Board Chair
- d. Joint Communication Agreement
 - i. Done!!
- e. Other

7. Adjournment

- a. Next Meeting March 27th 6pm
- b. Look for April meeting date as there is a conflict with Alberta Library Conference in Jasper

Board Chair

Head Librarian