

	V	

In Attendance:

Dan, Marilyn, Lisa, Linda, Bev, Jodi, Mohammed, Nigel, Jessi,

Teen Advisor- Pakeeza

Regrets:

Boyd, Jessi, Bjornda

1. Call to Order - @5:01

2. Motion to Approve the Agenda: Dan

**PASSED** 

3. Motion to Approve Minutes

a. April: Lindab. May: Marilyn

**PASSED** 

PASSED

c. June: Bev

PASSED

4. Standing reports (June & July) - Motion to Accept: Linda

**PASSED** 

- a. Library Manager
  - i. Patron usage has increased by 100%. Notice children that come before or after swimming. Multi-service users!
  - ii. Summer games feedback-Photography events was held here. "Space is great, art work display positive, organization was good, and judging was appreciated. Library was busy, environment was well perceived!
  - iii. Lisa is doing a commutative list of hours: you can see what each category entails. Lisa will colour any new points or categories and give a longer explanation.
- b. HR & F
- c. BD & P: June Meeting, no meeting in July
- d. TAB: July 5, event ideas brainstormed, still haven't found a name for teen program, No event for July. Aug is Harry Potter themed night the day after and it will be a potluck. Aug2 is the next meeting. Around 17-20 come to the meeting June-since the library has moved more teens coming. June event only had 1 person but could be due to exams.
- 5. Treasurer report Motion to Accept: Nigel

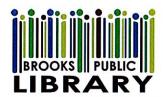
PASSED

- a. May: Knights of Columbus 2<sup>nd</sup> check was given in feb/march check(\$1500) was given back. Balance is reading red because it was deposited in 2016, second instalment was 2017. Auditor may have reassigned it to 2016. Knights of Columbus is giving \$3000 to the friends of the library
- b. June: we are over for what we like to be in expense budget; books and materials (none of these are reimbursement); did bulk purchases of materials due to having to restock supplies from old library.

Wages is a concern for the rest of the year. WCB increased to staffing increase (13 employees), we have had no claims, should get a refund.

	Board Chair: Manned John Library Manager: Mashy
	Date:







Library cards are placed in books and materials; question which category it should be placed in, as more money is being spent. Cost will better when we can bulk order. Lisa will re-evaluate the allotment with shortgrass. Nonfiction area will be looked at to meet patron needs.

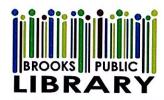
## 1. Correspondence

- a. 3<sup>rd</sup> quarter from the city of Brooks went into bank
- b. Cenovus donation, they had asked to make a big celebration, but are now pulling back recognition request, \$5000(something that could become an annual donation)
- c. SLS Donation policy review. 15% could be donated without being charged by Shortgrass. We have \$1900 remaining. Library staff was taught how to copy and paste account info of DVD materials and catalogue their own books and movies to save rather than purchasing through Shortgrass.
- d. County of Newell annual funds and assessment of funds report received

## 6. Old Business

- a. Policy review status/ schedule: both committees are on schedule
- b. Fundraising update: remove
- c. Project update: remove
- d. 2016 Financial audit: done
- e. Board vacancy: Nigel is leaving end of 2017(end of his term)- Oct will be his last meeting. The county will assign someone. For area 5&10. PARTY © celebrating 6 years!!! Bev will resign before winter. Lisa will contact old applicants.
- f. Genealogical Society agreement: Meeting with Bev, Mohammed, Lisa and GS;
   -in other small library GS has been given a storage area but they weren't given a room or staff support
  - -They have their own phone and library staff will not being required for that
  - waiting for GS counter offer of what we were asking for rent (\$300/month)
  - -GS reviewed contract but missed reading the descriptive email
  - -Price will need to reflex whether the room they want to be the only one with access or shared space
  - We are offering them shelving, old furnishing, in house patron access, wifi, no cost booking of various rooms, no patrons can use the room without a staff member.
  - -We offer that we have access to the room for library programming supervised by a staff member. Direction was given to the negotiating team as how to proceed!
- g. Financial audit CFP: have login code, cant access- may be due to firewall. Hand delivered report to local accountants. Deadline is Aug 30

	Board Chair:
	Library Manager:
	Date:





- h. New Telephone system is linked to internet: up and working, no worries with capacity or quality. Phone system rings to the staffroom and interrupting front desk, if busy it goes message. System sends email to alert of message. \$1312.15- had to purchase a fax box to convert \$68. First bill of services \$226.19 and includes \$100 setup fee. Telus was 282. We hope to see bills around \$115there is an administration fee of 10%. Long distance requires a code so we are safe guarded. Long distant cost per min? Debit machine not working-but transactions have not affected. Looking to get it fixed. Remove this item for next minutes.
- i. Old Shelving: remove, will sell old shelving at end of summer
- Shortgrass BBQ report: remove
- k. Newell County library board: 4 meetings a year, dinner meeting that rotate from library to library (host library does the meal and pays for the meal. County rep for brooks must be from distract 5&10 ...

## 7. New Business

a. HR.1, Terms of employment policy - Motion to accept: Linda

**PASSED** 

b. HR.9, Code of Conduct Policy - Motion to accept: Marilyn

**PASSED** 

- c. 2018 plan of service: Due June 15, 2017 1 year plan. Would like staff to have the plan of service as an agenda item that is always talked about in staff meetings and have update reports to the board.
  - Start working on the a two or three year plan of service right now that is to be submitted by June 15, 2018.
- d. Board retreat: start planning for full day or half day: discuss in fall for dates
- e. New Library fundraising/expenses report: Part 1 report: add \$68 for fax machine under Chinook tech donation

Further discussion needed for adult nook

Need to add more to the teen area and signs

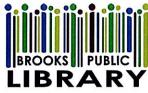
- Staff would like movable tables and be able to make more room in the board room by having different tables- they are \$565 each. Need the fire department to tell us capacity of the room.
- f. Donor/ sponsors recognition: plaques are a lot of work to maintain, discuss about pros and cons of plaques or digital. Need to discuss area in library and different medium for the plaques.
- 8. Board Development: Linda true colours
- 9. Motion to eliminate August Board: Dan

**PASSED** 

10. Motion to Move In-Camera @7:58pm: Marilyn

	Board Chair:Library Manager:
	Date:







- 11. Motion to Move Out-of-Camera @8:14:Marilyn
- 12. Motion to Adjournment @8:14

Next Board meeting is September 25, 2017 @ 5:00pm

Board Chair:
Library Manager:
Date: