

**COUNTY OF ST. PAUL NO. 19**  
**LIBRARY BOARD MEETING**

February 27, 2023 – 5:00 p.m.  
Mallaig Public Library

**Minutes**

Attendees:

Patricia Miller, Chair  
Helen Gamblin, Vice-Chair  
Maria Cueva  
Maxine Fodness  
Dale Hedrick  
Corina Idzan, Ashmont Library Manager  
Charlene Corbiere, Mallaig Library Manager  
Stacy Amyotte, Secretary/Treasurer

1. Patricia Miller called the meeting to order at 5:03 pm
2. Minutes of November 28<sup>th</sup> Board Meeting

Motion by Maria Cueva to accept minutes as presented. Carried.

3. Additions to Agenda and Acceptance of Agenda

No additions to the agenda.

Motion by Dale Hedrick to approve the agenda as presented. Carried.

4. Delegation – Eunhye Cho, St Paul Municipal Library (Service Agreement)

PowerPoint presentation by Eunhye Cho sharing St Paul Municipal Library's budget as well as the programming offered in 2022.

5. Financial
  - a. Treasurer's Report – Budget to Actual

Motion by Maria Cueva to accept the financial report as of February 17, 2023. Carried.

- b. Listing of Accounts Payable

Motion by Maria Cueva to approve payables report. Carried.

6. Ashmont and Mallaig Public Library Manager Reports

Ashmont Public Library Report- presented by Corina Idzan

- Offered weekly programming which included cookie decorating, Christmas crafts, stained glass workshop & macrame.
- New shelving has been purchased and paid for by the Ashmont School for the library.
- Still waiting on news about the On Reserve On Settlement Grant funding.

Mallaig Public Library Report- presented by Charlene Corbiere

- Offered weekly programming after school which included Santa letters (responded to over 55 letters), movie nights & workshops.
- Purchased shelving, seating and chrome books for the library.

7. Business Arising from Minutes:

- a. Ken Allen, Library Legislative Advisor, has been scheduled to present on March 8<sup>th</sup> in a special meeting from 5:00 to 7:00pm at the County of St. Paul office.

Order in pizza for supper- expense from Board Meeting Expenses.

b. 2023 Preliminary Budget

- November 28<sup>th</sup> motion was made to approve preliminary budget and present to County Council with a request of \$107,000 for 2023.
- In preparing the request it was realized that an error was made in the carryover amount resulting in a deficit of \$582.27.
- An email was sent out to the Library Board members with a proposal to increase the request from the County Council from \$107,000 to \$108,000 resulting in a surplus of \$417.73.
- With email approval by the board, the request was submitted for \$108,000.
- We require a motion to ratify the increase from \$107,000 to \$108,000.

Motion by Helen Gamblin to ratify the increase from \$107,000 to \$108,000. Carried.

- c. Performance reviews- have been completed and wage adjustments have been made.

8. New Business:

a. Mallaig Library Clerk new hire- Shelley Comfort

b. Processes and Procedures

- Hiring and termination

- Stacy Amyotte will work with County staff to establish a process for hiring and termination and will present to the library board for review.

- Proposed St Paul County Library Board Fund Allocation Policy

- To offer guidance with spending and identifying programming/supplies expenses.

- Revised proposed Fund Allocation Policy. Amendments discussed and changes will be made prior to the May 29<sup>th</sup> meeting for review.

- Adding a tracking spreadsheet to the policy for Library Managers to report events, spending and attendance. To be presented quarterly.

c. Statement of Receipts and Disbursements

Completed and submitted to County finance department for year end audit. Will be submitted along with grant application prior to the June 15<sup>th</sup> deadline.

Statement of Receipts and Disbursements along with audit documentation to be brought back to the May 29<sup>th</sup> meeting for approval by the Library Board prior to June 15<sup>th</sup> submission deadline.

d. Plan of Service – valid until the end of 2023. When would we like to revisit and prepare for 2024-2026?

Will begin Plan of Service preparation at the May 29<sup>th</sup> regular meeting. Copies of previous Plan of Service and Library Survey requested.

e. Survey and Annual Report

- Approval by the board is required before submission date of February 28<sup>th</sup>, 2023.

Motion by Maxine Fodness to approve the Survey and Annual Report to be submitted. Carried.

Stacy Amyotte will submit Survey and Annual Report prior to February 28<sup>th</sup> deadline.

f. Service Agreements

Motion by Helen Gamblin to approve the St Paul and Elk Point Service Agreements as presented. Carried.

Eunhye Cho, St Paul Municipal Library Manager will return the signed agreement.

Stacy Amyotte to contact Daphne Schnurer to arrange presentation on behalf of the Elk Point Municipal Library.

g. Signing authorities- Helen Gamblin has been added, Shannon Quinney has been removed. Patricia Miller, Maxine Fodness and Helen Gamblin are current signing authorities as of January 10, 2023.

9. Correspondence- NLLS Weekly Reports will continue to be emailed on a regular basis.

10. Next Meeting May 29<sup>th</sup>, 2023 in the County of St Paul Council Chambers.

11. Adjournment

Patricia Miller adjourned the meeting at 6:19pm

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Date

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Chairperson