

**LIBRARY BOARD MEETING
May 30, 2022 – 4:30 P.M.
LOWER LEVEL BOARDROOM**

Minutes

Attendees:

Shannon Quinney
Councillor Maxine Fodness
Councillor Dale Hedrick
Helen Gamblin

Corina Idzan
Charlene Corbiere
Phyllis Corbiere
Stacy Amyotte

Absent: Patricia Miller

1. Call to Order

- **Meeting called to order 4:38 by Shannon Quinney.**

a. Motion to appoint Stacy Amyotte as the Secretary/Treasurer

- **Motion by Councillor Dale Hedrick to appoint Stacy Amyotte as Secretary/Treasurer. Carried.**

b. Additions to Agenda

- **Motion by Councillor Maxine Fodness to approve the agenda as presented. Carried.**

2. Minutes of February 22 Board Meeting

- **Motion by Helen Gamblin to accept minutes as presented. Carried.**

3. Delegation – James MacDonald

- **James MacDonald presented the services provided by the NLLS focused on key points:**
 - **New CCD Tool for book ordering.**
 - **Policy change which dictates that carried over funds for book allotment are required to be spent by the first quarter.**
 - **Efforts to advertise services and spread literacy opportunities in the municipality.**
 - **Working on access points to increase broadband access.**

4. Financial

a. Treasurer's Report – Budget to Actual

- **Phyllis Corbiere presented a new budget format. Request was made to include budget from previous year. Changes will be made for next meeting.**
- **Motion by Councillor Maxine Fodness to accept the financial report as of May 27, 2022. Carried**

b. Listing of Accounts Payable

- **Review of cheque log.**
- **Motion by Councillor Dale Hedrick to approve payables report. Carried**

5. N.L.L.S. Report

- **Presented by Councillor Maxine Fodness**
 - **Streamlined to 2 vans, does not affect Mallaig or Ashmont public library book deliveries.**

6. Business Arising from Minutes:

a. Ashmont Public Library Signage

- **Presented by Shannon Quinney**
 - **Emails have been sent to Doug Fedoruk at SPERD to update signage on the road as well as on the school.**
 - **Inquiries are to be made to advertise the Public Library on the new LED sign at the school.**

b. Performance Reviews – Library Manager/Library Clerk

- **Motion by Helen Gamblin to table discussion until the next meeting. Carried.**

7. New Business:

a. Ashmont & Mallaig Pub. Lib. - Time Sheets/Stats/Reports

- **Mallaig report delivered by Charlene Corbiere**
 - **Focus is on the upcoming summer program**
 - **Revising plans to update the library or wait to see if new school is getting built.**
- **Ashmont report delivered by Corina Idzan**
 - **Summer camp will be using the library**
 - **Exploring ways to expand programming to the summer community nearby.**

b. Second installment for Funding for Service Agreements

- **Motion by Councillor Maxine Fodness to ratify second payments in the amount of \$23,000 for each of the St. Paul Municipal Library and the Elk Point Municipal Library. Carried.**

c. NLLS Conference – Report

- **Presented by Shannon Quinney**
 - **Conference was very informative and engaging.**

d. Library Service Survey

- **Yearly survey given to patrons which is used to tailor programming needs.**
- **Email address on survey change to samyotte@county.stpaul.ab.ca**
- **Summary of data to be brought back May 2023 to be used to prepare the Plan of Service.**

e. Municipal Councils and Library Boards: Roles and Responsibilities – Info

- **Printouts attached to minutes.**

f. Mileage Increase – from .59 to .61 as per CRA

- **Informational only.**

g. Courses- Online training/conference attendance

- **Motion by Councillor Maxine Fodness that approvals are required before board members attend training, could be agreed upon via email if no meeting is imminent. Carried.**
- **Motion by Councillor Maxine Fodness that Shannon Quinney receives per diem for 2 days plus mileage for attending NLLS conference and that registration fee is to be paid through the Library Board. Carried.**
- **Motion by Councillor Maxine Fodness that Chair Shannon Quinney receive two per diems for online training for 6 six one-hour courses she attended. Carried.**
- **Motion by Councillor Maxine Fodness that administration prepare policy for virtual and in person conference protocol to be presented at the next meeting. Carried.**

8. Correspondence

- **No correspondence at this time.**

9. Next Meeting

- **October 24, 2022 @ 4:30pm in lower level conference room.**

10. Adjournment

- **Meeting adjourned at 5:53pm.**

Date

Chairperson