

COUNTY OF ST. PAUL NO. 19
LIBRARY BOARD MEETING

November 28, 2022 – 5:00 p.m.
Ashmont Public Library

Minutes

Attendees:

Patricia Miller, Chair

Maxine Fodness

Dale Hedrick

Helen Gamblin, Vice-Chair

Corina Idzan, Ashmont Library Manager

Maria Cueva

Stacy Amyotte, Secretary/Treasurer

Phyllis Corbiere, Observer

Regrets:

Charlene Corbiere, Mallaig Library Manager

1. Patricia Miller called the meeting to order at 5:38 pm

2. Minutes of October 24th Board Meeting

Motion by Maxine Fodness to accept minutes as presented. Carried.

3. Additions to Agenda and Acceptance of Agenda

No additions to the agenda.

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

4. Delegation

No delegation

5. Financial

a. Treasurer's Report – Budget to Actual

Motion by Maxine Fodness to accept the financial report as of November 24th, 2022.
Carried.

b. Listing of Accounts Payable

Motion by Dale Hedrick to approve payables report. Carried.

6. Mallaig and Ashmont Public Library Manager Reports

Ashmont Public Library Report- presented by Corina Idzan

- Many activities focused on enhancing the Christmas spirit

- Glass ornament making class was successful
- Macrame class will be taking place
- Purchased new toys for the library
- New Public Library sign has been installed
- Ashmont Public Library is expecting On Reserve On Settlement Grant funding to help promote library services to Indigenous populations. Amount to be determined by June 2023 with a year to spend it.

Mallaig Public Library Report- Charlene Corbiere absent

7. Business Arising from Minutes:

- a. Review of proposed changes to the County of St. Paul No. 19 Library Board Policies and Procedures manual.

Motion by Maria Cueva to accept updated Library Board Policies and Procedures manual as presented. Carried.

- b. Schedule Library Legislative Advisor, Ken Allen to do a presentation- 2 hours

Decision made in November 28th Organization Meeting.

- c. 2023 Preliminary Budget

Required to be approved prior to December 1st and submitted to County Council, as per the Libraries Act

Thorough discussion to finalize budget to present to County Council with a request of \$107,000 for 2023.

Motion by Dale Hedrick to approve budget to be presented to County Council. Carried.

- d. Set meeting dates – This was set in Organizational Meeting November 28th.

- e. Elk Point and St Paul Service Agreements. Discussion.

The board discussed reallocation of the service agreements for the Elk Point and St Paul Public Libraries to the County of St Paul. It has been determined that reallocation of these agreements would cause provincial grant concerns. St. Paul and Elk Point Library representatives will be contacted to present their request for funding.

- f. Performance Reviews – required before December 1st.

Reviews were performed in an informal discussion format.

Decisions:

Corina Idzan – Satisfactory- Is at the top of grid and will remain there.

Charlene Corbiere- Satisfactory- Motion by Maria Cueva to approve pay grid bump for Mallaig Library Manager Charlene Corbiere. She will move to Step 4 (\$23.69/hr) as of January 1st, 2023.

Performance reviews for Library Clerks will be provide via email by Library Managers.

8. New Business:
 - a. Shannon Quinney & Betty Way Appreciation

Decision to purchase a thank you gift for Shannon Quinney and Betty Way to acknowledge our appreciation for their time on the board. Poinsettia and Co-op gift card totalling a value of \$100 per person will be picked up by Maria Cueva and delivered to recipients.

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

February 27th, 2023 at Mallaig Public Library

11. Adjournment

Patricia Miller adjourned the meeting at 6:52pm

Date

Chairperson