

LIBRARY BOARD MEETING

October 24, 2022 – 4:30 p.m.

Council Chambers

Minutes

Attendees:

Patricia Miller, Vice-Chairperson

Maxine Fodness

Dale Hedrick

Helen Gamblin

Corina Idzan, Ashmont Library Manager

Maria Cueva

Charlene Corbiere, Mallaig Library Manager

Stacy Amyotte, Secretary/Treasurer

Phyllis Corbiere, Observer

1. Patricia Miller called the meeting to order at 4:37 pm

- a. Maxine Fodness moved to accept Shannon Quinney's resignation. Carried.
- b. Introduction of Maria Cueva as a new board member.

2. Minutes of May 30th Board Meeting

Motion by Dale Hedrick to accept minutes as presented. Carried.

3. Additions to Agenda and Acceptance of 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 October 20th, 2022.
Carried.

- b. Listing of Accounts Payable

Motion by Dale Hedrick to approve payables report. Carried.

6. Business Arising from Minutes:

- a. Ashmont Public Library Signage- update presented by Corina Idzan:

New sign has been ordered for the Ashmont Public Library to be displayed on Ashmont School. Entire cost will be covered by St. Paul Education. Expected installation date 6-10 weeks.

b. Performance Reviews – Library Managers

Motion by Maria Cueva to change Library Managers review date from their anniversary date to prior to December 1st to coincide with the County of St. Paul pay schedule, as the County does payroll for the Library Board. Carried.

c. Policy Changes

Review of proposed changes to the County of St. Paul No. 19 Library Board Policies and Procedures manual. Further amendments will be made according to the Board's discussion and will be presented at the next meeting for approval.

7. New Business:

a. COLA Increase for Library Managers and Library Clerk Grids

Motion by Maria Cueva to provide retroactive pay to the Library Managers as County Council approved a 3% COLA increase effective April 2022, which was overlooked for the Library Managers. Carried.

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

Time sheets will no longer be distributed due to FOIP concerns.
Stats will continue to be included in the agenda package.
Verbal reports by Library Managers will remain on the agenda.

Ashmont Public Library Report- presented by Corina Idzan

- Take home kits have been a successful initiative and will continue
- Planning to update toys using funds left in the budget
- Classes coming up including stained glass and macrame
- Will be carrying over funds into the new year to sustain until budget is released

Mallaig Public Library Report- presented by Charlene Corbiere

- Summer Reading Program was a successful event amongst the many summer activities
- Classes coming up including kiln fire glass, macrame and story/craft afterschool events
- Plans are in place to purchase new furniture, projector, and update electronics with remaining funds in the budget
- Asked for approval to sell old Nintendo and use the funds to make purchases for the library, board approved this request

c. Library Service Survey- update

Stacy Amyotte will forward the survey to the Library Managers.

- d. Presentation by Library Legislative Advisor

Stacy Amyotte will contact Ken Allen to schedule a workshop.

- d. Inventory list for insurance purposes

Liability and Content insurance will see an increase of 5%. Bond and Crime premiums will remain the same. For information only.

- f. Library tour

Change of format to include Mallaig and Ashmont Public Libraries as locations for meetings which will serve as an opportunity to tour the libraries

- g. 2023 Preliminary Budget

Tabled to November 28th meeting.

- 8. Correspondence

Emails with correspondence information will continue to be shared.

- 9. Next Meeting/ Organizational Meeting

November 28th at 5:00pm in Ashmont

- 10. Patricia Miller adjourned the meeting at 6:00pm

Date

Chairperson