

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

May 29, 2023 – 5:00 p.m.  
Ashmont 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 5:07 pm
2. Minutes of November 28<sup>th</sup> Board Meeting

Motion by Dale Hedrick 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 – James MacDonald, Northern Lights Library System

Information presented in regard to the On Reserve On Settlement funding that the Ashmont Public Library will be receiving.

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

Motion by Maria Cueva to accept the financial report as of May 19, 2023.  
Carried.

- b. Listing of Accounts Payable

Motion by Helen Gamblin to approve payables report. Carried.

6. Ashmont and Mallaig Public Library Manager Reports

Ashmont Public Library Report- presented by Corina Idzan

- Hosted an Easter party
- Book Fair
- Summer Program planning has commenced- hoping to align with FCSS to offer programming
- Planting workshop planned for June
- Will begin surveying patrons for future programming

Mallaig Public Library Report- presented by Charlene Corbiere

- Book Fair
- Easter Contest
- Weekly after school crafts
- Summer Program preparations
- Little Free Library was a success at the school
- Made several purchases for programming and supplies
- No Till Farms speaker event with Kim Ross

Speaker Event- Chris Kutarna; attendees Helen Gamblin (in person) and Charlene Corbiere (via zoom)

Both Helen Gambin (in person) and Charlene Corbiere (via zoom) attended the conference and relayed that it was informative and engaging.

7. Business Arising from Minutes:

a. Processes and Procedures

- Establish a Process for Hiring & Termination (working with County staff to set up a process as they do the payroll)

Motion by Maxine Fodness to approve Process for Hiring and Termination as presented. Carried.

- Proposed St Paul County Fund Allocation Policy (to offer guidance with spending and identifying programming/supplies expenses)

Motion by Dale Hedrick to approve St Paul County Fund Allocation Policy as presented. Carried.

b. 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.
- Review application for submission

Motion by Dale Hedrick to accept the 2023 Application for Financial Assistance for Municipal Library Boards as presented. Carried.

Application will be submitted on May 30, 2023 by Stacy Amyotte.

c. Plan of Service

- Commence preparation for 2024-2026
- Review of current Plan of Service with proposed changes to be brought forward at the next meeting.

d. Service Agreements

- Received signed Service Agreement from St Paul Municipal Library
- Received audited Budget and Statement of Receipts and Disbursements from Elk Point Municipal Library

Filed for information.

8. New Business:

a. On Reserve On Settlement Funding

- Ashmont Public Library has been granted \$20,000 to be spent with the focus of removing barriers to library access for residents who reside on reserve or on settlement.
- Spending deadline of March 31, 2024.
- Reporting on expenditure listing will be required.

9. Correspondence

- NLLS Weekly Reports will continue to be emailed on a regular basis.
- Announcement of changes to funding for public libraries and library systems. The new anticipated levy will be \$34,862.52. Filed as information.

10. Next Meeting September 25<sup>th</sup>, 2023, in the County of St Paul Council Chambers.

11. Adjournment

Patricia Miller adjourned the meeting at 6:20pm

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Date

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Chairperson