

**FLIN FLON PUBLIC LIBRARY
MINUTES
Friday April 19 2013
KINSMEN ROOM 12:10 PM**

PRESENT: BUNNY BURKE, VAL DIXON, TOM GOODMAN, TIM BABCOCK, BLAINE VIETCH, BUZ TREVOR,
CINDY MCLEAN

REGRETS: MURRAY SMITH, BILL HANSON

CHAIRPERSON: BUZ TREVOR

MOTION: DIXON/GOODMAN
To accept agenda as circulated
CARRIED

MOTION: DIXON/GOODMAN
To accept minutes of Feb 15 2013
CARRIED

CORRESPONDENCE:

1. Flin Flon Junior Bombers-request businesses decorate for playoffs-we won 3rd prize
2. e-mail Town of Creighton requesting attendance annual meeting of the Public Library Board
3. e-mail Lac du Bonnet Library advising closing for 10 days library painting project
4. e-mail Dan Danforth Executive Director Saskatchewan Library Assoc-requesting digital pictures of our library-thanked us and replied our children's area looks "incredible"
5. e-mail Max Maximchuk discussing honouring her Mother Nayda, with something at the library
6. Ginnell Bauman Watt-cheque \$244.00 final distributive share Estate of Irene Lowes
7. e-mail Nicole Choptain regarding Board Responsibilities seminar
8. e-mail Lana Jennings TD Summer Reading Camp staff manuals available-winners of last year's will be decided June 1
9. e-mail Mb Library Trustees Assoc-MLTA newsletter
10. e-mail Thomas Sill Foundation grant request info
11. e-mail Judy Bignell PLS-Canadian Library Association Conference May 29-June 1 & travel subsidy

12. e-mail Bunny agreeing to motion to increase salary by 3%
13. e-mail Judy Bignell PLS requesting additional info for stats, and advising board terms have expired
14. Kendall & Pandya –completed audit/GST/T4 preparation bill \$3,920.00
18. Manitoba Culture & Heritage-Grant application & reporting stats required
19. e-mail Harry Hobbs/Donna Bessel thanking the library for hosting Literary Reading
20. e-mail confirmation Author Reading June 28 Michelle Grimmelt “The Aura of the North”

OLD BUSINESS:

Library Renovations: Cindy will apply to Thomas Sill Foundation for a grant for new flooring.

NEW BUSINESS

1. Financial Statements
MOTION: BURKE/VEITCH
To approve financial statements as presented
CARRIED
2. Audit: Discussion regarding internal controls. Cindy to obtain an estimate on auditor study.
MOTION: BURKE/DIXON
To approve 2012 audit as presented.
CARRIED
3. Policy: discussion on developing policies (personnel policies/contracts) for the library. Cindy will draft a contract for the Library Administrator and Assistant Administrator, as well as a job description, for approval and discussion at the next board meeting.
4. Letter sent to the City of Flin Flon regarding roof-no reply. Councilor Tim Babcock advised work to the roof has been approved, but it is unknown if it will involve repairs or replacing the roof.
5. Library closure: In order to allow staff the time required to de-clutter the years of financial records, broken furniture, and cluttered basement, the library will close for two days during spring clean-up.
6. RCMP officer Shayne Smith addressed the staff on personnel safety issues. Cindy will draft a policy regarding this, based on his recommendations.
7. Board terms: Cindy advised PLs has concerns regarding the tenure of board members.

ADMINISTRATOR’S REPORT

1. We held the grand opening of the new Children’s Reading Area, on Feb 20th, with local celebrities reading to the children. We held the event in conjunction with Family Literacy Day, and local Bomber Coach Mike Reagan and players read to the children, completed crafts, and served snacks.

2. I attended Creighton Council on Feb 27th, for the acceptance of PNLs grant, however, PNLs did not show. The meeting was rescheduled for March 13th. I joined Director- Audrey Mack and Shaune Mason-Library Consultant for dinner before the meeting. .

1. I met with David Christianson- ULS for breakfast March 14th. We discussed their slower delivery v/s Indigo, and the presentation of their catalogue. (ie: incorporate jacket covers).
2. Tara's first day back was Feb 19th. Karen took 16th & 19th vacation days. Aimee was sick Feb 21st. A new session of Story Hour started Feb 26th, with 9 children registering. We've also had several drop-ins.
3. I took two medical days March 18 & 19th, to attend Dr in Saskatoon. Our CAP Youth Intern completed his internship on March 22nd. It was great having him, and I will apply again next year. The library hosted an author reading on March 22nd, with children's author Darla O'Rourke. I invited the Grade 2 & 3 classes from Ruth Betts School, which meant preparing 101 treat bags! The children had fun, with ½ completing a craft downstairs, and ½ for the reading upstairs. The teachers were very impressed! Karen also took the week of March 25th off.
4. The library held our annual Poetry Night on April 5th, with approx. 52 people attending. Tim Babcock did a great job of EMCC, and it was a library first, with a staff member (Cindy) reading.
5. We hosted a Sparks tour on April 10th, with 13 little Sparks attending. They completed some library duties, enjoyed s'mores, and hid "You've been kind bombed" notes in books.
6. The library hosted a Literary Reading on the evening of April 12th. Authors Jordan Wheeler and Chandra Mayor from Wpg read, along with Donna Besel from Lac du Bonnet.
7. We held a contest to give our new library dragon a name. The winning entry was Lily Ballard, with "Rowhog Reader". The library also held a "Who Stole the Easter Bunny" contest, which was won by Ava Williams.

Motion: TREVOR/DIXON

To adjourn meeting at 1:30pm

CARRIED