

**FLIN FLON PUBLIC LIBRARY
MINUTES
Friday Feb 15 2013
ROTARY ROOM 12:10 PM**

PRESENT: BUNNY BURKE, VAL DIXON, TOM GOODMAN, BILL HANSON, TIM BABCOCK, CINDY MCLEAN

REGRETS: MURRAY SMITH, BUZ TREVOR, BLAINE VIETCH

CHAIRPERSON: TOM GOODMAN

MOTION: HANSON/DIXON

To accept agenda as circulated

CARRIED

MOTION: HANSON/DIXON

To accept minutes of Nov 30th 2012 as circulated

CARRIED

CORRESPONDENCE:

1. THANK YOU CARD-Carla Wilcox-Stampin Out Breast Cancer Day
2. Flin Flon Arts Council-Christmas Card-loves the changes made at the library
3. EMAIL: Linsey Hammond-TD Summer Reading review process will be completed by April 2013
4. FLIN FLON CHAMBER OF COMMERCE-Membership renewal \$150.00
5. E-MAIL DADSON FUNERAL HOME-advises of \$25.00 search fee for obituaries
6. E-MAIL MLCI-Copyright training
7. KENDALL & PANDYA-T4's completed
8. WCB-Annual payroll form completion request
9. E-MAIL PLS Lana Jennings-Kids Help Phone-youth awareness packages for libraries
10. E-MAIL-Harry Hobbs request Poetry Night Friday April 5th. The Mb Writers Guild applied for a grant, and requested we hold a seminar Friday March 12th. They will cover the cost of room rental, refreshments, and staffing costs, as per Grant application.
11. CLEANING LADY-Dec 20th doors left unlocked

12. XEROX-Meter rates increasing
13. THE PAS LIBRARY-Lauren Wadelius advising of reduced shared funding due to census
14. CARLOS MORAN PIXELSONTHE.NET-final bill for new website
15. WILL ENNS-PLS-Overdrive not working due to L4U upgrade
16. L4U-upgrade cost \$614.88 & annual service charge of \$759.36
17. MB LIBRARY TRUSTEE ASSOC-new website
18. Manitoba Culture & Heritage-Grant application & reporting stats required

OLD BUSINESS:

Our new Web page is complete. Board also discussed possible fee related to Archive searches. Referred to Archives Committee.

NEW BUSINESS

Financial Statements

MOTION: BURKE/DIXON

To approve financial statements as presented

CARRIED

MOTION: BURKE/DIXON

To approve amended budget, due to a reduction in provincial grant of \$3,026.50. This includes our share for RM of Kelsey from the Pas. The lower grant is due to a reduction in the 2011 census. The expense budget has not been reduced, and the anticipated shortfall, has been transferred into anticipated fundraising revenue.

CARRIED

MOTION: HANSON/BURKE

To approve a 3% wage increase for 2013, for all library employees

CARRIED

The Board has requested the Administrator draft a letter to the City of Flin Flon, seeking clarification regarding the anticipated and much needed roof repairs.

ADMINISTRATOR'S REPORT

Administrator's Report:

1. We held our PJ Tales with the Bombers Dec 5, 2012. It was very well attended. The library staff and Bombers served snacks, helped with crafts, read stories, and the Bombers played hockey sticks with the children.

2. I took a week's vacation Dec 10th. Tara started her medical leave of 8 weeks Dec 17th. She is due back on Feb 19th. Aimee took the week of Dec 24th off. Tara had her 6 week check-up..I did ask her for a revised Dr's slip, indicating she still needed to be off work. As she never got back to me, the original 8 week letter still applied.

1. The library staff have been very busy with moving books and shelves. We had to move thousands of books twice, take shelves apart, and then put all back together. This was due to the completion of the mural, which required all children's and Jr. books to be moved to the opposite side of the room. The mural was very time consuming, as much discussion took place prior, as well as during.

2. The new library webpage is finally complete. This was also much more time consuming than I thought...numerous calls to MTS regarding our back end, as well as many e-mails and phone calls with the web developer. Aimee and I had a training webinar Jan 24th, and the page went live Jan 28th. The new page is amazing, with numerous links and a much more professional presentation.

3. The library completed a major upgrade to L4U Elite on January 23rd. This upgrade puts us on par with most other libraries, allowing patrons to renew their books on line. The upgrade was very cumbersome, as our server did not allow for a smooth transition. It took all day, requiring me to complete the updates on all computers, only to realize none of them worked due to a firewall. The L4U agent was live on the phone the whole time, and could not figure out the problem. We tried again the next day, and re-did all the upgrades again. In the meantime, the upgrade was not compatible with Overdrive, and we started getting many calls from patrons who could not download e-books. After several calls and e-mails, the problems were worked out, and we are up and running. The patrons love it, and the upgrade, along with the newly designed web page will increase our webpage visitor stats. These stats are now part of the Grant application process.

4. Family Literacy Day was held on Saturday January 26th in the Rotary Room. I came in and read to the children. I have approached the Read to Me Facilitator -Heather Jobbs, regarding partnering with the library for this program. She will discuss with the Board and get back to me.

5. I also completed an upgrade to Simply Accounting January 25th, which changed to Sage Accounting.

6. It has been awesome having our CAP Youth Intern, Landon Hiebert. The Bombers had their Christmas break, and then were on the road for most of January. He has been available for quite a few days in February, and was a big help building my new Excel Spreadsheets for 2013.

7. The RCMP visited the library January 22nd and February 22nd, as part of their Main Street walk-about.

8. Family Literacy Day is Feb 20th. We are celebrating by having our grand opening of our new Childrens' Play Area & Mural. I have invited the Mayor, Bomber Coach & Players, Postmaster, & RCMP. We will be serving coffee & cookies. The theme is "Name the Library Dragon". We will be hosting a contest, playing games, reading stories, and having a "scavenger hunt" to rid the library of dragon's eggs.

9. Christina Lies-Ruth Betts School has asked me to participate in their Family Literacy Day Feb 25th 1:00-2:00. I will be bringing a story and activity for the Kindergarden class.

10. Our Student Page Brianna Kostuchuk, decided to leave the library for more hours @ Walmart. Record of Employment completed for her, and Tara (filing for EI-no sick time left at library). Our new Student Page Rebecca Kozar, was hired Jan 9th. I applied for a Child Employment Permit, and received approval.

11. February is Love to Read Month. The library held a contest, requiring patrons to find hidden valentines.

12. A new session of Story Hour will be starting Feb 26th, and will run for 6 weeks.

Motion: HANSON/DIXON

To adjourn meeting at 1:10pm

CARRIED

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