



Flin Flon Public Library
58 Main St. Flin Flon, Mb

MINUTES

BOARD MEETING: April 14, 2016

PRESENT

Nora Fontaine, Blaine Veitch, Bill Hanson, Buz Trevor, Tom Goodman, Bunny Burke, Cindy McLean

Regrets: Val Dixon, Karen MacKinnon

❖ **CHAIRPERSON: BUZ TREVOR CALLED THE MEETING TO ORDER AT 12:10.**

MOTION: to accept the agenda as presented.

T Goodman / N Fontaine

CARRIED

MOTION: to accept the minutes from the previous Board meeting.

B Veitch / N Fontaine

CARRIED

❖ **CORRESPONDENCE:**

1. Thank you from Dianne Hallberg regarding opening the library for free meditation classes
2. E-mail PLS advising of the resignation of Erika Martin, who is the primary contact for municipal public libraries
3. Elections Manitoba, including print materials for the up-coming provincial election
4. Canada Post-additional rent reconciliation request, if applicable
5. E-mail-Donna Kormil MLTA newsletter-) has been fwd to all Board members
6. E-mail Trevor Ashfield -Dept of Canadian Heritage replying to my e-mail request regarding Cultural Spaces Canada Fund, as well as Disability program info
7. CIBC GIC renewal
8. Agenda Creighton Public Library Board meeting held Feb 24th 2016, and E-mail Paula Muench Town of Creighton, replying to my request for a checklist of required documents for annual meeting
9. E-mail Pahkisimon Nuye?ah Library invite to the Diversity conference May 12-15th
10. Letter of resignation Aimee Best
11. Thank you book made by Creighton Grade 1 students Ms Veitch class
12. PLDS E-mail request for Public Library Data Service 2016-Questionnaire worksheet completed
13. E-mail PLS Library Toolshed participation incentive for every content uploaded, with a chance to win an iPad Air 2
14. Youth in Philanthropy Grant application dropped off-Corinne Mathews
15. E-mail PLS advising of 2017's TD Summer Reading theme of "Canada" to tie in with Canada's 150th birthday
16. E-mail Lana Jennings PLS regarding travel subsidy Manitoba Library Conference

17. E-mail National Grants and Contributions Delivery Centre-reply to my e-mail requesting grants Enabling Accessibility Fund
18. E-mail quote Atlas Construction to replace & install new counters, and remove existing countertops and sink
19. Thank you letter & \$50.00 donation Flin Flon Writers Guild
20. Letter of Resignation-Tara Redahl due to relocation of spouse

MOTION: To accept resignation of Tara Redahl & Aimee Best

HANSON/FONTAINE: CARRIED



❖ **NEW BUSINESS:**

- ❖ GIC renewal-CIBC GIC set to auto renew Principal & Interest
- ❖ Library hours & staffing. Administrator will bring cost calculations Saturday closing to next Board Meeting

MOTION: To close library on Saturdays, effective May 1 2016, and Administrator to use the funds to hire/increase staff salaries.

T Goodman/B
Hanson

CARRIED

❖ **FINANCIAL REPORT:**

- ❖ Administrator presented Financial statements to April 13/16

MOTION: To accept Financial report as presented

B Burke/ T
Goodman

CARRIED

MOTION: To accept 2015 Annual Report as presented

B Hanson/B Veitch

CARRIED

❖ **ADMINISTRATOR'S REPORT:**

- ❖ Writer's Guild book launch " Words on the Rocks" held at the library Feb 20th 12:30-1:30
- ❖ Freedom to Read Week Feb 21-26th. Library completed a display with banned books
- ❖ Administrator attended Creighton Library annual meeting Feb 24th @ 6:30. Presented Annual Report, Budget, and Year End Financials (un-audited). James from PLS attended, and presented annual cheque.
- ❖ Deadline for Canada Summer Works grant application Feb 26th-Administrator completed. We are requesting funds for one student. No reply at this time
- ❖ Feb 29th-Stittco came and changed filters & adjusted gas pressure. Some discussion followed with AJ's
- ❖ March 2nd, Penny Grove's Kindergarten class of 11 children attended library in the AM for a Story, snack, and tour, and in the AM Jess McLellan's class repeated the visit. Both visits done by Administrator
- ❖ Administrator attended Working Group Parent Coalition meeting on March 4th, The library is partnering with this group to bring a Little Warriors Workshop to Flin Flon. As a group we applied for a grant to cover flights, hotel (for facilitator), lunch, and book/doll sets. The response has been overwhelming, with 54 registered and several people on waiting list. The workshop is Friday April 15th.

- ❖ March 3rd-staff spent the afternoon decorating for Easter. The new City Works employee Charles Boulet attended library on March 9th, to address some of my concerns. ie: back steps are crumbling
- ❖ April 9th 9:20-10:20 Creighton School Ms Veitch Grad 1 class attended library for tour, snack, and book. Completed by Administrator
- ❖ Closing date for TD Promotional items-completed by Administrator
- ❖ April 15th-Sherri from Kendall, Wall, and Pandya attended library to begin audit. Administrator worked with her, to photocopy any requests
- ❖ April 17th-our annual Easter Party. The children colored eggs, and the Easter Bunny joined us for an Easter Egg Hunt. The 26 children and their parents enjoyed snacks, and had a blast!
- ❖ Administrator was very busy implementing our new Bunny bucks program. Every book entitles a child, a Bunny buck, and once they have read that book with their parent, they receive one buck. After they collect 10-they bring them in, and purchase something from the Library Store. The program has shown great results, with an all- time high of 864 beginner books circulated in March.
- ❖ While I was on vacation, Aimee called me and advised of her two-week notice. We have busy training the Evening Supervisor Kathy Ross, for her position of ILL Clerk, and I have advertised for Tara's position of Assistant Administrator. Tara has also given her notice, as her husband has accepted a position in Hinton, Ab. Her last day will be June 3rd. We will be having both her and Aimee's going away party at my house on May 28th @ 6:00
- ❖ Administrator also applied for the Young Canada Works grant, for one student. Due to last year's high TD Summer Camp enrollment, we hope to hire two Summer Students.
- ❖ April 5th Shonda Beauchamp's Grade 1 class attended library for tour, snack, and story. Completed by Administrator
- ❖ April 6th-Cheryl Boucher requested we participate in a workplace experience for one of her students. We welcomed the student to the library on April 6th, and more visits are pending.
- ❖ Debbie McCombie-part-time Librarian at Creighton School, met with Administrator on April 7th, to go over our stats, and workplace procedures, as part of the required assignment for her library course.
- ❖ Poetry Night was very well attended on Friday April 8th, with 48 people attending. As we are short staffed, Administrator worked the evening, which ran from 6:30-9:30. We have completed a "Poet-Tree" display with a poetry writing station of cut-out words, for National Poetry Month
- ❖ Due to our shortage of trained staff, we have decided to close a bit early for our usual summer hours. Effective, May 1st, we will close for Saturdays. Administrator and Kathy will attend Library Conference May 4th, 5th, and 6th. Tara and Alecia will take vacation days, as we will close for those days.
- ❖ Three situations, of empty liquor bottles left in bathroom, and one incident of an abusive customer. He has been banned from the library, due to his behavior and loud/profane language, as well as previous attempted theft.
- ❖ Tara off Feb 22-29th, Kathy March 11th, Cindy March 23-30th. Tara and Alecia both sick April 4th

MOTION: To Adjourn



B Trevor/T Goodman



CARRIED: meeting adjourned at 1:25

Signed: _____ Date: _____