



*\*Amended April 26, 2017 and May 11, 2017\**

**BOARD MEETING: April 18, 2017**

PRESENT



Maxine Armstrong, Val Dixon, Bill Hanson, Karen MacKinnon, Bunny Burke, Constance McLeese, Nora Fontaine, Courtney Campbell

❖ **CHAIRPERSON: BILL HANSON CALLED THE MEETING TO ORDER AT 12:09**

MOTION: to accept the agenda as presented.



V Dixon/N Fontaine



CARRIED

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



V Dixon/B Burke



CARRIED

❖ **CORRESPONDENCE:**

1. Email: Letter of resignation from Library Board Vice-Chairperson Tom Goodman
2. Email: Lana Jennings, PLSB regarding eLibraries annual contribution of \$617.71 USD
3. Invoice: Doug Evans regarding shelf donation for the archives (given a tax receipt & thank you letter)
4. Invoice: Don Peake regarding shelf pickup for the archives (given a tax receipt & thank you letter)
5. Email: Mari Pettersen, CRAR Ad Consultant regarding upcoming promotions
6. Email: Lana Jennings, PLSB regarding the *Imagine. Creative Manitoba!* cultural policy process from Minister Squires
7. Email: Trevor Surgenor, PLSB regarding the March 28 conference call in reference to the environmental scan by PLSB
8. Town of Creighton and PNLB funding \$36,842.05
9. Letter of resignation from janitorial staff Jennifer McLean
10. CIBC GIC renewal
11. Flin Flon & District Chamber of Commerce regarding Annual Radio Auction donation. Last year we contributed a basket of books retailing around \$180.00
12. City of Flin Flon first installment of funding \$45,000.00
13. Email: Louise Ayotte-Zaretski, MLCI regarding *Imagine. Creative Manitoba!*
14. Email: Flin Flon & District Chamber of Commerce regarding library representation
15. Email: Doug Evans regarding shelving for the archives
16. Email: Max Maximchuk regarding the display of his work with other local authors
17. Email: Anthony Woodward, PLSB regarding Instagram (92 current followers, began March 15)
18. CIBC GIC renewal
19. Email: Svitlana Maluzynsky, PLSB checking in
20. Email: Trevor Surgenor, PLSB regarding the large print rotation
21. Flin Flon Writers Guild thank you letter and \$50.00 donation
22. Email: Jerome Conaty regarding FlinFlonopoly sponsorship
23. Email: Svitlana Maluzynsky, PLSB regarding 2017 Provincial budget as per Eric Westhaver question
24. Email: The Reminder regarding Volunteer Week
25. Email: Mark Kolt regarding the City of Flin Flon By-Law and number of board members

❖ **OLD BUSINESS:**

- ❖ Furnace condition: The furnace is still working alright, we will keep an eye on it and take it day by day. Will be the city's concern.
  - ❖ Fundraising: looking for an annual event ie. A themed-fancy dress social with a band, possibly a dessert night.
- 

❖ **NEW BUSINESS:**

1. Janitorial tenders: Lengthy discussion followed. Discussion determined that we will negotiate with current tenders.
  2. Board membership as per City of Flin Flon By-Law: Mark Kolt, CAO, advised we have too many board members according to the current city by-law (we have 8, it dictates 7). The city will amend this at their next meeting to allow for 8 board members (drafted by-law in correspondence).
  3. Friends of the Library committee: Courtney will build this up on social media and approach people who have expressed interest. Possible promotion with The Reminder in the special volunteer issue.
  4. Brief discussion regarding possible DVD rental charge for patrons. Administration will research into this, tabled until further discussion.
- 

❖ **FINANCIAL REPORT:**

Administrator presented Financial statements to Apr 17 /17

**MOTION:** To accept financial report as presented



M Armstrong/C McLeese



**CARRIED**

❖ **ADMINISTRATOR'S REPORT:**

1. The Library was closed due to snow March 7<sup>th</sup>.
2. There was an article in the March 9<sup>th</sup> edition of The Reminder focusing on the administrative change at the Library
3. Cindy McLean and Courtney Campbell attended the Flin Flon & District Chamber meeting on March 14<sup>th</sup>.
4. The Library increased its social media presence with an Instagram account on March 15<sup>th</sup> to highlight programming and events.
5. Interviews were held to fill the library clerk position and Kristy Janvier was hired March 17<sup>th</sup> and began work March 20<sup>th</sup>.
6. Cindy McLean and Courtney Campbell met with CFAR March 17<sup>th</sup> to discuss upcoming promotions and went on air March 22<sup>nd</sup> to promote the library.
7. Cindy McLean and Courtney Campbell met with Northern Health Region and Hope North on March 20<sup>th</sup> and April 10<sup>th</sup> to continue planning the visit from Theo Fleury on May 3<sup>rd</sup>. The book signing will be held from 11-1 pm at the library with books for sale. Bookmarks will be available to promote the event in April.
8. There was a school tour with 18 students from Ms. Abrahamson's Grade 1 class from Creighton School on March 22<sup>nd</sup>.
9. Courtney Campbell met with the Main Street Committee from Flin Flon & District Chamber on March 23<sup>rd</sup> to discuss Homecoming.
10. Danielle MacDonald's first day as Assistant Administrator was March 27<sup>th</sup>.
11. PLSB held a teleconference on March 28<sup>th</sup> to discuss the environmental scan and public library feedback. On the call was Anthony Woodward and Amber Christensen from PLSB, as well as Sarah Guillemard (MLA for Fort Richmond and Legislative Assistant to Minister Squires). The library was represented by Cindy McLean, Courtney Campbell, and board members Nora Fontaine, Val Dixon, and Karen McKinnon.
12. Kendall and Pandya came and pulled files for the audit on March 28<sup>th</sup>.
13. Courtney Campbell's first day as Administrator was March 29<sup>th</sup>.

14. Jennifer McLean's last day as janitorial staff was March 31<sup>st</sup>. Staff have been sharing the duties until the contract is filled. A tender ran in the March 29<sup>th</sup> edition of The Reminder and was also on the Library website.
15. The Library held 3 events for Easter. Kiddie Korner Day Care brought 19 children to the Library on March 30<sup>th</sup> for a story and Easter Egg hunt. The Easter Party was held March 31<sup>st</sup> and had 27 children participate (total of 45 people including guardians attended). Corporal Steve Russell volunteered to be the Easter Bunny and so the Library held a storytime and photo opportunity for the moms & tots group on April 12<sup>th</sup> with 3 children participating. The Bunny Bucks program is running for the month of April as a literacy incentive. The Library is highlighting Easter material from the collection and running a Jelly Bean contest for children.
16. The Library began its programming for Canada 150 on April 5<sup>th</sup> with a special display and themed reading list. The list is released weekly, highlights specific areas of the collection, and is posted on social media. Week 1 focused on Local authors and works about Flin Flon/surrounding areas and Week 2 focused on the Junior Non-Fiction collection. The goal of the list is to increase circulation in these areas and have 150 works highlighted by July. A Read the North contest will be launched soon in conjunction with this programming.
17. As April is Poetry Month the Library is running a Blackout Poetry station.
18. The 16<sup>th</sup> Annual Poetry night was held on April 7<sup>th</sup> at 7pm with 34 people in attendance. A photo of the event ran in the April 12<sup>th</sup> edition of The Reminder as well as the photos put on the Library's social media.
19. The Discard Book Sale was highlighted on social media on April 7<sup>th</sup> and has already brought in \$31.45 of revenue in one week (vs. \$28.00 for the month of March).
20. The Library is hosting an event for National Film Day on April 19<sup>th</sup>. A chili cookoff will be held at 7pm followed by a screening of *Guantanamo's Child: Omar Khadr*.
21. We are currently sold out of Scott Gilmour maps and are awaiting his response to order more for homecoming.
22. Celesté Fourie vacation day March 9<sup>th</sup> and 10<sup>th</sup>, sick (left early) March 13<sup>th</sup> & 16<sup>th</sup>, last day was March 24. ROE has been delivered. Cindy McLean last day in the office was March 28<sup>th</sup>, paid 15 hours of banked time, ROE has been delivered. Tani Georgii sick April 17<sup>th</sup>. Kristy Janvier off March 27<sup>th</sup>, March 29<sup>th</sup>-April 10<sup>th</sup>. Rachel Hyska off April 3<sup>rd</sup>(covered by Gabrielle Smith).

**MOTION:** To adjourn



V Dixon/B Hanson



**CARRIED:** meeting adjourned at 1:10

**AMENDMENT:** That Donna Weber be hired as of May 1, 2017 for the janitorial contract as per email vote April 25, 2017

**MOTION: To hire Donna Weber for the janitorial contract > C McLeese/ V Dixon > CARRIED**

**AMENDMENT:** That Cindy McLean be presented with a retirement gift of \$500 as per email vote May 11, 2017

**MOTION: To present Cindy McLean with a retirement gift of \$500 > C McLeese/ K MacKinnon > CARRIED**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_