



BOARD MEETING: August 24, 2017

PRESENT



**Maxine Armstrong, Bill Hanson, Karen MacKinnon,, Nora Fontaine, Constance McLeese,
Courtney Campbell**
Regrets: Melody Borschewski, Val Dixon, Bunny Burke

❖ CHAIRPERSON: BILL HANSON CALLED THE MEETING TO ORDER AT 12:05

MOTION: to accept the agenda as presented.



M Armstrong/C McLeese



CARRIED

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



K MacKinnon/M Armstrong



CARRIED

❖ CORRESPONDENCE:

1. Card: Cindy McLean, thank you
2. Email: Scott Gilmore regarding map sales at the Library
3. Email: Nancy Lin – Service Canada regarding CSJ application
4. Email: Doug Evans regarding Heritage Project USBs for Homecoming
5. Email: Dave Kendall – Kendall & Pandya regarding Library invoice numbering error
6. Email: Grey House Publishing regarding Libraries Canada listing
7. Email: Virginia McKee – Sport, Culture & Heritage regarding cultural policy review meeting June 20th
8. Email: Overdrive regarding new invoicing procedure
9. Email: Svitlana Maluzynsky - PLSB regarding MLIS requirement
10. Email: Meghan Hansen – Legislative Library regarding local history collection
11. Email: Xerox regarding price change in service agreement
12. Email: Svitlana Maluzynsky – PLSB regarding September PD session
13. Email: Siteground regarding VISA update
14. Province of Manitoba regarding the direct deposit of 2017 grant funding
15. Canada Revenue Agency regarding 2016 GST rebate
16. Flin Flon Pride Committee regarding Pride donation, parade, and registration
17. Email: Kaitlyn Bruce – U of M Archives regarding local history collection
18. Minister Rochelle Squires regarding the approval of 2017 grant funds from the Province of Manitoba
19. City of Flin Flon regarding water utility rate increase effective January 1, 2018
20. Public Utilities Board regarding Stittco commodity rate decrease effective August 1, 2017
21. Email: Sabrina Pound – Young Canada Works regarding 2017 contract
22. Email: Walmart regarding grant application
23. Workers Compensation Board regarding quarterly installment
24. Email: Denise Weir – PLSB regarding September 7 PD session in The Pas
25. Email: Kirsten Fritsch – Flin Flon Pride regarding Library donation
26. Email: Flin Flon & District Chamber of Commerce regarding grant
27. CIBC regarding GIC renewal July 31, 2017
28. Email: Svitlana Maluzynsky – PLSB regarding September 6 meeting
29. Email: Doug Evans regarding Heritage Project involvement at the Library’s Culture Days event for seniors

❖ **OLD BUSINESS:**

1. Fundraising: \$2000 was raised by selling Homecoming merchandise, waiting on the cheque from the committee. The discard book sale has raised \$927 so far this summer and the Library will hold a fall sale to continue this fundraising. A 50/50 is planned to run over the fall, especially during the Library's Culture Days events, and will lead into the Christmas raffle of the baby carriage and doll furniture. Planning for the Valentine's Day Fundraiser will start in November but a "Save the Date" will be ready for distribution by Culture Days in September.

MOTION: To sell 50/50 tickets as a fall fundraiser

M Armstrong/C McLeese

CARRIED

2. Budget
 - a. 2017 budget: Fundraising will be key in making up this year's deficit, book buying will continue to be done in consideration of these financial constraints. Courtney will keep the board apprised of the budget continuously.
 - b. 2018 early budget projections: According to census information the Government of Manitoba grant may decrease by \$5,440.00 next year. The board discussed how to make up this possible shortfall and will discuss this with PLSB in the September meeting.
3. Archives room condition: The archives room is awaiting the installation of the flooring by the City of Flin Flon, which is tabled to happen in September. After this the shelving will be put up and materials will be brought back from City Hall and assessed before storing.

❖ **NEW BUSINESS:**

1. Approval of the 2016 Annual Report

MOTION: To approve the 2016 Annual Report

M Armstrong/K MacKinnon

CARRIED

2. Administrator probationary period: Courtney has passed the 6 month probationary period, a round table discussion took place about her first six months at the Library. As per her contract, the Library will match 5% contributions to an RRSP and 50% to any benefits that are purchased.

MOTION: To end Courtney's probation & match RRSP contributions

M Armstrong/K MacKinnon

CARRIED

3. Friends of the Library group: Members have come in to assist in sorting the Library Discard Book Sale and will be further contacted regarding other fundraising efforts.
4. PLSB MLIS requirement: PLSB has inquired whether the Library would make an MLIS mandatory for the Administrator position, the Board maintains that an MLIS is an asset and not a requirement. Courtney will relay this information to PLSB.
5. PLSB September meeting: Representatives from PLSB have scheduled a meeting at the Library on September 6th from 9:00-11:30 AM and any board members available will attend the event. The Board deliberated what topics to bring up at the meeting and have determined that provincial funding and the PLSB review will be key discussion points.
6. Culture Days events: The Library has begun planning events for Culture Days and will hold a Senior's Brunch featuring the Heritage Project as well as the Human Books event. More details will be made available as plans are finalized. 50/50 tickets will be ready to sell at the event as with Save the Date information for the spring fundraiser.

❖ **FINANCIAL REPORT:**

Administrator presented Financial statements to August 24th, 2017 as well as the TD Summer Reading Club budget up to August 24th, 2017

MOTION: To accept financial report as presented

C McLeese/ N Fontaine

CARRIED

❖ **ADMINISTRATOR'S REPORT:**

1. The spring story hour finished on June 5 and had a total of 176 children attending the sessions in total.
2. Aliece Angell, our Canada Summer Jobs summer student, started work on June 5th. She will be with us until August 25th and will be in charge of our TD Summer Reading Club program.
3. A daycare summer storytime was held on June 7th with 11 children attending.
4. Courtney Campbell went to the Flin Flon & District Chamber executive meeting on June 6th.
5. The grade 2 and 4 classes from Mclsaac School had a school tour and storytime on June 16th with 40 children attending.
6. First Stop Computers has been in multiple times over the summer to assist with software updates, staff accounts, computer viruses, and public computer maintenance.
7. The grade 1 class from Mclsaac School had a school tour and storytime on June 20th with 22 children attending.
8. Courtney Campbell attended a teleconference regarding Cultural Policy in the North on June 20th.
9. The Library hosted a book launch for Harry Hobbs on June 21st from 2:00-4:00 pm with 18 people attending.
10. AJ's came in to check the AC on June 21st. They reported that the AC units are in fine condition and changed the filters.
11. Courtney Campbell met with local MLA Tom Lindsey regarding Library funding on June 22nd.
12. 2016 Annual Reports were sent to grant givers on June 22nd.
13. The grade 1 class from Ruth Betts School had a storytime on June 23rd with 11 children attending.
14. Aliece Angell promoted the TD Summer Reading Club Program at each local elementary school on June 21st and 26th and had the following attendance: Ruth Betts – 150, Creighton – 100, Mclsaac – 184.
15. Gabrielle Smith, our Young Canada Works summer student, started work on June 27th and will be running our TD Summer Reading Program with Aliece. She will remain in this position until September 1st when she will transition back to being a student page. Rachel Hyska will function as the only student page during the summer and come in daily from 4:00-6:00 pm.
16. The TD Summer Reading Club program held its Canadian Carnival Kickoff on June 27th with 17 children attending. There were a total of 23 camp days this summer with Canadian themes that had 290 children attending (as of August 23rd). Special guests included Elder Margaret, Doug McGregor and Ann Ross, and the RCMP. The wrap up BBQ will be held August 25th. Community support through donations made this program possible and very successful.
17. Judy MacGowan and Maxine Armstrong came in on June 28th as part of Friends of the Library to assist with sorting books for the discard book sale.
18. As part of Main Street Days/Trout Festival/Homecoming, the Library held its annual Discard Book Sale on June 29th-30th which raised \$388.15. The sale was held inside due to the weather, however Aliece and Gabby had a table on Main Street on the 30th to promote the summer program as well as sell discard books and library bags. The Discard Book Sale has continued over the summer and has raised \$913.00 to date. The goal is to reach \$1,000.00 by the end of August.
19. The Library asked the Heritage Project to make USBs with vintage photos of Flin Flon for Homecoming and circulated them to Main Street businesses. These photos have been visible on a slideshow on the reading area TV throughout the summer also. Don Peake donated copies of the Northern Lights magazine and those have been made available in the reading area for patrons to read.
20. NorVA displayed two pieces of artwork from the Library during their Homecoming art show which have since been returned and are on display.
21. Reggie Leach came in for a book signing on June 30th from 2:00-3:00 pm with 100 people attending. Signed copies of his books are now for sale at the Library.
22. The Library sold \$2,000.00 worth of Homecoming Merchandise in June and the Homecoming Committee is donating that money back to the Library.
23. The Library was closed on July 1st for Canada Day.
24. The Canada 150 Reading List finished on July 5th. Winners of the Read the North contest were John Forester and Cohen Scully.
25. Fire Alarm testing was held on July 13th. They reported that the system is in fine condition.

26. The Ore Samples Writers Series held their summer event at the library on July 20th. Parliamentary Poet Laureate George Elliott Clarke hosted a workshop entitled "Generate Material" attended by 28 people and 37 people attended his poetry reading. Brenda and Harvey Schmidt of the Ore Samples group made positive reviews about the event and the library publicity preceding it.
27. Aliece Angell was interviewed by CFAR regarding the TD Summer Reading Club on July 28th.
28. Courtney Campbell went to the Flin Flon & District Chamber executive meeting on August 1st.
29. The Library was closed on August 7th for the Civic Holiday.
30. The major project of reorganizing the children's area finished on August 10th. Early Chapter Book and Young Adult sections were added and the area was reorganized to add more shelving. No funds were spent on this project as existing shelving was brought up from storage and signage was made by the staff. This project will help our youth find material more independently and should improve circulation in these areas.
31. The upstairs washrooms were renamed Public and Family washrooms on August 10th. Feedback has been positive from the patrons especially from young families who require the Family Washroom for the baby changing station.
32. The Library participated in the first Flin Flon Pride event with a float in the parade and a table at their family festival. The Library donated books for prizes at the family festival.
33. Courtney Campbell off July 5th-11th, August 11th (banked time). Danielle McDonald sick July 26th-27th, away August 8th-11th (banked time). Tania Georgii away from June 8th-30th, August 8th-25th, August 30th (unpaid leave). Karen McKay in June 8th-30th and August 8th-25th for Tania Georgii. Kristy Janvier off June 12th-19th, July 24th-August 11th (unpaid leave). Gabrielle Smith off July 10th-14th, July 28th. Rachel Hyska in 12:00-6:00 pm (5:00 on Fridays) July 24th-August 4th and 10:00-6:00 pm August 8th-11th for Kristy Janvier, off August 17th-30th. Aliece Angell sick June 12th, away June 15th-16th, away afternoon June 19th, sick June 22nd, away morning June 23rd, away morning June 28th, off July 6th-7th, left early July 18th, away morning August 2nd, left early August 14th.

MOTION: To adjourn



N Fontaine/C McLeese



CARRIED: meeting adjourned at 1:30

Signed: _____

Date: _____