



BOARD MEETING: August 15, 2018

PRESENT



Bill Hanson, Melody Borschewski, Nora Fontaine, Courtney Campbell
Regrets: Val Dixon, Constance McLeese, Kathryn Drapak, Karen MacKinnon, Bunny Burke

1. CHAIRPERSON: BILL HANSON CALLED THE MEETING TO ORDER AT 4:25

MOTION: to accept the agenda as presented.



M Borschewski/N Fontaine



CARRIED

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



M Borschewski/N Fontaine



CARRIED

2. CORRESPONDENCE:

1. City of Flin Flon regarding Talk Wordy to Me donation
2. Manitoba Hydro regarding June 1, 2018 rate increase
3. Email: Northern Neighbours Foundation regarding grant approval
4. Email: Thompson/The Pas libraries regarding grant application possibility
5. Northern Neighbours Foundation regarding grant approval
6. Email: Colleen Tower regarding the CAMP partnership
7. Email: Mike Funk, City of Flin Flon regarding building repairs
8. Government of Canada regarding GST rebate
9. CIBC regarding large GIC standings
10. Email: Travel Manitoba regarding library standings/inclusion in tourist documents
11. Email: Denise Weir, PLSB regarding September visit
12. Email: Linda Collins, PNLs regarding Shirley Owens board replacement
13. Email: North Norfolk-MacGregor Library regarding a letter to Minister Cox about the library review
14. Email: Kelly Murray, Allard Regional Library regarding MLA election materials
15. Email: Scott Gilmore regarding maps
16. CIBC regarding small GIC standings
17. Huidbay regarding TD Summer Reading Club donation
18. Email: Don Peake, FFHP regarding archives room

3. OLD BUSINESS:

1. Fundraising status report:
 - a. General: The amount raised so far in 2018 is \$3,474.97 the budget goal is at least \$7,000.00. A 50/50 will be started ASAP to be ready for Culture Days and run until December.
 - b. TD Summer Reading Club: So far \$2,145.00 has been donated by the community. The camp is under budget thus far and will use funds for the community BBQ, replenishing supplies, and purchasing bigger camp materials.
 - c. Discard book sale: The discard book sale has raised approximately \$850.00 of the \$1,000.00 goal.
2. Building/Archives room condition update: Courtney is working with Les Taylor, the new city building maintenance representative, to complete building repairs. The entry ramp and stairs have been repaired, the fire inspection compliance is awaiting city work, and the water main pipe is awaiting repair also.

4. NEW BUSINESS:

1. **Library update:** we've gotten behind because of training new staff so staff has spent the summer playing catch-up leading to the delay of some goals.

- a. New staff: Kimberly Kirk as Assistant Administrator (\$15/hour) on July 16 and Pearl Tippet as Student Page (\$11.35/hour-upcoming minimum for MB in October) on July 31 to train with current staff before fall.
 - b. Conference update: Conference went well and presentations were well received by peers, budgeted \$1,200.00 and spent \$1,033.86 including travel reimbursement from PLSB. The government has said it will not release the library review with no explanation.
 - c. Annual Report: Is in progress.
 - d. Partnerships: The library has been partnering with new community groups including the Creighton Community Housing group, the Norman Regional Health special family group, and the CAMP program. All of these will continue in the fall and help promote the use of the library to new and underserved groups.
 - e. Culture Days: Planning for this year's events will begin shortly, there are a few ideas for Human Books. The events will be similar to last year, and ideally a 50/50 will be running during this time.
 - f. Customer Appreciation/Anniversary event: Customer appreciation will take place during Culture Days, possibly an event in conjunction with the Senior's Brunch.
- 2. September PLSB meeting**: Denise Weir from PLSB is planning on coming up September 11 for 10:00 and lunch from 11:30-12:30 with Wayne Hukaluk and has invited board members to attend.

❖ **FINANCIAL REPORT:**

Administrator presented financial statements to August 14, 2018



❖ **ADMINISTRATOR'S REPORT:**

1. Courtney Campbell attended executive and general Chamber of Commerce meetings when possible.
2. First Stop Computer Service came to do maintenance on computers May 11, 2018.
3. Spring story time sessions concluded on May 18, 2018 with over 440 people participating.
4. Carpet cleaning was done on the main floor on May 19, 2018.
5. Big Foot Window Cleaning cleaned the outside and basement access windows on May 23, 2018.
6. Carmen Ward represented the library at the Preschool Wellness day on May 29th at the Community Hall.
7. Courtney Campbell attended the Manitoba Libraries Conference in Winnipeg from May 20th to June 1st presenting on three on three panel presentations.
8. Due to a family emergency Carmen Ward gave her resignation notice on June 6, 2018.
9. Summer student Siobahn McKenna began work through the Young Canada Works grant on June 11, 2018 and Gabbie Smith began work through the Canada Summer Jobs grant on June 25, 2018. Both are responsible for planning and executing the TD Summer Reading Club programming at the library. The camps have been very successful in terms of attendance and donations. The final camp day is August 24 and a BBQ is planned.
10. A water leak in the basement was noted on June 25, 2018. The water was coming from a pinhole leak in the main water pipe in the kitchen. A representative from the city came to assess the damage, applied a temporary fix, and pointed out that the pipe needs to be changed. The basement lights were completely changed out to match the work done on the upstairs fixtures. Kozar Construction was contracted by the city to get the furnace room up to fire code and the work is now complete.
11. Courtney Campbell attended the CAMP (Community Alcohol Management Program) presentation on June 20, 2018 as the Library representative. This is an ongoing community partnership.
12. Bill Hanson and Courtney Campbell attended the Norther Neighbours Foundation cheque presentation on June 20, 2018 to receive the funding for the software upgrade.
13. The Library hosted a colouring contest for the Flower Power Festival for the FFNRC concluding June 22, 2018.
14. The annual Discard Book Sale began June 25, 2018 and will run all summer to fundraise for the library. It has raised approximately \$850.00 so far.
15. The DEAR (Drop Everything And Read) summer contest concluded June 29, it offered great community prizes and incentives for reading.
16. The Library participated in Main Street Days/Trout Festival with a table promoting the TD Summer Reading Club camp days and the discard book sale.

17. Kimberly Kirk began work as the Assistant Administrator on July 16, 2018.
18. A book reading for Judy Pettersen and Hilary Faktor was held on July 17, 2018 with 52 people attending.
19. The Library has been partnering with Norman Regional Health to present special family group story and play times in the Kinsmen room. This partnership will continue in the fall and will hopefully grow to include more groups.
20. Pearl Tippett began training to become Student Page on July 30, 2018 to replace graduating students Rachel Hyska and Gabbie Smith.
21. The Library was featured in various issues The Reminder for programs and events. The Library was featured on CFAR for TD Summer Reading Club promotions and programs as well.
22. Courtney Campbell away July 2nd-11th, August 3rd-8th (banked time). Carmen Ward bereavement days June 1st-5th, final day June 6th. Tania Georgii away on unpaid leave for family reasons May 7-22nd with Karen McKay covering for her during this time, on vacation from June 18th-July 6th, sick July 27th, away August 2nd-3rd. Rachel Fosseneuve sick May 22nd, away July 13th-16th, 30th, August 10th (banked). Kimberly Kirk away July 18th-20th (family emergency), sick July 31st. Rachel Hyska away has been covering staff shifts all summer. was Gabbie Smith has been shifted to being a summer student with Siobahn McKenna. Pearl Tibbett has started as Student Page.

MOTION: To adjourn



N Fontaine/M Borschewski



CARRIED: meeting
adjourned at 5:25

Signed: _____

Date: _____