



**BOARD MEETING: December 5, 2018**

<b>PRESENT</b>	➔	<p><b>Nora Fontaine, Constance McLeese, Kathryn Drapak,</b> <b>Melody Borschewski, Courtney Campbell</b> <b>Regrets: Val Dixon, Tim Babcock, Bill Hanson, Bunny Burke</b></p>
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**1. VICE-CHAIRPERSON: CONSTANCE MCLEESE CALLED THE MEETING TO ORDER AT 4:39**

<b>MOTION:</b> to accept the agenda	➔	N Fontaine/K Drapak	➔	<b>CARRIED</b>
<b>MOTION:</b> to accept the minutes from the previous Board meeting.	➔	C McLeese/K Drapak	➔	<b>CARRIED</b>

**2. CORRESPONDENCE:**

1. Young Canada Works regarding final installment of Summer Student grants
2. Email: Crystal Colt, FFAC regarding Culture Days expense coverage
3. Email: Kerry Ryan, Winnipeg Foundation regarding Literacy for Life grant
4. Email: Nicolette Warkentin, Kelty iManagement regarding Xerox lease buyout
5. Email: Jessica Mace, Urban Heritage regarding leasing the Annette Kirby painting of Flin Flon
6. Email: Library and Archives Canada regarding library directory
7. Email: Denise Weir, PLSB regarding MCC Northern tours
8. Email: Andrew Ryan, Manitoba Library Association regarding their current newsletter
9. Email: Danielle Hubbard, MLA Advocacy Director regarding letters to Minister Cox
10. Email: Mari Pettersen, CFAR regarding holiday publicity
11. Email: Kathy Anderson regarding the sale of Angelique Merasty birch bark bitings
12. Email: Matt Saville, Kelty iManagement regarding Xerox lease
13. Email: Library and Archives Canada regarding Voila service
14. Email: Doug Evans, Flin Flon Heritage Project regarding archives
15. Email: Jessica Mace, Urban Heritage regarding leasing the Annette Kirby painting of Flin Flon
16. Email: Doug Evans, Flin Flon Heritage Project regarding archives

**3. OLD BUSINESS:**

**1. Fundraising status report:**

- a. **General:** The amount raised so far in 2018 is \$3,880.97. Some donations need to be put into the computer as well as the 50/50 proceeds and Holiday Book Sale money. Scott Gilmore maps are going well and the profits from that are also beneficial.
- b. **50/50:** Draw date is December 14 at 4 pm (which is the day after Moonlight Madness). We have books out at Super K, Di's, Eddie's, Dollar Store, Petro Canada, City Hall as well as with staff/board members/library counter. 75/100 books are out so if they're all sold that means \$3,750 (\$1,875 each). We're looking to do a last push at the Co-op on December 13, Judy McGowan will get a hold to plan days. 9+ books sold at the craft sale, 6+ at Walmart, and 5+ at Coop.
- c. **Culture Days:** The Arts Council covered the deficit and we broke even for our events.

**2. Building/Archives room condition update:**

- a. Courtney is working with Les Taylor to finish the requirements for the fire inspection and general maintenance. The city hasn't done any further work to bring items back to the archives. The Flin Flon Heritage Project has been messaging regarding this, the board discussed options and Courtney will send a letter stating that we are still waiting for the city to return the materials as planned.

- b. **Flooring condition:** The flooring upstairs and downstairs needs to be replaced. Courtney will begin conversations with the city to start the process.
- 3. **Chamber merchandise:** The sale of materials is in process, materials are being tracked/inventoried and cash is separate from library cash. In April/May the library will give the Chamber all proceeds and then be given the cut of the profit.
- 4. **Creighton School invitation:** The library is waiting for Creighton School to decide on their plans for David Bouchard's visit in February. Kathryn will relay information to Courtney once it is available.

**4. NEW BUSINESS:**

**1. Library update:**

**a. 2019 priorities and goals:**

- i. matching budget with services
- ii. balance staff workload and wages
- iii. establish Saturday hours for the winter
- iv. establish a strategic plan and to complete the policy manual

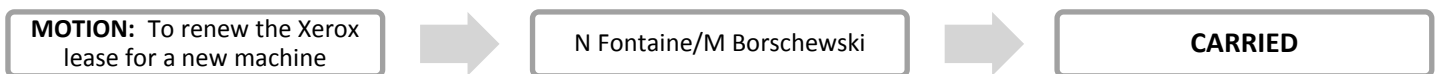
**b. Saturday hours:** The board discussed options for adding Saturday hours. We will revisit this in the new year with absent board members and poll the community before doing a test run in the spring.

**c. Christmas bonuses & celebration:** Bonuses will be given to staff before Christmas. A staff party will be held before Christmas as well, the board declined attendance.

**d. Holiday hours:** The library was open on the company holiday and will take that day around Christmas. Holiday closures will be December 24-26<sup>th</sup>, 31<sup>st</sup>, and January 1<sup>st</sup>. These will be posted at the library next week.

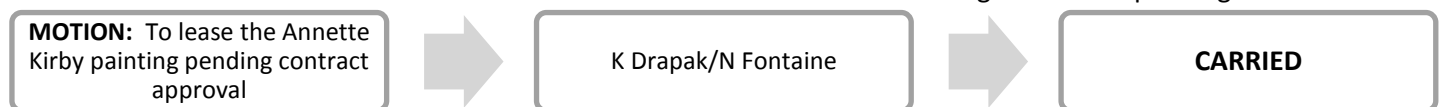
**e. Board membership:** Tim Babcock will replace Karen McKinnon on the board as the City of Flin Flon representative. Courtney will look at the by-laws for board membership, send to the board, and we will discuss these at the next meeting to establish members for 2019.

**2. Xerox lease:** The board reviewed the Xerox contract and decided to new our lease in order to get a new Xerox machine. It will arrive as soon as next week.



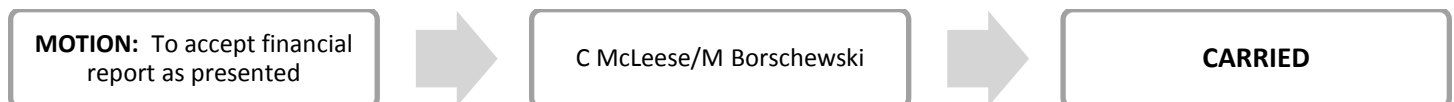
**3. "Talk Wordy to Me" fundraiser direction:** The board reviewed last year's fundraiser and discussed options for the 2019 event. It was decided that the social will run from 8:00-11:00 PM with tickets for \$25, have entertainment from Johnny's Social Club, and a 50/50 as well as a Calm Air raffle. People will be able to purchase tables and bring their own appetizers.

**4. Annette Kirby painting lease request:** The library has been approached to lease the Annette Kirby painting of Flin Flon to a touring exhibition for a period of 6 years. After reviewing the draft agreement, it was decided that Mark Kolt should look at the contract and if he finds it agreeable the painting will be leased.



**1. FINANCIAL REPORT:**

Administrator presented financial statements to December 4, 2018



**2. ADMINISTRATOR'S REPORT:**

- 1. Courtney Campbell attended executive and general Chamber of Commerce meetings when possible.
- 2. Rachel Fosseneuve took over as Assistant Administrator on October 15, 2018. Haven VanKoughnett started as Library Clerk on October 22, 2018. Tani Georgii gave notice and her last day of work was October 24, 2018. Dusty Suchaplus was hired as the Inter-Library Loan Clerk and started training for the position on October 30, 2018 with her first full shift being November 19, 2018.

3. The Library held the annual Halloween party for children on October 25, 2018. The Flin Flon Bombers partnered for the event which had 73 people attending. The library also had 99 trick-or-treaters on Halloween.
4. The library had a table at the Arts Council Craft Sale on November 30<sup>th</sup> selling 50/50 tickets, local author books, book bags, and Scott Gilmore maps. It was very successful and allowed us to share our holiday programming plans as well.
5. First Stop Computers came in to deal with a multiple computer issues on November 7<sup>th</sup> and 9<sup>th</sup>.
6. Courtney Campbell attended meetings for the Community Alcohol Management working group on November 7<sup>th</sup>, hosted at the library as part of our partnership, and December 4<sup>th</sup>.
7. The library received Winnipeg Foundation Literacy for Life grant on November 15<sup>th</sup> to run the Tales for Tots program. The program started on November 30<sup>th</sup> and will run on Fridays from 10:30-11:30 with three sessions before the holidays.
8. Courtney Campbell attended the Hope North committee meeting on December 3<sup>rd</sup>.
9. Holiday programming has started and includes:
  - a. Food for Fines for the Friendship Centre: non-perishable food donations or toys/books in lieu of fines
  - b. 12 Books of Christmas reading contest
  - c. Holiday Book Sale
  - d. Kid's Holiday Party with the Flin Flon Bombers on December 5<sup>th</sup>
  - e. Santa's Workshop during Moonlight Madness on December 13<sup>th</sup>
10. The 50/50 draw will be held on Friday, December 14<sup>th</sup> at 4 PM.
11. Courtney Campbell away November 16<sup>th</sup>-23<sup>rd</sup> (vacation). Tania Georgii sick October 16<sup>th</sup>-24<sup>th</sup>. Rachel Fosseneuve away October 20<sup>th</sup>, left early December 4<sup>th</sup>. Dusty Suchaplus completed training October 30<sup>th</sup>-31<sup>st</sup>, November 6<sup>th</sup>-7<sup>th</sup>, sick December 3<sup>rd</sup>. Haven VanKoughnett away November 30<sup>th</sup> (banked time). Kristy Janvier was in October 18<sup>th</sup>-November 16<sup>th</sup> to cover shifts. Karen McKay in November 16<sup>th</sup>-23<sup>rd</sup> to cover.

**MOTION:** To adjourn



K Drapak



**CARRIED:** meeting  
adjourned at 5:53

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

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