



**BOARD MEETING: December 13, 2019**

PRESENT



Bill Hanson, Val Dixon, Kathryn Drapak, Tim Spencer, Becky Hyska,  
Judy Pettersen, Tim Babcock, Elizabeth Andres, Cindy McLean,  
Regrets: Tammy Ballantyne, Val Dixon

**1. CHAIRPERSON BILL HANSON CALLED THE MEETING TO ORDER AT 1:14 PM**

**MOTION:** to accept the amended agenda



T Babcock/J Pettersen



**CARRIED**

**MOTION:** to accept the minutes from the previous Board meeting as amended



J Pettersen/V Dixon



**CARRIED**

**2. CORRESPONDENCE:**

**1. First Stop Computers:**

E Andres shared the quote for computer upgrades (more RAM, new towers for front counter, new laptop). The Northern Neighbours grant for technology upgrades/enhancements will be submitted asking for this amount as well as for new chairs for computer stations.

**3. OLD BUSINESS:**

**1. Fundraising status report:**

a. **Winter 50/50 raffle update:** E Andres advised the raffle as of board meeting time was \$1,700. C. Campbell picked up tickets from throughout the community and the draw will be at 4:00 p.m.

**4. NEW BUSINESS:**

1. **Canada Post Parking Lease renewal:** E Andres recommended to the Board that the Canada Post parking lease, commencing September 1, 2020 be signed as presented. B Hanson suggested installing thermostat controls for the two Canada Post plug ins. Discussion ensued whether the City of Flin Flon had a contract with an electrical company. E Andres to investigate costs and procedures.

**2. Nominations for Vice-Chairperson and Secretary/Treasurer:**

**MOTION:** Becky Hyska to be Vice-Chairperson



B Hanson/V Dixon



**CARRIED**

**MOTION:** Tim Spencer to be Secretary/Treasurer



J Pettersen/K Drapak



**CARRIED**

**3. Elizabeth Andres to be formally appointed as Library Administrator:**

**MOTION:** Elizabeth Andres to be appointed as Library Administrator



B Hanson/V Dixon



**CARRIED**

4. **New Bank Signatories Required:** Four signing officers are required. B Hanson is already a signatory. E Andres will replace C Courtney as Administrator. The new Vice-Chairperson and Secretary/Treasurer will be added. As per policy, two of any four signatories will be required for any financial transaction(s).

5. **December 24, 2019 Closure:** The Library will be closed all day on December 24<sup>th</sup> with staff receiving pay and remain open regular hours on December 31<sup>st</sup>.

**MOTION:** The Library will be closed all day on December 24<sup>th</sup> with staff receiving full pay and open regular hours on December 31<sup>st</sup>.



V Dixon/K Drapak



**CARRIED**

6. **Winter Hours:** After discussion it was agreed to change to winter hours (open Tuesday to Saturday) for January to April, revert to summer hours May to September (open Monday to Friday) and back again to winter hours October to December. A review of the hours (understanding that the Library was closed for renovations for six weeks in 2019) should be undertaken in early 2021.

<p><b>MOTION:</b> The Library will move to winter hours January to April, revert to summer hours May to September and back to winter hours October to December.</p>	→	<p>V Dixon/K Drapak</p>	→	<p><b>CARRIED</b></p>
<p><b>MOTION:</b> Effective immediately the Administrator’s hours of work will be Monday to Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. with an unpaid one hour lunch break.</p>	→	<p>T Spencer/J Pettersen</p>	→	<p><b>CARRIED</b></p>

7. **Draft Budget:** As the Administrator’s computer crashed, a draft budget was not able to be presented to the Board.

8. **Outgoing Administrator’s Banked Hours**

<p><b>MOTION:</b> The outgoing Administrator’s banked hours will be paid out with no vacation.</p>	→	<p>J Pettersen/K Drapak</p>	→	<p><b>CARRIED</b></p>
<p><b>MOTION:</b> Staff will be allowed to bank a maximum of 20 hours and will be able to use them at the Administrator’s discretion.</p>	→	<p>J Pettersen/B Hyska</p>	→	<p><b>CARRIED</b></p>

5. **FINANCIAL REPORT:**

No financial information was available as the Administrator computer wasn’t working.

6. **ADMINISTRATOR’S REPORT:**

Discussion ensued on events and fundraising. It was suggested more in-library events could be held (tying books to the Library – arts/music); that “Talk Wordy to Me” should be cancelled; and that Johnny’s should be investigated as a possible venue for fundraising events/partnerships.

7. **2020 MEETING DATE(S):**

The next meeting was set for Friday, January 17, 2020 at 12:00 noon. Lunch will be provided.

8. **ADJOURNMENT:**

The next meeting was adjourned by B Hanson at 1:20 p.m.

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William (Bill) Hanson  
 Chairperson  
 Flin Flon Public Library Chairperson

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Date