



BOARD MEETING: January 23, 2019

PRESENT



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

1. ADMINISTRATOR: COURTNEY CAMPBELL CALLED THE MEETING TO ORDER AT 4:33

MOTION: to accept the agenda



N Fontaine/V Dixon



CARRIED

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



M Borschewski/K Drapak



CARRIED

2. CORRESPONDENCE:

1. Email: MLA, December 2018 newsletter
2. Email: MLA, January 2019 newsletter
3. Email: Glenna Daschuk et al. regarding flooring discussion
4. Email: Canada Post shipping increase
5. Karen Gwin, Scotiabank regarding banking assessment

3. OLD BUSINESS:

1. **Fundraising status report:** The fundraising amount raised for 2018 was \$5,803.97 including the social, raffle, and donations.
2. **Building/Archives room condition update:**
 - a. **Archives:** The city has made 8+ trips bringing items back to the archives (approx. half of the items that are there) which Don Peake has started organizing into basic categories on shelves. They've brought back about half of the items in the city basement.
 - b. **Flooring:** Communication has begun with the city regarding this and it has been included in their 2109 budget discussion.
3. **Xerox lease:** The new Xerox machine was delivered January 22 and is working well.
4. **Annette Kirby painting lease request:** Courtney has been in communication with the requesters, the lending agreement requires insurance and an appraisal. They have said NorVA is qualified to provide this and Courtney will follow up with them. Once the painting is ready for loan, Courtney will ensure that the loan documentation is visible to the public and properly documented in case of staff transition.

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:** Courtney presented options for a test run of Saturday hours. A lengthy board discussion followed. The board agreed to a 2-month probationary test run of Saturday hours from 1:00-5:00 PM for March and April to test public support. A heavy PR campaign including radio, newspaper, social media/website, local signage, and posters to schools/in library/around town will begin ASAP to promote this to the communities. An announcement will happen at the fundraiser. Patron attendance will dictate if this warrants summer/winter hours in the future.

MOTION: To do a test run of Saturday hours March/April

C McLeese/M Borschewski

CARRIED

- c. **Board membership:** The city by-laws for board governance were reviewed. Board members will tell Courtney of their availability and interest should it change, which involves finding new members and passing them through Flin Flon City Council.
2. **“Talk Wordy to Me” fundraiser update:** Courtney updated the board with the current social status. An email will go out shortly with sign-ups for board members for tasks.
3. **Budget 2019:** The next board meeting will cover budgetary increases for 2019 including wages, janitorial contract, etc.. Courtney has most 2019 grants applications already completed but will look into a website development and shelving for a Northern Neighbors grant application.
 - a. Staff wages: To be discussed at the next meeting.
 - b. ILL rate: Following an increase with shipping rates, the board discussed raising the ILL charge to \$1.50 to cover costs on February 1st. Courtney will make this policy change public in the library, on the website, and on social media.

MOTION: To raise ILL charge to \$1.50 to cover costs as of Feb. 1

B Burke/V Dixon

CARRIED

5. FINANCIAL REPORT:

Administrator presented financial statements to December 31, 2018

MOTION: To accept financial report as presented

B Burke/C McLeese

CARRIED

6. ADMINISTRATOR’S REPORT:

1. Courtney Campbell attended executive and general Chamber of Commerce meetings when possible.
2. The library held the annual Christmas party for children on December 6th, 2018. The Flin Flon Bombers partnered for the event which had 46 people attending.
3. The library hosted Creighton Community School on December 7th, 2018 for the Family Day story time at the library with 27 people attending.
4. Courtney Campbell had an interview with Ramraajh Sharvendiran from CBC on December 11th, 2018 to promote the library’s holiday events.
5. The library held Santa’s Workshop as part of the Main Street committee’s Moonlight Madness on December 13th, 2018. 127 people attended the event to take photos with Santa.
6. The 50/50 draw took place on December 14th, 2018. The total amount of tickets sold was \$3,780.00, Lorene Bonnett was the winner and received a cheque for \$1,890.00
7. The Holiday Book sale raised \$409.25 dollars which was reinvested to purchase new books for the 2019 sale.
8. The library was closed December 24th-26th, 31st, and January 1st for the holidays.
9. Courtney Campbell attended meetings for the Community Alcohol Management working group on January 15th.
10. The Tales for Tots program run on Fridays from 10:30-11:30 until May 2019 and is having great success with the, averaging over 20 children per session weekly. There will be a special story time on January 25th held with the Read to Me program for Family Literacy Day with special guests leading music and yoga with the families. The Reminder will run an article about the event and CFAR did an interview with Courtney.
11. The city has come multiple times at the end of December and beginning of January to bring archives materials back. The insurance adjustor came to do an inspection on January 7th and a Stittco representative serviced the furnace on January 14th.
12. Courtney Campbell had an interview with Ramraajh Sharvendiran from CBC on January 17th, 2018 to promote the library’s January events.
13. The Young Canada Works and Canada Summer Jobs grant applications were applied for and we are awaiting their response before searching for summer students.
14. The “Talk Wordy to Me” fundraiser is planned for February 16th, 2019. Preparations are in full swing for this event.

15. Courtney Campbell away December 19th-21st (banked). Rachel Fosseneuve left early December 5th, January 15th (sick); off January 2nd-4th (banked). Dusty Suchaplus sick December 18th, 27th, January 21st; left early December 21st. Haven VanKoughnett sick January 18th. Pearl Tippett sick January 16th.

MOTION: To adjourn



V Dixon



CARRIED: meeting
adjourned at 5:33

Signed: _____

Date: _____