

OLDS & DISTRICT MUNICIPAL LIBRARY

BOARD MEETING

February 20, 2019 6:30 pm

MINUTES

Present:

Staff:

Other:

Lesley Winfield (Librarian)

Marilyn Thiessen (Assistant Librarian)

Board:

Kimberly Dykin (Chair)

Dwayne Fulton (Vice-Chair & County Rep)

Heather Ryan (Council Rep)

Shawna Cevraini (Secretary)

Inez Hannett

Jean-Pierre Mulago Shamvu (Treasurer)

Regrets: Marlene Cook, Carolyn Horne, Arliss Chute-Ibsen

Recording: Shawna Cevraini

Call to order and Introductions: Kimberly Dykin called the meeting to order at 6:38 p.m.

Delegation: Friends of the Carstairs Library - rescheduled due to weather.

Approval of agenda: Heather Ryan moved for approval as amended. Seconded by Inez Hannett. Motion carried.

Approval of Minutes: Dwayne Fulton moved to approve the minutes from the November meeting. Seconded by Heather Ryan. Motion carried.

Outstanding Business:

1. **Minister's Award Submission** - Information included in the minutes for the submission. Thanks to all involved in selecting the program and creating the submission.

New Business:

1. **New ILS** - New system coming the first part of March (8th to 14th). The system will be down - no checkouts and check-in. No access online or in the library but will be doing manual check-in and out in the library building. Have been asking patrons to keep their books until after this point (bookmark in books going out)
2. **AGM Prep** - Next month is traditionally the Annual General Meeting. Reports will be presented. Lesley Winfield will assist with preparation if needed. Elections will be held.
3. **Friends of the Library** - Tabled.
4. **Finance Policy** - A policy update is needed for the donation minimum. Inez Hannett moved that the following policy be added:

"11.11 Charity and Tax Receipts: Monetary donations over \$10.00 are eligible for a tax receipt, which are sent out at the beginning of the following tax year. Donations of materials and other in kind donations are eligible for a tax receipt as outline in policy 5.0 *Section, Acquisition and Disposition of Materials (Page 23)* Seconded by Jean-Pierre Mulago Shamvu. Motion carried.

5. **Library Giving Day** - See the information in the package. An existing International event held April 10. Discussion about what and where to do a pop-up. Will ask at the COOP and No Frills and Sobeys until a suitable location can be found. Decided that a free gift will be given with donation over \$20 - discussion about a coffee tumbler. Lesley Winfield will get more details now that we decided to participate.
6. **Anti-racism Grant** - Included information in our package. Dwayne Fulton motioned to apply for the grant. Inez Hannett seconded. Motion carried.

Correspondence etc:

1. County Grant received. Information included in the package.
2. PRL - Hoopla. Information included in the package.

Reports

Chair: Kimberly Dykin - no report

Personnel Committee: Kimberly Dykin - no report

Community Relations: Shawna Cevraini -

- Library Lovers - ongoing for the month of February.
- 60th Anniversary - overview discussed for June 6th festivities. Open House from 3:00 - 6:00 pm with a cake and scavenger hunt as well as a video booth. Formal program to be from 6:00 to 8:00 pm with various speaker remarks. Snacks will be included. Community and past staff and board members will be invited.
- Library Giving Day - Presented in the package, discussed in New Business. We will be participating in the April 10, 2019 event.

Finance: Jean-Pierre Mulago Shamvu - Presented as per the information included in the package. Heather Ryan moved for approval as presented. Seconded by Shawna Cevraini. Motion carried.

Safety: Kimberly Dykin - no report

Library Manager: Lesley Winfield -

- Programming Updates - calendar included in the package. Meetings coming up for programs that will be coming up in the next few months.
- Report for Municipal and Strategic Affairs - included in our package. Jean-Pierre. Dwayne. Carried
- OI and Kiwanis grants coming in for programs.

Next Meeting: March 20, 2019 6:30pm for the Annual General Meeting

Adjournment: Kimberly Dykin adjourned the meeting at 7:49 pm