

**OLDS & DISTRICT MUNICIPAL LIBRARY
BOARD MEETING
October 16, 2019
MINUTES**

Present:

Staff:

Lesley Winfield (Library Manager)
Marilyn Thiessen (Assistant Librarian)

Board:

Shawna Cevraini (Chair) - Regrets	Inez Hannett (Secretary)
Dwayne Fulton (County Rep/Vice Chair	Carolyn Horne (Member) - Regrets
Heather Ryan (Council Rep.)	Barb Olsen (Member)
Jean-Pierre Mulago Shamvu (Treasurer)	Arliss Chute-Ibsen (Member)

Call to Order: Dwayne Fulton called the meeting to order at 6:32 p.m.

Approval of Agenda: Heather Ryan moved, seconded by Barb Olsen that the agenda be approved. Motion carried.

Approval of Minutes: Jean Pierre Mulago Shamvu moved, seconded by Arliss Chute-Ibsen that the minutes be approved as read. Motion carried.

Outstanding Business:

- a. **Draft Budget for 2020:** Heather Ryan reported that in 2018 the county increased its grant to the Library so the 75% of the franchise fee was reduced to take that into account. Lesley Winfield reported that 50% of the Provincial Library operating grant had been received; it is uncertain how much the government will be giving as they have not at this point presented their budget figures. On the proposed budget sheets the total Donations/Fundraising amount was changed to 3,500; the GST amount was corrected to 600; the Total Fees & Fines amount then became 5,030 and the Total Revenue became 509,620. Under expenses please note the decrease in the staff salaries due to changes in staff. The Local Budget for books was left at 15,000, the Advertisement and Recruitment (newspaper ads) was decreased by ½ (to 1,500) as it does not result in any involvement in the library. Fundraising supplies were reduced to 1,000. The Total Expenses are then 510, 414, which leaves us with a net income of 206. This review constitutes the report of the Treasurer, moved by Jean Pierre Mulago Shamvu and seconded by Heather Ryan. Motion carried. This Budget will be formally accepted at the Nov. meeting. There was some discussion about the forming of a Friends group, but no decision was made about that.
- b. **Contract Policy:** The policy statement was reviewed and some changes were suggested: the word 'should' will be changed to 'shall' wherever it appears. The only contracts we have are janitorial and accounting. There is an exit clause in the

janitorial contract that requires 6 weeks notice. Heather Ryan moved, seconded by Jean Pierre Mulago Shamvu that we accept the contract policy as amended. Motion Carried.

- c. **Wine, Wit & Wisdom** – final prep. Check e-mail from Lesley regarding our own assignments.

New Business:

- a. **Public Library Service Branch Survey:** 1. Legislation; 2. Training videos; 3. Knowledgeable – somewhat knowledgeable; 4. Require a strategic plan every 3-5 years, many people find the strategic plan process to be cumbersome; an annual report must be supplied; 5. Secure and stable funding is necessary; 6. Create a mobile training program; 7. What requirements do you find helpful or valuable in your work? Strategic plan is necessary and valuable. 8. We need to have Provincial money before mid-year.

- b. **Volunteer/Staff/Board Christmas Party:** December 18, 2019 7 p.m.

Correspondence: Library Card sign-up Monitoring: Olds Library had 96 new sign-ups

Committee and Executive Reports:

- a. Chair (Shawna Cevraini) – no report
- b. Committee reports (if any)
 - Personnel Committee (Shawna Cevraini) – none
 - Finance (Jean-Pierre Mulago Shamvu) – see above under Budget 2020 for Motion receiving the Treasurer’s Report
 - Community Relations (Carolyn) - State of readiness for Wine, Wit & Wisdom
 - Safety Committee (Heather)- have had their meeting this year.
- c. Librarian’s Report: Lesley reported on the GED program being offered at the Library
- d. Reports were accepted as presented.

Next Meeting Date and Time: Nov. 20, 2019 at 6:30 p.m.

Dwayne Fulton adjourned the meeting at 8.13 p.m.