OLDS & DISTRICT MUNICIPAL LIBRARY BOARD MEETING September 16, 2020 MINUTES

Present:

Staff:

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

Board:

Shawna Cevraini (Chair)

Dwayne Fulton (County Rep/Vice Chair

Heather Ryan (Council Rep.)

Jean-Pierre Mulago Shamvu (Treasurer)

Inez Hannett (Secretary)

Carolyn Horne (Member)

Barb Olsen (Member)

Arliss Chute-Ibsen (Member)

- 1. Call to Order: Shawna Cevraini called the meeting to order at 6:30 p.m.
- **2. Approval of Agenda:** add on-line Motion to Outstanding Business (b) and Storage Solutions to New Business. Jean Pierre Mulago Shamvu, moved, seconded by Carolyn Horne that the agenda as amended be approved; motion Carried.
- **3. Approval of Minutes:** June 3 minutes: Carolyn Horne moved, seconded by Jean Pierre Mulago Shamvu that the June 3 minutes be approved. Motion Carried.
- 4. Outstanding Business:
 - **a.** Relaunch Update: Government regulations for Phase 3 are not likely to be changed soon. Since we don't know what will be changing or when Jean Pierre Mulago Shamvu suggested we table this discussion until we know what is changing.
 - **b.** August 18, 2020 motion to set aside \$2000 to purchase more library carts because of the extended time library materials need to spend in quarantine. Carolyn Horne moved, seconded by Heather Ryan, that we set aside the requested monies to purchase the extra carts. The Motion was Carried.

5. New Business:

- a. Treasurer Report and Elections: Jean-Pierre Mulago Shamvu gave a brief report highlighting the changes in costs due to Co-VID-19 and moved that the report be accepted as given. Heather Ryan seconded the motion and the motion was Carried. Discussed the need for a new Treasurer as Jean Pierre Shamvu Mulago will not be on the board after the October meeting. No one volunteered so this discussion is tabled until the October meeting.
- **b. MeeScan:** This is a program which allows patrons to do a self-checkout on their library materials. It consists of a kiosk which will hold an I-Pad where people can enter the details of what they are borrowing without needing to go to the front desk. The Annual License fee is \$499, the kiosk is provided free and there is a \$64 shipping fee. Libraries supply their own I-Pad. Dwayne Fulton moved that we go ahead with this, seconded by Heather Ryan. Motion

Carried.

- c. Storage Solutions: The library furniture with soft surfaces all needs to be stored until the pandemic is over and there is not room at the library to store it. Initial request to the town was refused because they couldn't guarantee that the facility they had would be mouse free. Carolyn Horne volunteered to go speak to Boomer Movers and see what they would charge per month for storing the furniture. Jean-Pierre Mulago Shamvu moved that we get quotes and take the least expensive one. Carolyn Horne seconded the motion and it was Carried.
- **d. Budget 2021 discussion** there will be some changes but the Town has not yet given out the information we will need to know.
- **e. Board Recruitment** Since Arliss Chute-Ibsen's appointment to the Board will be up in October as well as Jean Pierre's we will be down 4 Board members.
- **f. AUMA Resolutions :** see below at #8
- **6. Correspondence:** Lesley Winfield made a presentation to the Town Council regarding how the Library was doing and functioning. This was very well-received.
- 7. Committee and Executive Reports (if anything further
 - a. Chair's report (Shawna) no report
 - b. Committee Reports (if any)
 - **Personnel** (**Shawna**, Inez, Arliss) Committee will be meeting with Lesley on Sept. 23 at the Library (5 p.m.)
 - **Finance** (**Jean-Pierre**, Dwayne) Nothing more to discuss.
 - **Safety** no report
 - c. Librarians Report: This was the Presentation that Lesley gave also to the Town Council. She outlined the priorities for the Library programs, and services offered by the Library: the Collections consist of Print Materials (32,945); Non-Print Materials (5,219) and an estimated ebook contributons of \$10,000 for the year. Circulation and Inter-Library Sharing: Direct Circulation is 35,164 YTD with an estimate of 52,000 items for the year; e-material use: 9599 items YTD: Inter library sharing: is estimated to be 19,575.

 Programming: Sessions: 124 (pre CoVid) 131 online; Participants: 1206 (pre CoVid; 6300 online; Other Services: Reference: 10,000+ (est.); Exam Services: 33 YTD; Computer Sessions: 3533 YTD; WiFi Sessions: 2000 per month pre CoVid. Lesley also detailed the challenges and opportunities that all the changes for CoVid have introduced for the staff and patrons.
- **8. AUMA Resolutions:** It was decided that these should be discussed in camera. Heather Ryan moved at 7:47 p.m. that we move in camera, Inez Hannett seconded the motion and it was carried. Town Council has reviewed one of the Resolutions and approved supporting it. They will be reviewing the second one at their next meeting. There was discussion regarding whether the Library Board would support these resolutions. At 7:59 Heather Ryan moved and Barb Olsen seconded that we would rise from in camera and return to the meeting.

- 9. Next meeting Date and Time: October 21, 2020, 6:30 p.m.
- **10. Adjournment:** Shawna Cevraini adjourned the meeting at 8:01p.m.