

**Vilna Municipal Library Board  
General Board Meeting  
5431 - 50 St, Vilna, AB  
780-636-2077  
Minutes for June 22, 2017**

**Call to order:** Meeting called to order by Lee Todd, acting Chairperson at 7:56 pm.

**Attendees:** Lee Todd, Amy Drew, Jet Todd, Don Romanko.

**Adoption of Agenda:** Jet motioned to accept the agenda as presented. **CARRIED**

**Adoption of Previous Meeting Minutes:** Jet motioned to accept minutes as presented. **CARRIED**

**Library Manager's Report:** Not available at this time.

**Treasurers' Report:** Lee told the Board how much money is in the bank account and what invoices are outstanding at this time. There will be a full report at the meeting in August.

**Correspondence:**

Resignations received from:

Adele Johnson, Board Secretary/Treasurer, resignation effective June 22, 2017,

Thomas Johnson, Board Member, resignation effective June 22, 2017,

Al Buss, Board Member, resignation effective June 22, 2017,

Roxanne Loberg, Library Manager, resignation effective June 15, 2017, and

Donna Latimer, Library Assistant, resignation effective June 22, 2017.

**Election of Officers:**

**Chairperson:**

Jet nominated Lee.

Lee assumed the position of Chair.

**CARRIED**

**Treasurer:**

Lee nominated Amy.

Amy assumed the position as Treasurer.

**CARRIED**

**Secretary:**

Amy nominated Jet.

Jet assumed the position of Secretary.

**CARRIED**

**Auditor:** Earla Wagar was retained as the Auditor.

**CARRIED**

**Delegation:** Village of Vilna: Don Romanko. Nothing to report at this time.

**Policy & Procedures:** We will resume the review of them at the next regular meeting.

**Bylaws:** We will resume the review of them at the next regular meeting.

**Website, Media & Promotions:** Nothing available for this meeting.

**Special Events:** Author Shari Narine will be here on Saturday, June 24 to read some excerpts from her book, *Oil Change at Rath's Garage*.

**Old Business:**

Lee has revised most of the Plan of Service.

**Business Arising:**

Unfortunately, Ann Perkin has passed away. She will be greatly missed.

**New Business:**

Amy moved that a gift card and thank you for your service letter be given to all recent Board members and staff who have resigned. **CARRIED**

FCSS:

Don will check if the Village is willing to prorate the FCSS money for the time the Library was acting as the representative for the FCSS. This was until May 5, 2017, when Roxanne resigned the position.

We need to work with the village to find a new representative for the FCSS programs.

Changes to Signing Authorities:

Don moved that the new signing authorities for the Board are Lee, Amy and Jet for the two bank accounts #0000000785452800, Community Spirit Account and #07379219 1140159, Community Spirit Account. Two signatures are required for both these bank accounts, any of Chair, Secretary or Treasurer. **CARRIED**

Library Managers' Council:

There was a Library Managers' Council Meeting in Elk Point on May 17. Lee and her husband Ron attended. She talked about Hoopla and Lyndia, which are websites to download books from the internet. Our allotment for books from NLLS was voted upon and will change effective July 1, 2017. We are now able to purchase 100% of the allotment from outside sources. The previous agreement was a 60-40 split.

Advertising for Librarian/Library Manager Position:

Don moved to advertise in the Redwater newspaper for a new Library Manager. **CARRIED**  
Lee will also check prices for the St Paul and Smoky Lake Signal to see if they are worth advertising in.

Petty Cash:

Since Board Members will be filling in as the Library Manager and staff, Lee checked the Petty Cash to show us how it works. It appears to be \$49.50 short. Lee will check into it further and make a report at the next meeting. The Petty Cash should be reconciled at the end of each month, which might show why the cash is short.

**Minutes taken by:** Jet Todd

**Next Meeting:** Thursday August 3, 2017.

**Meeting Adjourned at 9:15 pm.**

**Approval of Minutes:** July 4, 2017

Chairperson: Nancy Lee Todd	_____
Treasurer: Amy Drew	_____
Secretary: John Eldon (Jet) Todd	_____
Board Member: Don Romanko	_____
Past Chairperson: Nancy Lee Todd	_____
Past Secretary/Treasurer: Adele Johnson	_____