

**Vilna & District Library Board
General Board Meeting
5431 - 50 St., Vilna, AB
780-636-2077
Minutes for August 31, 2017**

Call to Order: Meeting called to order by Lee Todd, Chair, at 7:41 pm.

Members present: Lee Todd, Jet Todd, Ron Farmer, and Loni Leslie, and Julie Richard.

Members absent with regrets: Myra Valcourt, Don Romanko.

Members absent without notification:

Attendees - public at large:

Minutes taken by: Jet Todd, typed by Lee Todd

Adoption of Agenda: Motion to accept Agenda by Ron. **CARRIED**

Adoption of Previous Minutes: Motion to accept previous Minutes of June 22, 2017 by Jet. **CARRIED**

Motion to accept previous Minutes of Aug 4, 2017 by Loni. **CARRIED**

Library Manager's Report: Julie reported that we have had 114 visitors to the Library since June 22, 2017. We have had 66 computer users.

Motion to accept Manager's Report by Ron. **CARRIED**

Treasurer's Report: Lee gave a verbal report as there has not been much use on our bank accounts.

Motion to accept Treasurers Report as presented, by Jet. **CARRIED**

Correspondence: The Advertising for the Library Manager's position has been paid.

Delegation: Village of Vilna: Don Romanko – not present tonight.

Policy & Procedures: Will get these converted to Word to complete the corrections and changes. Loni spoke about a free converter that can be downloaded from the internet. We will check this out.

Bylaws: Same information as Policy & Procedures.

Receipts & Disbursements and Budget: nothing discussed.

Plan of Service: nothing discussed.

Website, Media & Promotions: Motion by Jet that the Library will order 2 signs from Lakewood Signs in St Paul, to promote that the Library is open, with the hours listed. **CARRIED**

These will be in a sandwich board format, that Ron and Jet will construct the base from wood. They will be put out on the sidewalk when the Library is open. They should be able to be seen from downtown Vilna. Ron will look after ordering them.

Special Events: MUGSHOTS – see item under New Business.

Old Business:

Meeting dates - discuss future dates for Board meetings. October 12, 2017, November 9, 2017 and December 14, 2017. The December meeting will be our annual Staff, Board, and Volunteer party after a short meeting. We will book the Pool Hall for this event as usual.

Business Arising:

Remove from Board:

Amy Drew resigned her position as Treasurer and Board member on August 1, 2017. Lee will cover this position until a replacement can be found.

APPROVED

Add to Board:

Ron Farmer has applied for Board membership, and
Loni Leslie has applied for Board membership.
Motion to accept the resignations and applications as presented, by Lee.

APPROVED
APPROVED
CARRIED

Staff Changes:

Part-time library assistant: Kathy Fehr has resigned due to her husband relocating to Fort MacMurray.

Library Manager: Julie Richard has accepted the position as Library Manager and started on August 26, 2017. Lee received verbal approval from five Board members prior to hiring her.
Moved by Jet to approve the hiring of Julie Richard as of August 26, 2017 as the Library Manager, this is a permanent part-time position.

CARRIED

New Business:

Rearranging the Library desk and bookshelves. The rearranging will take place as soon as Julie has settled in and we can arrange for assistance. We will need volunteers to help, please.

Suggestion that we lock down the computers to the desktop because they could be subject to easier theft.

Motion by Jet that the Library purchase 4 lockdown cables- 3 for the laptops and 1 for the projector, up to a total of \$100.00 for all.

CARRIED

Programming: **MUGSHOTS** classes will start in October, 2017. This course will consist of learning how to take photos with your point and shoot camera, iPad or tablet, and smart phone. It also includes how to access the photos and save them to SD cards or thumb drives, or to your computer. We will also cover how to print your photos from these devices, as well as how to share them on social media. There will be six classes in the course. We can teach two classes in one day as well as two days per week, if needed. The maximum class size is eight students. We will provide a basic manual for each student.

This course will be taught by Lee Todd with the assistance of Wendy Cozicar. This is a no-cost course for seniors and a cost of \$60.00 for non-seniors. The New Horizons Grant will cover the cost of this course for the seniors. Lee will send the information to the Village to be included in the newsletter with the September water bill.

Vacuum – The Library has been using a shop vacuum for a very long time. With the new carpet, we need a better vacuum which is easier for staff to operate.

Motion by Ron to purchase a new vacuum for the Library up to \$200.00

CARRIED

Application to the Board Form –

A new form has been designed. Motion by Loni to approve the form as revised.

CARRIED

Julie was asked to leave at this time.

Executive Session: Labour Relations

Motion by Ron to enter into the executive session at 10:15 pm.

CARRIED

Motion by Ron to return to the regular board meeting at 10:41 pm.

CARRIED

Motion as a result of the executive session by Loni, that Lee be permitted to provide JMD Group with appropriate materials required to conduct a forensic audit of labour hours and financial compensation from September 1, 2015 to August 31, 2017.

CARRIED

Adjournment: Meeting adjourned by Lee at 10:43 pm.

Next Meeting: Thursday, October 12, 2017 @ 7:30 pm. Future meetings on November 9 @ 7:30 pm, and December 14, 2017 @ 6:00 pm.