

**LAC DU BONNET REGIONAL LIBRARY
MINUTES
JANUARY 14, 2019**

Date: January 14, 2019

Time: 5:45 pm

Members Present: Cathie Brereton, Joan Einarson, Darrell Scheirich, Cecile Strong, Vickie Short (Librarian)

Regrets: Brian Choptain

1. Motions for additions to Agenda:
MOTION by Cathie Brereton, SECONDED by Darrell Scheirich that the agenda be adopted as distributed. **CARRIED**

2. Minutes of the last meeting:
MOTION by Cecile Strong, SECONDED by Cathie Brereton that the minutes be adopted as distributed. **CARRIED**

3. Delegations: None

4. Reports:
 - 4.01 Librarian's Report
MOTION by Cathie Brereton, SECONDED by Darrell Scheirich that the Librarian's Report be adopted as distributed. **CARRIED**

 - 4.02 Financial Report
MOTION by Cecile Strong, SECONDED by Cathie Brereton that the Financial Report be adopted as distributed. **CARRIED**

5. Authorization of Payments:
MOTION by Cecile Strong, SECONDED by Cathie Brereton that November cheques #10902 to #10926 totaling \$ 7,928.64 are approved. **CARRIED**

MOTION by Cecile Strong, SECONDED by Cathie Brereton that December cheques #10927 to #10954 totaling \$ 13,202.13 are approved. **CARRIED**

- 5.01 Policy Change – Fees and Services
MOTION by Cecile Strong, SECONDED by Darrell Scheirich that Policy be changed to allow for the use of electronic devices ('Square') for electronic payments of fees and services. AND, all electronic payments below \$5.00 will carry a \$2.00 service charge (Debit, Credit).
CARRIED

- 5.02 Payment Options
MOTION by Cathie Brereton, SECONDED by Cecile Strong that the Library purchase the Square Point of Sale System based on discussion at November meeting. **CARRIED**

6. Correspondence:

- 6.01 Canada Revenue Agency – Payroll Remittance
Letter from CRA advising 2019 payroll remittance changes. We are required to remit payments on a monthly basis which are due by the 15th of the next month (i.e. January payment is due by February 15).
- 6.02 Manitoba Library Association Newsletter (November 28, 2018)
Electronic copy available – contact Vickie.
- 6.03 RM of Lac du Bonnet – Board Member
Council Resolution extending Joan Einarson as RM Member at Large for two years.
- 6.04 Manitoba Library Association (MLA) – Membership
The MLA was formed last year. It was an organizational merge of the provincial library associations. The MLA has provided the membership form and the fee schedule for membership. Their fees are based on each library's total operating budget, our fee will be \$75.00.

MOTION by Cathie Brereton, SECONDED by Darrell Scheirich that the Library join the Manitoba Library Association at the annual rate of \$75.00. **CARRIED**

- 6.05 Manitoba Library Association Newsletter (December 9, 2018)
Electronic copy available – contact Vickie.
- 6.06 Access Copyright License – Cancellation
Letter confirming that our membership was cancelled. They advised that we are no longer authorized to photocopy 'Copyright-protected' materials without permission. Our staff have total control of all photocopying in the library and they will be advised of this change.
- 6.07 Manitoba Library Association Newsletter (December 19, 2018)
Electronic copy available – contact Vickie.
- 6.08 Public Library Services – Library Training Newsletter
Notification that PLS has archived the training sessions and are available on the website.

7. Unfinished Business

- 7.01 Library Board - Member at Large position
Awaiting a response from a potential candidate.

8. New Business

- 8.01 Board Positions and Elections
MOTION by Darrell Scheirich, SECONDED by Cecile Strong that the six member Board will have the following elected positions: a Chairperson; a Vice Chairperson; and a Secretary/Treasurer. **CARRIED**

MOTION by Darrell Scheirich, SECONDED by Cecile Strong that Joan Einarson be elected as Chairperson; Cecile Strong elected as Vice Chairperson; and Cathie Brereton elected as Secretary/Treasurer. **CARRIED**

8.02 Signing Authorities – Changes

MOTION by Darrell Scheirich, SECONDED by Cecile Strong to amend the signing authorities: **REMOVE:** Ken Lodge and Janice Hoffman; **ADD:** Laurie Kjartanson and Cecile Strong; **KEEP existing** Vickie Short and Cathie Brereton.

CARRIED

8.03 Review Schedule of Fees and Rates for Library Services

The Schedule of Fees and Rates will remain the same as 2018.

8.04 Library Board Meeting Schedule

To be tabled to the next meeting (scheduled for March 11). Discussion needs to include all Board members.

8.05 Request to Purchase – Logs & Lines

The Library has 4 copies of this out of print book (1 copy is available for loan and 3 copies remain in reserve). A digitized version is also available on University of Manitoba Libraries web site “digitalcollections.lib.umanitoba.ca”

A library patron has asked to purchase a copy. Based on historical figures the value of this book is \$100.00.

MOTION by Cathie Brereton, SECONDED by Cecile Strong to keep a minimum of three copies of Logs & Lines in our Library. One available for loan and two to be kept in reserve at the Library. The Library can sell the fourth copy to the patron for no less than \$100.00. **CARRIED**

8:06 Fall Supper Tickets

Tickets for the fall supper will remain the same as 2018:

Adults	\$15.00
Children (12 and under)	\$7.00

MOTION by Cecile Strong, SECONDED by Darrell Scheirich that the meeting be adjourned at 6:50 p.m.

2019 Meeting Dates (usually the second Monday of every other month)

March 11, 2019 (Joan absent)

May 13, 2019

July 8, 2019

September 9, 2019

November 18, 2019