

LAC DU BONNET REGIONAL LIBRARY BOARD
MEETING MINUTES

Date: January 17, 2022

Time: 6:30 pm

Members Present: Joan Einarson, Karen David, Louise Fergusson, Rob Doyle,
Doreen Pym, Brian Choptain, Head Librarians: Jenn Hudson-Stewart,
Vickie Short

Regrets:

1. Motions for additions to Agenda: Under New Business 8.07: Board Discussion, under Unfinished Business 7.03 Accessible Employment Standard Policy
2. Minutes of the last meeting: Rob Doyle MOTIONED that the Minutes from the November 15/21 Meeting be adopted as circulated, Karen David SECONDED. CARRIED
3. Delegations: None
4. Reports:
 - 4.01 Librarian's Report: Karen David MOTIONED that the Librarian's Report be adopted as circulated, Doreen Pym SECONDED. CARRIED.
 - 4.02 Financial Report: Karen David MOTIONED that the Financial Report be adopted as circulated, Rob Doyle SECONDED. CARRIED
5. Authorization of Payments:

November cheques **#11820** to **#11843** totalled **\$8,420.52**
December cheques **#11844** to **#11873** totalled **\$12,353.84**: Doreen Pym MOTIONED the payment of the November and December cheques as detailed, Brian Choptain SECONDED. CARRIED.
6. Correspondence:
 - 6.01 James Bezan – Horizons for Senior grant – nothing applicable
 - 6.02 GCSurplus Donations - Registration; Instructions to register to request surplus assists donated by the Government of Canada. Jenn Hudson-Stewart to monitor
7. Unfinished Business
 - 7.01 Motion to accept decision made on November 23/21 regarding approval of Salary budget with correction. Doreen Pym MOTIONED approval of the Salary Budget with correction, Karen David SECONDED. CARRIED.
 - 7.02 Follow-up re: request of Brian Choptain to talk to Town Council regarding having the Library funding divided into two equal payments. Brian Choptain to follow up.

- 7.03 Accessible Employment Standard Policy - Library employees required to complete training Webinar, Jenn to set policy and follow up for the March meeting.
8. New Business
- 8.01 Plan re Library closure to curb-side if necessary (staff contact with Covid)
The plan to move to curb-side service should any member contact COVID involves one person (Michelle/Jenn/Laurie) to man operations.
- 8.02 Review of Schedule of Fees & Rates for Services- Reviewed by Vickie Short and Jenn Hudson-Stewart. Board concurs that Fees & Rates for Services remain the same.
- 8.03 Bookkeeper contract review and approval. The Events Coordinator Position will be absorbed into the Head Librarian position, and a separate Bookkeeping Clerk position is created keeping within our set budget. Book keeper contract should read up to 260 hours under Section C. Michelle McMurren is interested in the position.
- 8.04 QuickBooks update Brian CHOPTAIN MOTIONED QuickBooks be updated to on-line adding payroll at a cost of \$68/month. Karen David SECONDED. CARRIED>
- 8.05 Changing of signing authorities for chequing account Doreen Pym MOTIONED that Louise Fergusson, Karen David and Laurie Kjartanson remain as signing authorities, with the addition of Jenn Hudson-Stewart and Michelle McMurren, and removing Vickie Short. Rob Doyle SECONDED. CARRIED.
- 8.06 Letters of authority to change primary officer of administration: Karen David MOTIONED that letter of authority to change primary office of administration be send to SUNOVA, Manitoba Hydro, Bell MTS., CRA and Collabria (Credit Card). Rob Doyle SECONDED. CARRIED.
- 7.06 In Camera Board Discussion to be continued at the March meeting.

Doreen Pym MOTIONED to ADJOURN at 7:10, Karen David SECONDED.