

LAC DU BONNET REGIONAL LIBRARY BOARD
March Meeting Minutes

Date: March 21, 2022

Time: 6:30 pm

Members Present: Head Librarian: Jennifer Hudson-Stewart, Joan Einarson,
Karen David, Rob Doyle, Brian Choptain, Doreen Pym, Louise Fergusson

Regrets:

1. Motions for additions to Agenda: Items 7:03 (Board Discussion January Meeting, and 9:08 (Housekeeping)
2. Minutes of the last meeting: Amended 8:03 from January minutes to read "Bookkeeper Contract should read up to 240 hours..". Karen David MOTIONED the Minutes be adopted as Amended, Rob Doyle SECONDED. CARRIED.
3. Delegations: None
4. Reports:
 - 4.01 Librarian's Report
 - 4.02 Financial Report: Brian Choptain MOTIONED that both the Librarian's Report and the Financial Report be adopted as circulated. Doreen Pym SECONDED. CARRIED>
5. Authorization of Payments:

January cheques **#11875** to **#11897** totalled **\$7776.09**
February cheques **#11898** to **#11925** totalled **\$12379.71** Karen David MOTIONED that the January and February cheques be paid as listed, Rob Doyle SECONDED. CARRIED.
6. Correspondence: None
7. Unfinished Business
 - 7.01 Follow Up: Request of Brian Choptain to talk to Town Council re: Library funding paid out in two equal payments. The Town will not make any changes in payment method.
 - 7.02 Accessible Employment Standard Policy : Accessible Employment Policy circulated for the Board's information, Staff will do their best to insure accessibility and be transparent when hiring. Karen David MOTIONED the Policy be adopted as circulated, Doreen Pym SECONDED. CARRIED.

7.03 Board Discussion from January meeting continued: Vickie's retirement - Brian Choptain had MOTIONED that the Library present Vickie with a 100\$ gift certificate on behalf of the Library as appreciation for her years of service. Doreen had SECONDED. CARRIED. Karen David picked up a gift card for the Bomber Store and a card and presented them to Vickie when she retired. Louise Fergusson presented her the flowers on behalf of the Library Board. There was some discussion of doing something more for Vickie (Spring Tea ?) as due to COVID we were unable to do anything public for her retirement.

8. New Business

8.01 Audit - Rob Doyle MOTIONED we accept the preliminary audit, Doreen Pym SECONDED. CARRIED.

8.02 Fundraising - Discussion about effort versus reward for the Fall Supper. The consensus was this was a great deal of work for the reward and not knowing what will be happening with COVID, this might not be the best option. Jenn brought up an on-line 50-50 fund-raiser that other groups have found very successful and will look into more information, as well as more information regarding an on-line auction.

8.03 Summer Reading Program - will be advertised once the grant for the 10 week position is approved, likely April.

8.04 Grants

i. Thomas Sill – furniture for library: Jenn is looking into some available funding for some new Library chairs.

ii. LdB Foundation – tent/temp fencing for outdoor programming: Jenn will go to the Town to see if we can block off the parking lot for summer activities and procure a tent for shade, fencing for safety. Concerts for Care might be interested in using that space for one of their free concerts for seniors.

8.05 Computer- Reduced the number of computers for patron use to 2, and moved Destiny computer to front of building in adult fiction session. Jenn will look into costs to replace one of the computers for staff.

8.06 Shredding- cleanup has generated about nine boxes of documents for disposal. This will be a cost of \$375 to have done; Karen David suggested Rob Doyle and Brian Choptain approach their respective councils to see if they will accept some of our material to be shredded with theirs to save us some money.

- 8.07 Building MTC: Heat/air conditioning unit needs an inspection. Karen David MOTIONED we have this done, Rob Doyle SECONDED. CARRIED.

The header above the circulation desk is cracking; it appears it might need some support. It was suggested that Rick Brereton have a look to see what needs doing and perhaps could give us a quote on that as well as some new shelving around the circulation desk.

- 8.08 HOUSEKEEPING: Head Librarian - New Job description. Jenn to present a revised job description to the Board next meeting for approval.

Bookkeeping position - Rob Doyle MOTIONED to accept Michelle McMurren's Contract. Brian Choptain SECONDED. CARRIED. Michelle does the bulk of the work at home, coming into the Library for anything she needs. The Board's approval of the new QUICKBOOKS allows easy access from anywhere. Joan Einarson asked about back up for the books.

Cheque authorization- There only needs to be three: Head Librarian, bookkeeper and the Secretary/Treasurer. Doreen Pym MOTIONED that Jennifer Hudson-Stewart, Louise Fergusson and Michelle McMurren remain as signing authorities on the Library accounts, and will have Karen David and Laurie Kjartanson removed.

Doreen Pym MOTIONED for ADJOURNMENT 7:27 PM. Karen David SECONDED.

Next Meeting May 16, 2022 6:30pm