

**WETASKIWIN PUBLIC LIBRARY
REGULAR BOARD MEETING**

DATE: Tuesday, January 20, 2009

TIME: 5:00 P.M.

LOCATION: Library Program Room

CHAIRPERSON: Marilyn Keller

Present: Marilyn Keller Fred Hollands
Barbara Macdonald Angela Greenidge
Jason Tran Carla Frybort
Deb Ferguson

Excused: Bill Elliot

Absent:

Marilyn Keller called the meeting to order at 5:04 P.M.

1. Appointments
Election of Chair and Vice-Chair to be moved to February meeting.
2. Approval of Agenda
Ferguson/Macdonald moved that the agenda be approved as amended.
Motion carried.
3. Approval of minutes of the November Regular Board Meeting
Macdonald/Tran moved that the minutes be approved as presented.
Motion carried.
4. Unfinished business
 - 4.1 Polaris update and issues
Carla explained that the new library software, Polaris is now up and running and that the live date was January 8th. The staff was able to do some training the week before the live date but there were a few close calls and at one point it looked like the library would not have been running the software as soon as it was. However, there were glitches and because of some of these problems, staff have been waiving all late fees for the month of January. Carla also reported that certain library procedures, such as overdues and billing, would have to change. On the patron side, the new Tracpac has new features and

patrons will need time to adjust to this. These new features, including a reading history, have been well received by patrons.

4.2 Board name tags

Carla would like to get the names tags made as soon as the new trustees are appointed. It was decided that the tags would have first and last names and "Wetaskiwin Library Trustee".

5. New business/added items

5.1 Long weekends and alternate

Carla had spoke to Bill, and he wanted to know if new dates could be found for the board meeting dates that fall after a holiday Monday. It was decided that the next meeting in February be moved to the fourth Tuesday of the month and Carla will investigate when the room is available during other months.

5.2 Letter from the Friends of the Library

Marilyn received a letter from the Friends explaining that in the past the Friends received some of the proceeds from past booksales. Carla had double-checked with Lynne Revill , past secretary of the Friends, and Lynne thought that this agreement was only for one booksale. After discussion all members of the board decided that the Friends should receive some of the proceeds from the future sales they are involved with.

Greenidge/Hollands moved that the Friends of the Library group receive 25% of the total proceeds from the annual booksale whenever they volunteer with the sale.

Motion Carried

5.3 Board budget 2009

Carla presented the Board side library budget for 2009. She explained any changes that were suggested to administration. Carla also pointed out that the book budget has steadily decreased the last three years and that she will be asking City Council for extra funds to help with this. This year it is extremely important as the allotment from YRL has decreased from \$1.37 per capita to \$0.50 per capita

Macdonald/Ferguson moved that the 2009 budget be approved.

Motion Carried

5.4 Plan of service yearly review

Carla reminded the Board that at the February Board meeting the 2008-2012 plan of service would be looked at. Copies will be available for pick up at the library when the board package is ready.

5.5 Librarian evaluation

Carla asked that the Board appoint someone to conduct her annual evaluation. Fred and Barb volunteered and will meet with Carla in February or March and then report back to the Board.

5.6 Spring trade show

Marilyn asked if anyone thought it would be a good idea for the Library to have a booth at the Chamber's upcoming trade show on April 3rd and 4th, 2009. Carla will email out the price once it is set, and ask for feedback for the Board.

6. Librarian's Reports – oral

Carla reported that December and January had been very busy for the Library. The Christmas Tea on December 18, 2008 was a wonderful success. There were 11 people who came and braved the cold on one of the chilliest days in December. Staff Rachelle, Margaret, Heather, and Lynne shared Christmas stories and poems and everyone enjoyed the goodies and tea after. The staff, lead by Lynne, Heather, and Margaret, once again entered a wreath in Gingerbread and Glitter. It did sell and it was very adorable!

During the closed days at the start of January the entire junior section of the library was re-organized and remodeled. Staff removed all books for the shelves, shelving was moved, and furniture added and relocated. Staff also had time for some Polaris training.

The Library has been given another CAP grant, a technology grant from the federal government. Carla has ordered a laptop that will be for public use. Carla also reminded everyone that the Friends of the Library would like to have board input and invite everyone to join them at their meetings on the second Tuesday of the month at 4:30 p.m.

7. Committee Reports

7.1 Fundraising and PR – Marilyn Keller

7.1.1 New library logo update

Carla contacted the artist (Peter Taylor), and he dropped off three concept logos. One was chosen and Carla will contact Peter to let him know. The accompanying slogan will be "Plug In at Your Library."

7.2 Plan of service/Policy –

6.2.1 No meeting

Next meeting:

7.3 Finance - no report.

6.3.1

7.4 Board Development Committee

6.4.1 No meeting – hoping to show another video when the opportunity arises.

8. YRL Report

Bill was not available, however Carla did report on the cut to the allotment and the issue regarding five communities who have sent in withdrawal notices to YRL.

9. Correspondence

9.1

9.2

10. Action List

11. In camera items

12. Next meeting: February 24, 2009 at 5:00 P.M.

13. Adjournment

Barbara Macdonald moved that the meeting be adjourned at 6:38 PM.

Motion Carried

Chairman

Secretary

Date
