

**WETASKIWIN PUBLIC LIBRARY  
REGULAR BOARD MEETING**

DATE: Tuesday November 17, 2009

TIME: 5:00 P.M.

LOCATION: Library Program Room

CHAIRPERSON: Marilyn Keller

Present: Marilyn Keller  
Barbara Macdonald                      Lionel Desharnais  
Bill Elliot                                      Jason Tran  
  
Manisha Khetarpal (staff)      Heather Willner (staff)

Excused: Carol Anderson                      Angela Greenidge

Absent: Fred Hollands

Marilyn Keller called the meeting to order at 5:00 P.M.

1. Approval of Agenda  
Amendments: change date of next meeting to January 19, 2010  
Macdonald/Desharnais moved that the agenda be approved as amended.  
**Motion carried.**
2. Approval of minutes of the October Regular Board Meeting  
Elliot/Macdonald moved that the minutes be approved.  
**Motion carried.**
3. Unfinished Business
4. New business/added items
  - 4.1 Job Description for recruitment purposes
    - City of Wetaskiwin is advertising for 5 positions on Library Board
    - Discussion was held on how to explain the position of a Library Trustee to the people who are applying. 1) The possibility of having a handout available for pick up with the application form at City Hall and at the Library, also have it available on the website where the application is available.
  - 4.2 Basics of a Board Manual
    - How many Board Members have a board Manual?

- Discussion held on what should be in the Board Manual 1) Minutes – should have 3 months of most recent Minutes 2) Should have current Budget and 3 previous Financial Reports **Policy Manual** – should contain current Alberta Library Act and Trustee Manual
- Marilyn will order material (Act & Trustee Manual) and with the help of other Board Members will compile new Board Manuals for January 2010.

#### 4.3 Chair Information Sharing

- Board training (often in Camrose) a good source for Board Members
- Need written reports with motions from Committee for Board Meetings (Committees are workhorses of the Library Board)
- Have Board meetings start at 4:45 pm and done by 6 pm
- 3 Standing Committees
  - o Fundraising and Public Relations
  - o Plan of Service and Policy Committee
  - o Finance Committee
- Board should have annual and long term goals. The Committees will have a meeting and bring their goals to the January Board Meeting.

#### 4.4 Spending of the new funding

- \$15,000 extra from Provincial funding could go towards collection development, staff salaries or do a pilot project of opening on Sundays

#### 4.5 Librarians concern: non pick up fee for ILL items

- set up a policy
- have Bill take it to YRL for TRAC

#### 4.6 Librarians concern: delivery time for popular items (possibility of 7 day loan for high demand items)

- have an Express loan or Fast Trac – have higher fines – add to Circulation Policy. Send this to Policy Committee

### 5. Committee Reports

#### 5.1 Public Relations and Fundraising – Marilyn Keller

5.11 Appreciation Night – the evening was successful. Will discuss recommendations for next year. Will definitely host again.

5.12 Committee consists of: Bill Elliot, Marilyn Keller, Lionel Desharnais, Angela Greenidge, Manisha Khetarpal

5.13 Next meeting: December 15 @ 1:00 pm to set goals for next year.

#### 5.2 Plan of Service/Policy and Board Development –

5.21 Committee consists of Barbara Macdonald, Fred Hollands and Carol Anderson. Barbara will contact Fred and Carol to set a meeting date for goal planning. Will be reviewing Vision, Mission, Beliefs and Values. Will also create new policies (Friends) and review existing policies (Volunteer).

5.3 Finance

5.31 Committee consists of: Lionel Desharnais, Marilyn Keller, Bill Elliot.

5.32 Board met November 16 @ 1:00 pm and realized need clarification on Budget lines. Will meet with Al Steckler from City Financial Services to have all the budgets explained.

6. Yellowhead Regional Library Report (Bill)

Bill is now on YRL executive committee. Bill circulated the highlights of YRL meeting. Next meeting will be December 16.

7. Librarian's Report

7.1 Librarian's Activity Report – was presented as written and e-mailed.

7.2 Budget update – will be at next meeting

7.3 Library use statistics – will be at next meeting

8. Correspondence

8.1 Government of Alberta funding received \$63,034 (for everyone's info). A thank you was sent after receiving the funds.

8.2 Blaine Calkins, MP – a letter was read from the office of Blaine Calkins regarding Bill C332 (seeking to reduce postage for Library Material)

9. Action List

10. In Camera Items

11. Next Meeting: January 19, 2010 at 4:45 pm

12. Adjournment :

Keller moved meeting be adjourned at 6:13 pm

**Motion Carried**

Chairman \_\_\_\_\_

Secretary \_\_\_\_\_

Date \_\_\_\_\_