

Minutes
Brooks Public Library Board
January 18, 1977

The meeting was called to order with the following members present:

J. Worms
R. Kangas
B. Peterson
J. Lutes
C. Stark
K. Armbruster, Librarian.

Moved by R. Kangas that the minutes of the December meeting be adopted.

The treasurer reported a bank balance of \$2,170.64. Moved by B. Peterson that the following bills be paid:

| | |
|--------------------------|------------|
| Receiver General | - \$ 8.25 |
| Brooks Stationers | - \$ 3.45 |
| Floral Flair | - \$ 10.00 |
| Evelyn DeMille | - \$243.80 |
| Green-Hall | - \$ 28.40 |
| Quick Canadian Facts | - \$ 4.25 |
| MacMillan of Canada | - \$ 27.50 |
| Alberta Book and Novelty | - \$971.86 |
| P.M.B. Industries | - \$ 23.60 |
| Woodwards | - \$189.37 |
| Oxford University Press | - \$ 10.40 |
| Bro. Dart | - \$ 47.89 |
| A.G.T. | - \$ 27.35 |
| Blanche Coultis | - \$ 22.59 |

Correspondence was received from R. H. Scammell enclosing a cheque for \$300.00 with which to buy books for the Scammel Collection. Mr. Scammel also enclosed a list of books that he recommends for the collection. The secretary is to contact Mr. Scammell regarding a formal presentation of the collection possibly on our February meeting date.

A letter was received from Blanche Coultis at the High School thanking the board for once again donating the French Prizes for the last term.

Correspondence was read from the A.L.T.A. enclosing the calendar for 1977, their position paper on library legislation and a notice of their conference to be held at Jasper in April.

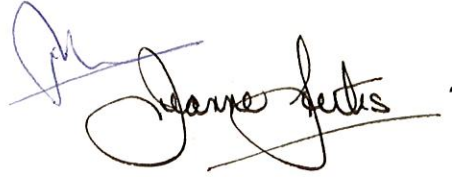
Mr. Kangas will look into the situation regarding the County of Newell libraries as no correspondence has been received from them.

Mrs. Armbruster is to attend a meeting at the High School regarding the student work experience program.

Moved by Roger Kangas, seconded by B. Peterson, that we examine a tentative budget for 1977 at our February meeting. Carried.

Moved by J. Worms, seconded by B. Peterson, that Karen Armbruster's salary be raised to \$475.00 per month. Carried.
All salaries are to be reviewed in June.

Adjournment was moved by B. Peterson.

A handwritten signature in blue ink, appearing to read "James J. Peterson". The signature is written in a cursive style with a horizontal line underneath the name.

Minutes
Brooks Public Library Board
February 23, 1977

The following members were present:

J. Worms
C. Stark
B. Peterson
R. Kangas
J. Lutes
K. Armbruster

The minutes of the January meeting were read. C. Stark moved they be adopted.

The treasurer reported a bank balance of \$432.41. Moved by B. Peterson, seconded by C. Stark, that \$2,000.00 be transferred from our term deposit to our general account. Carried.

Moved by R. Kangas, seconded by B. Peterson, that we pay the following bills:

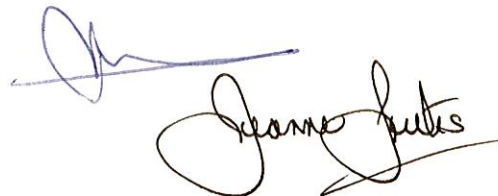
| | |
|-------------------------------|-----------|
| Brooks Stationers | - \$15.83 |
| Alberta Government Telephones | - \$14.10 |
| Readers Digest | - \$23.57 |
| E. DeMille Books | - \$33.49 |
| Ana. Doug Publishing | - \$ 6.07 |
| Marshall Book Store Ltd. | - \$12.50 |
| Bro. Dart | - \$ 6.81 |
| Royal Canadian Legion | - \$80.00 |
| McLelland & Stewart | - \$99.98 |
| MacMillan of Canada | - \$22.98 |

Correspondence was received from Workers Compensation Board and the Alberta Library Trustee's Association, J. Ireland. A letter of application for summer employment was received from Kathy Nakamura.

The Board decided to have our Auditors Report done by ~~Sam~~ Seitz.

Mrs. Armbruster presented her Annual Report and proposed budget for 1977. Moved by R. Kangas, seconded by C. Stark, that we accept the budget. Unanimous approval of the motion by the board.

Adjournment was moved by R. Kangas.



James Lutes

Brooks Public Library Board
March 1977

The meeting was called to order with the following members present:

J. Lutes
B. Peterson
J. Worms
K. Armbruster

The minutes of the February meeting were read and adopted. The Treasurer reported an overdraft of \$25.75.

J. Lutes moved, B. Peterson seconded that we pay the following bills:

| | | |
|-------------------------------|---|------------------------------|
| Workers Compensation | - | \$25.80 |
| Alberta Book & Novelty | - | \$522.46 |
| Readers Digest | - | \$36.56 |
| W. H. Smith | - | \$175.09 |
| Quality Books | - | \$530.75 |
| Bro. Dart | - | \$6.81 |
| Alberta Government Telephones | - | \$17.73 17.27 JH. |

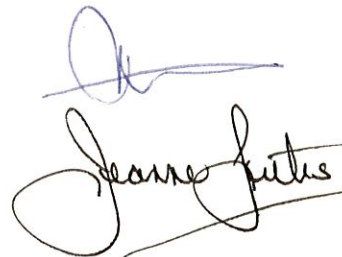
The secretary was instructed to transfer another \$2,000.00 from term deposit to our current account. Due to a bank error, only \$1,000.00 was transferred last month as opposed to the \$2,000.00 requested. The treasurer is to look into getting a Chargex Card for the library as well as ways of avoiding service charges.

Karen will contact Des James re our County grants.

Moved by J. Lutes, seconded by B. Peterson that we purchase a new set of encyclopedias.

J. Lutes moved, B. Peterson seconded that Karen and a board member attend the Active Story Telling Workshop in Lethbridge and that we pay their expenses.

Adjournment was moved by J. Worms.



The image shows a handwritten signature in blue ink. The signature is written in a cursive style and appears to read "Jeanne Lutes". There is a horizontal line drawn through the signature.

Brooks Public Library Board
Minutes
April 19, 1977

The meeting was called to order by J. Worms, and the following members were present:

J. Worms
J. Lutes
C. Stark
E. Peterson
K. Armbruster

The minutes of the March meeting were read and declared adopted.

The treasurer reported a bank balance of \$968.14.

Moved by J. Lutes, seconded by B. Peterson that we pay the following bills:

| | |
|--------------------------------------|------------|
| · Karen Armbruster (Leth. Workshop)- | \$29.00 |
| · Ulverscroft | - \$42.50 |
| · Universal Book Bindery | - \$121.90 |
| · Anderbergs | - \$63.36 |
| · Brooks Stationers | - \$9.32 |
| · Alberta Government Telephones | - \$13.77 |
| · Evelyn DeMille | - \$91.87 |
| · Scholars Choice | - \$120.09 |
| · Hilda History Book | - \$10.00 |
| · Crossfield History Book | - \$11.00 |

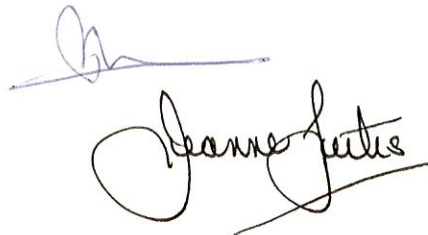
Moved by J. Worms, seconded by J. Lutes that we pay the Town \$2,919.50 to be applied to our furnishings account. Carried.

The board decided to apply for a Chargex Card.

Moved by B. Peterson, seconded by J. Lutes that we transfer \$5,000.00 from term savings to our current account. Carried.

A book buying trip is planned for May 3, 1977.

Adjournment moved by J. Worms.



James Lutes

Brooks Public Library Board
Minutes - May 17, 1977

The following members were present at the meeting of the Brooks Library Board on May 17, 1977.

J. Worms
B. Peterson
J. Lutes
R. Kangas
K. Armbruster, librarian

The minutes of the April meeting were read and adopted.

The treasurer reported a bank balance of \$1,782.05. J. Lutes moved, B. Peterson seconded that we pay the following bills:

| | |
|------------------------|---------|
| W. H. Smith | \$ 3.87 |
| Quality Books | 31.83 |
| Thomas Seitz | 106.00 |
| Universal Book Bindery | 198.10 |
| Deldays | 12.80 |
| A.G.T. | 11.86 |
| Ulverscroft | 42.50 |
| Classic Books | 26.21 |
| Corpies Publishers | 30.53 |
| Joe Forsythe | 10.00 |

Correspondence was received from Mr. Forsythe requesting a letter of appreciation and suggesting a donation for Mr. Wiltshire who is retiring from Library Services. Moved by B. Peterson, seconded by J. Lutes that Karen write a letter and that we donate \$10.00. Carried.

Moved by B. Peterson, seconded by R. Kangas that we move \$3,000.00 from our term deposit to our general account. Carried.

Moved by J. Worms, seconded by J. Lutes that we raise Mrs. Embree's wages to \$132.00 per month and that we raise Marilyn Caul's wages to \$142.00 per month, in accordance with the minimum wage, and that both be retroactive to March 1977. Carried.

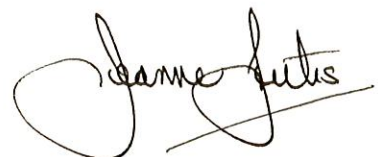
Karen is to check with Mr. McLellan re our insurance coverage.

Moved by B. Peterson, seconded by J. Lutes that we adopt the auditors' report. Carried.

Roger Kangas reported the County School Committee has passed a motion that a county library system be formed and that they apply for the maximum government grant.

Roger Kangas moved, J. Lutes seconded that B. Peterson be appointed communications chairperson for the Board. Carried.

J. Worms moved we adjourn.



Brooks Public Library
June 21, 1977

The following members were present - J. Lutes
B. Peterson
R. Kangas
K. Armbruster, librarian

The minutes of the May meeting were read and adopted.
The treasurer reported a balance of \$13,304.22.
The Government grant of \$9,403.50 has been received and deposited.

J. Lutes moved, B. Peterson seconded that we pay the following bills:

| | |
|-----------------------------------|-----------------------------------|
| · Deldays | \$ 12.80 |
| · Scholars Choice | \$ 31.28 |
| · Bro. Dart | \$ 23.34 |
| · Alta Book & Novelty | \$1,099.23 |
| · Karen Armbruster | \$ 6.00 (subs to Brooks Bulletin) |
| · Green Hall Printing | \$ 28.40 |
| · Taber Historical Committee | \$ 25.00 |
| · Woodward's | \$119.78 |
| · A.G.T. | \$ 12.32 |
| · Brooks Stat. | \$ 19.03 |
| · Alberta Library Trustees Assoc. | \$ 10.00 |
| · ULVERSROFT | 34.00 |

Correspondence was received from Mr. Forsythe acknowledging receipt of our contribution to Mr. Wiltshire's gift retirement gift.

Roger Kangas moved, J. Lutes seconded that the library staff receive the following raise in wages. Karen Armbruster - \$60.00 per month, Mrs. Embree and Marilyn Caul - \$20.00 each. Carried.

Mr. McLellan is checking our insurance and will revise it according to our instructions.

B. Peterson moved that the treasurer pay the bills during the summer.

Adjournment moved by R. Kangas.



September 20, 1977

Minutes

Brooks Public Library

Those present were - Dr. J. Worms
J. Ireland
B. Peterson
R. Kangas
J. Lutes
K. Armbruster - Librarian

The minutes of the June meeting were read and adopted.

The treasurer reported a balance of \$22,379.29 on August 11, 1977.

The following bills were paid during the summer recess -

| | |
|--------------------------------|------------|
| Brooks Stationers | - \$ 23.79 |
| A.G.T. | - \$ 12.32 |
| Brittania Home Library Service | - \$ 11.24 |
| Deldays | - \$ 14.50 |
| Brooks Greenhouses | - \$ 6.00 |
| Green Hall Printing | - \$ 30.00 |
| Royal Bank Chargex | - \$ 11.96 |
| A.G.T. | - \$ 15.51 |
| Ulverscroft | - \$ 25.50 |
| Encyclopedia Britannica | - \$417.00 |
| Classic Book Stores | - \$ 64.82 |
| Receiver General (P.O. Box) | - \$ 15.00 |

The bank balance on September 9th was \$21,474.01. J. Lutes moved, B. Peterson seconded that the following bills be paid -

| | |
|-------------------------------------|-----------------------------|
| Brittania Home Library Service | - \$ 95.54 |
| National Geographic | - \$ 11.58 |
| McLellan Agencies | - \$140.00 |
| Royal Canadian Geographical Society | - \$ 11.00 |
| Universal Book Bindery | - \$176.00 (67.75 + 108.25) |
| Ulverscroft | - \$ 25.50 |
| A.G.T. | - \$ 14.15 |

The board decided to move \$15,000.00 from our current account into a term deposit.

J. Ireland moved, J. Lutes seconded that we look into a new insurance company for future use. Carried.

J. Ireland moved, J. Lutes seconded that November be amnesty month and that we have a used book sale the first few days in November. Carried.

J. Ireland moved, B. Peterson seconded that we discontinue Tuesday lunch hour openings, and that the library be opened on Tuesday mornings on a trial basis beginning in November. Carried.

Moved by R. Kangas that we purchase a small table needed for the library. Seconded by J. Ireland. Carried.

J. Ireland moved, J. Lutes seconded that Karen attend a Librarians Workshop in Calgary. Carried.

J. Ireland moved that we purchase Encyclopedia of Science Technology Books. Seconded by J. Lutes. Carried.

Ken Roberts will conduct an Active Story Telling Workshop in Brooks on October 24th.

A letter was received from E. T. Wiltshire thanking the board for our contribution towards his retirement gift.

Contributions to the Walter Pettifor Memorial Fund total \$201.00 to date.

J. Ireland moved adjournment.

A handwritten signature in black ink that reads "Joanne Lutes". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

October 18, 1977

Minutes
Brooks Public Library

Those present were - J. Lutes
R. Kangas
B. Peterson
J. Ireland
C. Stark

The minutes of the September meeting were read and adopted.

The treasurer reported a balance of \$4,722.05.

J. Lutes moved, B. Peterson seconded that we pay the following bills:

| | | |
|------------------------|------|----------|
| Brooks Stationers | - \$ | 13.09 |
| Ulverscroft | - \$ | 42.50 |
| McLean Hunter | - \$ | 959.50 |
| Alberta Book & Novelty | - \$ | 1,330.13 |
| W. H. Smith | - \$ | 31.86 |
| Woodwards | - \$ | 163.95 |
| Bro. Dart | - \$ | 57.49 |
| A.G.T. | - \$ | 18.57 |

R. Kangas moved, J. Lutes seconded that we move \$3,000.00 from term deposit to our current account.

Discussion of holiday arrangements and pay as well as Karen's report were tabled until the October meeting.

Further donations of \$15.00 were received for the Walter Pettifor Memorial Fund, bringing the total to \$226.00.

Adjournment moved by R. Kangas.



November 15, 1977

Minutes
Brooks Public Library

Present: J. Lutes
K. Armbruster
J. Ireland
C. Stark
J. Worms

The minutes of the November meeting were read and adopted.

The treasurer reported a balance of \$3,547.29.

J. Lutes moved, J. Ireland seconded that we pay the following bills:

| | | |
|------------------------------|-----------|--------------------------------|
| Brooks Stationers | - \$ 7.78 | |
| K. Armbruster | - \$20.00 | M. Caul - M. Embree - workshop |
| J. Lutes | - \$ 7.30 | buying trip (lunch) |
| K. Armbruster | - \$12.00 | gas - buying trip |
| Consumer Reports | - \$36.00 | |
| Anderbergs | - \$ 4.92 | |
| Childrens Book Council | - \$19.53 | |
| Creative Science Association | - \$18.54 | |

Correspondence was read from Woodward's regarding our book discount, from Louise Alberts re County Govt. Grant, from Joe Forsythe regarding travel Alberta.

Library By-Laws were reviewed and necessary changes made (copy attached) and a Library Policy was discussed and tabled for a later meeting. The Board decided that part time staff will receive two weeks holidays or 4% holiday pay.

A letter is to be written to H. Schmidt regarding the travelling book van stating that we accept the plan and are grateful for the opportunity but feel it ridiculous that 80% of the cost of the program is administrative.

Karen reported that the book sale made about \$100.00 and that Consumer and Corporate Affairs pamphlets have been placed in the library.

Moved by J. Worms, seconded by C. Stark that we have a Christmas party next meeting Thursday, December 8th at J. Lutes, dinner to follow.

Buying trip planned on Thursday, December 1st - weather permitting.

Adjournment moved by J. Ireland.



December 13, 1977

Minutes
Brooks Public Library

Present were - B. Peterson
R. Kangas
J. Lutes
J. Worms
C. Stark
J. Ireland
K. Armbruster

The minutes of the November meeting were read and adopted.

The treasurer reported a balance of \$3,547.29.

J. Ireland moved payment of the following bills -

| | | |
|-------------------------------|------|---|
| A.G.T. | - \$ | 29.80 (including \$15.65 for a directory) |
| McGraw Hill Ryerson Ltd. | - \$ | 460.70 |
| Historical Society of Alberta | - \$ | 6.00 |
| Green Hall Printers | - \$ | 35.00 |
| Iwaasa Industries | - \$ | 70.94 |
| Alberta Book & Novelty | - | \$1,031.71 |

A letter was read from Bob Scammell offering to order outdoor books for us through membership in a book club. These books would be for the Scammell Collection, and we will accept his offer with thanks.

Discussion re ordering filing cabinets was tabled for the January meeting.

R. Kangas moved adjournment.

