

Minutes
Brooks Library Board
January 17, 1978

PRESENT:

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

The minutes of the December meeting were read and adopted.

The treasurer reported a bank balance of \$2,257.76.

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

A.G.T. - \$30.26

Lunch - Calgary Buying Trip - \$9.60 B. Peterson

Car Expenses - Buying Trip - \$15.00 J. Lutes

Woodwards - \$179.04

Brooks Stationers - \$18.31

R. R. Bowker - \$95.15

W. H. Smith - \$69.54

Universal Book Bindery - \$52.45

Royal Bank - Chargex - \$250.00


A donation of \$100.00 was received from Mrs. McNarland.

Moved by J. Lutes that we purchase one magazine rack in order to display our large print books, and that we look into and get prices on filing cabinet units. Seconded by B. Peterson. Carried

The Southern Alberta Trustees Workshop will be held in Brooks on March 4, 1978.

Karen, Bea and Jeanne will attend the Book Fair to be held in Calgary on Monday February 20th.

Adjournment was moved by J. Lutes.



Minutes
Brooks Public Library
February 21, 1978

PRESENT:

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

The minutes of the January meeting were read and adopted.

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

McGray Hill-Ryerson - \$9.76
Woodwards - \$227.07
A.G.T. \$23.73
Marshals Book Store - \$21.43
Magook Publishers - \$4.95
Green Hall Printers - \$20.00
Work Compensation - \$41.05
W. H. Smith - \$60.12
Alta. Book & Novelty - \$596.30
B. Peterson - \$32.20 (Bus & Lunch Calgary Buying Trip)
Karen Armbruster - \$13.60 (~~Lunch~~ Calgary Buying Trip) Bus J.I.
Jeanne Lutes - \$13.60 (~~Lunch~~ Calgary Buying Trip) Bus J.I.

The treasurer reported a balance of \$3,422.61.

A letter was received from Brooks Town Council reappointing J. Lutes and J. Ireland to the Library Board for 2 years.

B. Peterson moved, J. Lutes seconded that we accept the revised By Laws as printed with the deletion of 7a and 7b.
Carried

A donation of \$50.00 was received from Mrs. Embree.

The Kinettes have offered to donate \$500.00 with a recommendation that it be used to start a childrens record collection.

Moved by J. Ireland, seconded by J. Lutes that ~~our grant rate~~ ^{THE TOWN BE ASKED TO RAISE} ~~OUR GRANT~~ raised to \$2.00 per capita. Carried J.I.

R. Kangas moved that we purchase a card catalogue cabinet and a record stand. B. Peterson seconded. Carried.

Moved by B. Peterson, seconded by J. Lutes that Karen attend a Further Education Seminar on Public Relations in Medicine Hat on February 27th and 28th. Carried

The plans for the South Alberta Trustees meeting were finalized. B. Peterson will book the Tel Star for lunch, J. Lutes will look after coffee, etc. for 9:00 a.m. registration, morning and afternoon.

The Town will be asked to donate their coasters for visiting Trustees and J. Lutes will organize a handicraft display for the library.

R. Kangas moved that the librarian bring forth a tentative budget for 1978.

J. Ireland moved, J. Lutes seconded that Mrs. Lausen be approached to work extra hours when needed.

R. Kangas moved adjournement.

J. Lutes

[Signature]

Brooks Public Library Minutes
March 16, 1978

Present: B. Peterson
R. Kangas
C. Stark
J. Worms
J. Lutes
K. Armbruster, librarian

The minutes of the February meeting were read and adopted as amended.

The treasurer reported a balance of \$1,633.63. B. Peterson moved, J. Worms seconded that we transfer \$4,000.00 from term deposit to our general account. Carried.

Karen reported on the seminar in Medicine Hat (Adult Education) was worthwhile and she found the sessions useful.

Discussion re mileage for library buying trips. R. Kangas moved, B. Peterson seconded that in future we pay 13¢ per kilometer or 22¢ per mile. Carried.

The proposed budget was discussed and R. Kangas moved, C. Stark seconded that we pay the Town of Brooks \$1,000.00 on our furnishings account as surplus from last year's budget. Carried.

C. Stark moved, J. Lutes seconded that we accept the proposed budget for 1978. Carried.

Moved by C. Stark, seconded by J. Lutes that beginning April 1st, 1978 the salaries be raised as follows:

Marilyn Caul	-	\$4.00/hour
Mrs. Embree	-	\$3.75/hour
Mrs. Lausen	-	\$3.00/hour

Karen will receive a 5% raise plus four weeks holiday. Carried.


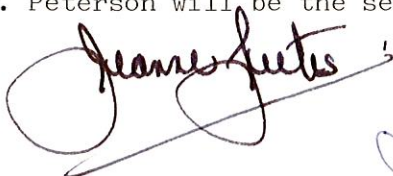
J. Lutes moved, C. Stark seconded that we pay the following bills:

R. R. Bowker	-	\$7.65
Anderbergs	-	\$5.43
Coyote Flats Hist. Society	-	\$20.00
B. Peterson	-	\$17.25 (Alta. Lib. Trustees Assoc. Regis. and lunch)
A.G.T.	-	\$14.15

J. Lutes moved, B. Peterson seconded that we hire someone to work extra hours to help Karen with the office work, etc. and that Marilyn Caul have the choice of working the extra time before anyone is hired. Carried.

J. Lutes resigned as secretary. B. Peterson will be the secretary in the future.

J. Worms moved adjournment.



April

The regular meeting of the Brooks Public Library Board was held with the following members present;

R. Kangas

J. Lutes

B. Peterson

K. Armbruster

Minutes of the March meeting were read and adopted.

Karen reported neither M. Caul or Mrs. Embree were interested in additional hours of work. Moved by J. Lutes seconded by R. Kangas that we advertise for someone with typi ng ability to fill this position.

Moved by J. Lutes, seconded by R. Kangas, that Karen attend the four day A.L.T.A. meeting to be held in Jasper May 4-8 and that the board will pay any expences not covered by A.L.T .A. The Board also approved covering expences of any board member who can attend.

The treasurer reported a bank balance of \$4947.23

The library has recieved a donation of \$100 and a list of recomandations of books to add to the Scammell Collection. Karen has ordered \$101 of the recomended books and a thank you letter will be forwarded to Mr. Scammell.

The library has recieved \$500 from hte Kinette Club for our childrens records. J, Lutes will mail a thank you to the Club.

A letter from the Alta. Art Foundation concerning semi-permanent art disp lays was recieved. Moved by J. Lutes seconded by R. Kangas, that we get more information concerning this offer and discuss it at our next meeting.

April (con)

The decision on joining C.L.A. was deferred to the next meeting.
Moved by J. Lutes that we advertise our microfilm reader in the
library and in the High School. Seconded by B. Peterson.


Our next buying trip will be May I.

Moved by J. Lutes, seconded by R. Kangas, that we bill Alta.

Culture for the workshop held here on March 4, 1978

Moved by J. Lutes that we send Penny Wormflowers in the
Foothills Hospital (or at home)

Adjournment moved by J. Lutes



APRIL BILLS

Coles	\$49.43
Moyer Vico	1,920.13
W.H. Smith	222.94
Ulverscroft	348.50
Universal Book Bindery	102.95
Deldays	16.80
Henry's	387.50
Royal Bank (ALTA LUNCH)	92.50
A.G.T.	15.32
Books In Canada	9.95
Tom Boy	6.94
Ext. Lib.	5.95
J. LUTES	12.50
BROOKS BULLETIN	2.00
LOWE MARTIN	115.20
MARMOT MOTOR LODGE	33.00
BROOKS AVIATION	290.00

Bank Balance \$4,947.23

MAY

The May meeting of the Brooks Public Library was held with
J. Wrms,
L. Alberts
R. Kangas
J. Lutes,
B. Peterson,
& K. Armbruster present.

Minutes of the April meeting were read and adopted.

Karen reported that she had recieved eight applications for the job opening, and that she will be making a decision soon. Moved by J. Lutes^S that the assistant work up to five afternoons a week .

B. Peterson and Karen reported on the seminar in Jasper.

* The treasurer reported a bank balance of 510.35
Moved by J. Lutes that we transfer \$4,000 from termsavings. *To Cover Expenses.*

Moved by R. Kangas , Seconded by J. Lutes that we increase our insurance coverage by \$10,000.

A donation of \$50 was recieved from the Lioness Club and will be applied to the cost of a record player.

Renewal of our subscription to the Brooks Bulletin was moved by B. Peterson.

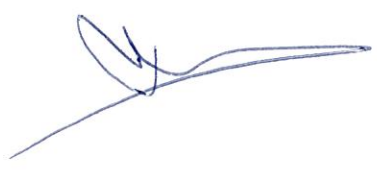
Moved by R. Kangas that we hold a sale of discarded books in the mall in the fall.
M. Caul will be taking an extra days holiday this yyear.

The book " The Dauntless Fannigans" was Donated to the library by H. Howland and a thank you forwarded.

Moved by R. Kangas that we attempt to have Revenue Canada pay Southco Custom Brokers fees.

L. Alberts moved J. Lutes seconded, that Karen be given time off to work with the Task Force on International Childrens Year project.

Adjornment moved by J. Lutes.



May Bills

Universal Book Bindery	\$39.40
Collier McMillan	10.33
A.G.T.	21.80
Brooks Stationers	41.57
Karen Ambruster	68.75
Recorded Auditory Materials	492.35
Moyer Vico	278.35
WORLD BOOK CHIEF	<u>234.25</u>
CRNET	

June

The June meeting of the Brooks Public Library Board

was held with the J. Worms,
J. Ireland
J. Lutes
B. Peterson

K. Armbruster present.

Minutes of the May meeting were read and adopted.

Treasurers Report a bank balance of \$2747.27

Grants recieved- \$10,230 Alta. Government

\$ 13,640 Town of Brooks

Moved by J. Lutes that we place \$ 20,000 in term
deposit, leaving a balance of app. \$6000 to cover
expences during the summer. Moved by J. Ireland
seconded by B. Peterson That the bills be paid
during the summer.

The Library Board has donated the book
in memory of Cindy Ireland.

*Pleasure of Ruins
By Rob Benz.*

The secretary will undertake a study on the
salaries payed by other library boards in towns
of comparable size. (Drumheller, Grande Praire, Taber
Raymond, Camrose)

Meeting adjornement moved by J. Ireland.



Minutes

Brooks Library Board

Sept. 19, 1978

Present.:

J. Worms

J. Ireland

J. Lutes

C. Stark-Dunsmore

B. Peterson

K. Armbruster

Minutes of the last meeting were read and adopted.

Treasurers reported a bank balance of \$6561.42

The treasurer also reported having put \$15,000 into term deposit rather than \$20,000 because of bills ^{to be} covered during the summer.

Moved by J. Worms, seconded by C. Stark_dunsmore, that we get ^{insurance} quotations from wilson & Krochak and Pro Agencies. Also check ^{into} the possibility of getting an insurance rider through the towns policy.

Following discussion of salaries payed by other towns of comparable size, it was moved by J. Lutes, seconded J. Ireland that we make further enquires concerning wages, hours and experince of staff.

Karen has hired Pat Henry to fill the position left vacant when M. Caul moved.

The Library will host a book display and check into the possibility of a used book sale in Cassils Mall on Oct. 13th 14 in conjunction with the P.S.S. display.

Moved by J. Ireland, seconded by C. Stark_Dunsmore that we order the '78 news microfilm to keep our Microfilm Reader up to date.

Moved by J. Ireland, seconded by B. Peterson, that we stay with small disp^g

September Meeting Cont.

small display exhibits.

The purchase of low vocabulary, high interest books was moved by J. Worms, seconded by J. Ireland. When the books arrive the library will contact the Special Ed. School at Rosemary.

The Library will enquire into the possibility of hosting a Canadian Play Writes lecture. in the early spring.

Adjornment was moved by J. Ireland, seconded by B. Peterson.

A handwritten signature in blue ink, appearing to be 'J. Ireland', is written over the end of the adjournment line.

June Bills

A.G.T.	\$ 23.05
Lowe Martin	27.65
W.H. Smith	196.63
Woodwards	204.89

July Bills

Moyer Vico	\$169.60
P.O. Box (Rec. Gen)	
World Book Childcraft	234.25
General Audio Visual	177.63
Alberta Book & Nov.	943.96
Beven & Hutch	135.00
A.G.T.	15.07
Rec. Audio Materials (REC.GEN.)	71.07
RECEIVER GENERAL (P.O.BOX)	15.00

August Bills

· McLellan Agencies	\$151.00
· Alta. Lib. Trustees Assoc.	15.00
· Van Nostrand Reinhold	389.24
Green Hall Printing	30.00
Brooks Stationers	27.21
Smith Jewellery	11.25
Brooks Greenhouses	45.98
Woodwards	104.77

October Meeting

Minutes

Old Business

Librarian Salaries. Hours, Experience

Jobbers

Insurance

Money from the March Workshop

New Business

Marshell Books, -- clock & flannel board

Joe Forsythe's Visit --- Pertinate Papers

Newsletters-----

S.A.L.S.

C.L.C.

A.L.T.A.

Librarian's Report----

Further Ed.

Report On I.Y.C.

Karen's Holidays

Marigold Regional

Donation From The Ladies Aux. of the Royal Can. Legion

Secretary's Duties

October Meeting

The October meeting of the Brooks Public Library was held with the following

members present: L. Alberts
 R. Kangas
 C. Stark_ Dunsmore

 J. Lutes
 B. Peterson
 K. Armbruster

Minutes of the September meeting were read and adopted.

After the presentation of a paper on wages, hours and experience of library staff, it was moved by J. Lutes, seconded by L. Alberts, that the matter be shelved until next meeting.

No replies have been recieved from jobbers or the insurance.

Moved by B. Peterson, seconded by J. Lutes that we bill Alberta Culture, Youth & Rec. for the March workshop again.

Moved by J. Lutes, seconded by B. Peterson, that the Library purchase a new clock from Marshall Books. A donation of \$100 from Jean & Bill Franklin in memory of Cindy Ireland & Nel Loxton has been recieved. This money will be applied toward the purchase of a flannel board, with the library making up the difference. Moved by C. Stark-Dunsmore, seconded by J. Lutes.

The treasurer reported a bank balance of \$5101.94. The Library has \$22,000 in term deposits. Moved by B. Peterson, seconded by C. Stark-Dunsmore that the bills be paid.

Karen reported the book sale in the Mall was a success.

Work on the special committee for I.Y.C. is progressing.

The Ladies Aux. of the Legion has donated funds for the purchase of an additional 20 large print books.

Moved by R. Kangas, seconded by C. Stark-Dunsmore, that Karen compile information on Marigold Regional Library.

J. Lutes will sit on the Further E., Council for the year of '79.

October Meeting cont.

A decision on a supper meeting in December will be made at the next regular meeting.

Moved by J. Lutes, seconded by C. Sterk-Dunsmore, that as a special consideration (and subject to a policy statement being drawn up at the next meeting) the Library will pay Lilly for a maximum of three sick days. Carried.

Adjornment moved by C. Stark-Dunsmore.

A handwritten signature in blue ink, consisting of a stylized, cursive name that is difficult to decipher, possibly starting with 'C' and ending with a long horizontal stroke.

October Bills

Royal Geog. Society	\$13.50
Classic Bookstores	22.23
W.H. Smith	126.91
Van Nostrand Reinhold	126.80
Parkland Book Bindery	372.88
Marshalls Book Store	29.11
Universal Book Bindery	43.15
Alta. Book & Nov.	627.36
National News Media Monitoring Recorded Auditory Materials	945.00
Hays 25 Book Committee	11.00

September Bills

National Geog.	\$14.12
Brooks Stationers	14.51
Collier McMillan	11.30
Scholars Choice	12.60
A.G.T.	30.60
National Assoc. of the Deaf	14.25
Beiseker Historical Society	19.50
Provincial Treasurer	6.00
Macook Publishers	18.00
Pitt Publishers	35.00
Moving To Publications	4.00

NOVEMBER MEETING

MINUTES

OLD BUSINESS ----

- /LIBRARY POLICY
- /LIBRARIAN'S JOB DESCRIPTION
- ✓ SICK LEAVE POLICY
- /JOBBER
- ✓ INSURANCE
- ✓ MARIGOLD REGIONAL

TREASURERS REPORT

NEW BUSINESS

- / CHRISTMAS DINNER MEETING?
- LIBRARIANS REPORT
- REPORT ON BRIEF SUBMITTED TO THE PROVINCIAL
GOVERNMENT

NOVEMBER MEETING

The November meeting of the Brooks Public Library was held with the following members present:

J. Lutes
J. Ireland
R. Kangas
B. Peterson
K. Armbruster

The minutes of the October meeting were read and adopted.

A tentative Library policy was drawn up and will be presented at the next meeting. Acceptance of the sick leave policy was moved by J. Ireland, seconded by J. Lutes. Carried. Acceptance of job desc. presented by Karen was moved by J. Ireland, seconded by B. Peterson. Carried.

Several catalogues have been recieved from jobbers but there have not been any offers to assist in travel expences.

After a discussion on library boards carrying personal liability insurance it was suggested we contact B. Wilson for a more definate statement on this matter and also contact other boards to see if they have coverage.

Karen reported on Marigold Regional. In January we will try to have a spokesman from Marigold Regional attend our meeting. We will also try to get info. on a Med. Hat or Southern Alta. Regional. A special invitation will be extended to all members to attend as it is a very inportant matter.

The treasurer reported a bank balance of \$3,312.02. Moved by B. Peterson seconded by J. Ireland, that we pay the bills.

Moved by J. Ireland, seconded by J. Lutes that we reimburse Susan Beattie for her lunch on Nov. 21. Carried.

On Dec. 11 The Library Board will conduct a short business meeting and then will host a dinner for Board members, guests and staff. Arrangements to be made by J. Worms, coffee at R. Kangas after dinner.

Moved by B. Peterson, seconded by R. Kangas, that a two day buying trip

NOVEMBER MEETING

TO Calgary or Edmonton be undertaken as soon as possible, expences
will be payed by the LiBrary Board.

Adjornment moved by R. Kangas.

A handwritten signature in blue ink, consisting of a stylized initial followed by a long horizontal stroke.

NOVEMBER BILLS

NAT. ASSOC. FOR THE DEAF (REISSUE OF AN EARLIER ^{CANCELLED} CHECQUE IN AMERICAN FUNDS)	\$14.25 - 14.25 + 2.03 MORDER = 16.28
MARSHALL BOOK STORE	1.95 ✓
COPP CLARK LIMITED	42.01
HISTORICAL SOCIETY OF ALTA.	6.00
NATCO	308.95
ROYAL BANK (CHARGEEX)	57.90 59.70
REGENT BOOK CO	177.17
A.G.T.	36.56
NATIONAL GEOGRAPHIC	14.12
GREEN HALL PRINTING	112.95 112.90
SCHOLARS CHOICE	11.18
SUSAN BEATTIE	9.00

DECEMBER MEETING

MINUTES

OLD BUSINESS --- PROPOSED LIBRARY POLICY

TREASURERS REPORT

LIBRARIANS REPORT

NEW BUSINESS

DECEMBER MEETING

The regular meeting of the Brooks Public Library Board was held at the home of Jean Worms on Dec. 11, with the following members present;

J. Worms
J. Lutes
J. Ireland
L. Alberts

R. Kangas
B. Peterson
K. Armbruster

A tentative Library policy was presented, revised, and will be presented for final approval at the January meeting.

The treasurer reported a bank balance of \$111.71. Moved by B. Peterson, seconded by J. Ireland, that we transfer \$12,000 from term savings to the current account to cover expenses.

The Library will pay the town \$2000 on our furnishings account.

Karen reported on a very successful two day buying trip to Calgary.

Two ladies from S.A.L.S. will be coming down to assist the Library in setting up a subject file for all of our non-fiction books.

Adjournment was moved by R. Kangas.

