Minutes of the Brooks Public Library Board Meeting
Tuesday, January 8, 1985

Present

Karen Armbruster	Dick Mitchell	Clive Schaupmeyer
Carl Beck	Heather Miyauchi	Jeanne Sekella
Keith Hagen	Bea Peterson	Marylea White
Albert Holmes	Joyce Rose	Wanda White

Chairman K. Hagen called the meeting to order at 7:15 PM in the Library.

Moved by K. Hagen, seconded by W. White, that the minutes be adopted as read. Carried.

Correspondence
1. The Board has been approved as a charitable organization by Revenue Canada.
2. The Short Grass Co-operative System requires written confirmation, by January 30, 1985, of the Board's delegates.
3. A copy of the Board's Policy Handbook has been requested by the County of St. Paul #19.

Business Arising from the Minutes
The status of the current Grant Application is hopeful but, as yet, unconfirmed.

Reports
1. The Short Grass Co-Operative Executive Meeting has been cancelled. The former Chairman of the Steering Committee was from Medicine Hat, which, at present, has no members. W. White presented a resume of the proposed Short Grass Co-Operative System.

KH

2. K. Armbruster presented a history of the Brooks Public Library from its inception in 1949 to its status of a Municipal Library in October of 1961

3. K. Armbruster distributed statistical data which compared operations for 1983 and 1984.

New Business

1. Regular meetings will continue to be held on the second Tuesday of each month.

2. Moved by A. Holmes, seconded by B. Peterson, that W. White and K. Armbruster continue to serve as delegates to the Short Grass Co-Operative Steering Committee. Carried.

3. Moved by C. Schaupmeyer, seconded by B. Peterson, that elections be held at the March 12, 1985 meeting. Carried.

The meeting was adjourned at 8:30 PM on a motion by M. White.

Respectfully submitted
JeanAnne Sekulla
Secretary

Keith Hogan

114

Brooks Public Library Board Meeting
Feb. 12/85
7:00

Present:

Karen Armbruster	Duck Mitchell	Heather
Carl Beck	Bea Peterson	Mu
Keith Hagen	Marylea White	
Albert Holmes	Wanda White	

Meeting was called to order at 7:10 PM.

Keith made a motion that the minutes be adopted as read. 2nd by Carl Beck

Correspondence:

1. Letter from Bonnie Gray

2. Letter from Alberta Culture from Joe Forsyth regarding The Library Regulations 1984 and The Library Bylaws - Questions to Ask.

3. Letter from Joe Forsyth thanking the Brooks Library Board for the bylaws.

4. A checklist of Regulations

* Motion by Bea and seconded by Duck - that we check with Alberta Culture to see if there are problems with our policies. Carried

Karen will be contacting Joe Forsyth regarding this matter.

KM

(5) There was a letter from the Library Association of Alberta informing us of the activities of the L.A.A. They stated they are working behind the scenes for all libraries in Alberta.

* Motion by Wanda and seconded by Albert
- that we join the L.A.A.
Carried

(6) We received an information letter regarding "Workshop in Library Leadership" in Calgary.

* Motion by Albert and seconded by Heather
- that we send three delegates to the Canadian Library Association Workshop.
Carried.

(7) We received a cheque for $688.29 from The Brooks Business Association. The money was a result of the Octoberfest and was a welcome surprise.

* Motion by Carl Beck and seconded by Bea
- that we acknowledge the donation from the Brooks Business Association through the Brooks Bulletin. Carried.

(8) Regulations Relevant - see attached letter

(9) Librarian's Report on Extended Services - see attached letter.

Shortgrass Report

- the annual meeting is Feb. 23 in Redcliff. All trustees are invited. Karen and Wanda will be going and Bea is a possibility as of this meeting.

- Shortgrass is requesting two letters from our board

① A letter saying we support a co-operative library system

② A letter saying we will accept responsibility for the handling of any grant money received while Wanda White is treasurer of the committee

* Motion by Wanda and seconded by Bea
- that we proceed with the writing of the above letters.

Carried.

New Business

① We had a request for a box for donations from the Humane Society.

* Motion by Heather and seconded by Marylea
- that the library will stick to library services and will not allow philanthropic collections. Carried.

② We got approval for our grant (for the Needs Assessment Survey) This will include three workers for six months.

(3) We had discussion regarding hiring someone to subject catalogue our children's fiction books.

* Motion by Dick and seconded by Wanda
- that we ~~hire~~ apply for the Career Access Grant for one person for twenty-six weeks.
Carried.

Budget Discussion

* Motion by Carl and seconded by Bea
- that we ratify the purchase of the laminator, library signs and filing cabinet reported in the 1984 financial statement.
Carried.

Special Note - Bob Scammell has donated another $100.00 this year in memory of Harry Scammell.

The audited statement for 1984 was presented and discussed at this meeting.

A statement of receipts and disbursements for the period ending January 31/85 - See attached

* Motion by Karen and seconded by Marylea
- That the treasurer's report be accepted as corrected. Carried.

11

Needs Survey

We had a discussion regarding the Needs Survey. It was decided that Dick Mitchell, Karen Armbruster and one other board member will act as representatives of the library.

\# Motion by Heather and seconded by Wanda - that we amalgamate the position of Secretary - Treasurer.

This motion has been tabled until the March Meeting.

Adjourned at 8:40 until March 12/85.

Ruth Hagen

KM

Minutes of the Brooks Public Library Board Meeting
Tuesday, March 12, 1985

Chairman Keith Hagen called the meeting to order at 7:05 PM in the Library. Present were:

Karen Armbruster	Heather Miyanchi	Marylia White
Keith Hagen	Bea Peterson	Wanda White
Albert Holmes	Clive Schaupmeyer	JanAnne Sikellos
Richard Mitchell		

Moved by M. White, seconded by H. Miyanchi, that the minutes be adopted as read. Carried.

Correspondence

1. A letter, regarding the Needs Assessment Project, has been received; input is requested before March 22, 1985. A timeline of projected events was included.

2. The Marigold newsletter has arrived

Discussion re the Needs Assessment Questionnaire:

- Various topics were suggested for inclusion in the assessment.
- Information regarding actual and perceived needs should be distinguished
- Topics included handicapped services, summer program, film library, seniors programs, pay services, expanded or other programs.

Business Arising from the Minutes

1. J. Forsyth suggested that the (March) pamphlet be consulted before any changes in the Statement of Policies are made.

2. A thank-you letter has been sent to Gary Johnson for the donation of $688.00 (six hundred eighty-eight dollars) on behalf of the Downtown Business Men's Association.

New Business

1. W. White distributed information re the Shortgrass Library Project. Approval of the Project, by the Library Board, is requested by the Project Steering Committee.

   Moved by W. White, seconded by B. Peterson that Bonnie Gray be invited to give a presentation at our next meeting. Carried.

   Moved by M. White, seconded by J. Sebella, that the April meeting be held Tuesday, April 16, 1985. Carried.

2. K. Armbruster and B. Scheuerman carried out a successful book buying trip in February.

3. High Level Book Bindery is in receivership. Alberta Culture has been requested to look into the matter; thirty-eight volumes are involved.

4. K. Armbruster has been invited to present a Storytelling Workshop at the Lethbridge Public Library. A speech will be given by Karen to the Rotary Club in Brooks at noon on Thursday.

5. The financial statement for February was distributed. It was suggested that, once the budget is approved, the monies allocated to the various categories be included in the report.

6. Moved by K. Armbruster, seconded by M. White, that the Treasurer's Report be accepted as presented. Carried.

7. Moved by K. Mitchell, seconded by M. White, that Mr. Andrejcin of Bassano be contacted for a quotation on the cost of re-covering the remaining six chairs. Carried.

8. Moved by H. Miyauchi, seconded by A. Holmes that the matter of a new copier be tabled until the April meeting. Carried.

9. Moved by H. Miyauchi, seconded by M. White, that two delegates be sponsored to the Jasper Conference. Carried.

10. K. Armbruster and B. Peterson can attend the Jasper Conference, May 2-5, 1985; W. White will be attending as a Representative for the Shortgrass Library Project.

11. K. Armbruster, A. Holmes, and K. Mitchell plan to represent the Board at the Calgary Conference, June 13-15, 1985.

12. Moved by C. Schaupmeyer, seconded by A. Holmes, that newly elected officials prepare job descriptions for ratification at the next meeting. Carried

13. Moved by A. Holmes, seconded by C. Schaupmeyer, that signing authority be any two of three: librarian, treasurer, or secretary. Carried.

Election of Officers

1. W. White nominated B. Peterson for Chairman.
Moved by C. Schaupmeyer, seconded by R. Mitchell, that nominations cease. Carried.
B. Peterson was elected by acclamation.

2. A. Holmes nominated W. White for Vice-Chairman.
Moved by B. Peterson, seconded by M. White, that nominations cease. Carried.
W. White was elected by acclamation.

3. H. Miyauchi nominated R. Mitchell for Treasurer.
Moved by C. Schaupmeyer, seconded by W. White, that nominations cease. Carried.
R. Mitchell was elected by acclamation.

4. H. Miyauchi nominated M. White for Secretary.
Moved by W. White, seconded by B. Peterson, that nominations cease. Carried.
M. White was elected by acclamation.

The meeting was adjourned at 9:20 PM on a motion by A. Holmes.

Respectfully submitted
Jeanenne Sekella
Secretary

MM

Minutes of the Brooks Public Library Board
Tuesday, April 16, 1985

Chairman Beatrice Peterson called the meeting to order at 7:10 pm in the Library. Present were:

Karen Armbruster	Richard Mitchell	Wanda White
Keith Hagen	Bea Peterson	Jeanne Sekella
Albert Holmes	Clive Schaupmeyer	

The minutes, as corrected, were adopted as read.

Business Arising from the Minutes

1. A price of $140.00 per chair was quoted for the re-upholstery costs.

   Moved by W. White, seconded by C. Schaupmeyer, that the chairs be re-covered. Carried.

2. The firm handling the receivership of High Level Bindery has agreed to look for our books.

3. K. Armbruster will be presenting "The Art of Storytelling" at Sven Erickson's in Lethbridge at 9:30 AM, Saturday, April 20, 1985.

4. The test Questionnaire has been very well received. Publicity for the east side of town will be sent out with Town of Brooks bills this month; next month, the west side will be covered. Computer time, including the use of disks, for analysis of data, will be donated by Medicine Hat College.

WA

5. Moved by W. White, seconded by R. Mitchell, that the job descriptions be tabled until the May meeting. Carried.

Correspondence

1. The Canadian Red Cross is re-organizing. If you are interested, volunteers would be welcome.

2. Acknowledgement of K. Armbruster's scheduled presentation has been received.

3. Conference subsidies, by ALTA, consist of 22¢/km for one car per Library. Hotel and meal expenses are not covered.

4. Regulations regarding CRC grants have been received. Capital grants are a dollar for dollar match and can be banked for several years; operational grants are 70% grant to 30% area monies; they are not bankable. The deadline for applications to the Culture and Recreation Board is May 30, 1985. Priorities must be established by June 24, 1985. The deadline for 1986 will be October 31, 1985.

Moved by A. Holmes, seconded by C. Schaupmeyer, that we apply for a CRC grant sufficient to purchase a microfilm reader/printer, a photo-copier, reference materials, and a computer. Carried.

Special Presentation

W. White introduced John Vanderberg (member of Medicine Hat Library Board and Chairman of the Shortgrass Steering Committee), Terry Wilson (member of Duchess Library Board and Vice-Chairman of the Shortgrass Steering Committee), and Bonnie Gray of Alberta Culture. Terry Wilson,

4A

using the Plan of Service and the Mission Statement as references, acted as spokesman. He dealt with topics such as:

1. Why there is a need for a Co-operative System
2. The extent of the proposed system.
3. What support there is for the system.
4. State of the steering committee
5. Progress made
6. Specific benefits expected from system.
7. Future plans

Moved by W. White, seconded by A. Holmes, that we endorse the Shortgrass Library Project Plan of Service, Phase I. Carried.

Chairman B. Peterson thanked the delegation for their presentation.

(It was noted that Shortgrass has applied for incorporation under the Societies Act.)

The financial statement for March was distributed.

Moved by K. Armbruster, seconded by C. Schaupmeyer, that the (Financial Treasurer's) Report be accepted as presented. Carried.

The meeting was adjourned at 9:00PM on a motion by K. Hagen.

Respectfully submitted
JanAnne Sekella
Acting Secretary

Beatrice Peterson

11A

April 29, 1985
Special Budget Meeting
Brooks Public Library

The meeting was called to order at 7:10 by the Chairperson Bea Peterson

Those attending this special budget meeting were: Bea Peterson, Keith Hagen, Karen Armbruster, Wanda White, ~~Bert~~ Carl Beck Dick Mitchell, Marylea White and ~~Alberta~~ Albert Holmes

The Budget has been approved as filed with the town.
"With the exception of salaries, we have kept all of our expenses at our 1983 level of service. We have added only minimal increases where inflation has left us no choice." This quote was taken from the Proposed Library Budget 1985

Karen's Report
Karen preceded to tell us council has allocated $10,060.00 for wage increases. She then showed us three possiblities we might discuss. After explaining and answering our questions she left the room so the board could decide which plan to accept.
Plan #1
20% increase for all staff would amount to $10,100.00

Plan #2

15% increase for all staff would amount to $7,575.00

Plan #3

Various increases to staff would amount to $9,820.00

After a lengthy discussion and many calculations we came up with another plan:

Sandra K.	$1.00 per hr. increase
Gail B.	$1.00 per hr. increase
Christie S	$1.00 per hr. increase
April A	$1.25 per hr. increase
Belinda	1.50 per hr. increase
Karen Armbruster	15% increase

This amounts to a $9,664.50 wage increase. Any surplus will be used for employee benefits. These increases will be retroactive to January 1st, 1985.

* Motion by Albert and seconded by Wanda - that we give a $1.00 per hour raise to Sandra, Gail and Christie; $1.25 per hour raise to April and $1.50 per hour raise to Belinda and a 15% increase to Karen.

Carried.

CRC funding available

When Karen returned to the room she explained how the CRC funding worked.

#1 Operational Budget

Under this plan the provincial government would pay 70% and the Brooks Public Library would pay 30%

We would apply for a $5000. grant from the government matched with our $1500.00 for resource and reference materials.

#2 Capital Budget

Under this plan the provincial government would pay 50% and the Brooks Public Library would pay 50%.

By gathering money from all our resources it would be possible to commit ourselves to $15,300.00 to be matched by the goverment for the purchase of a new photocopier, a microfilm reader and printer and the purchase of a computer system. Our $15,300.00 share would be acquired from fines, memberships and donations $4000.00; furniture from 1985 budget $3,300.00; $5000.00 from last years budget and $4000.00 from the Heritage Day Fund.

* Motion by Dick and seconded by Albert
— that we accept the above proposed grant application

Carried

KM

Brooks Library Board Meeting
May 14th, 1985

Meeting called to order at 7.05

Present: Bea Peterson, Karen Armbruster,
Jean Anne Sikella, Albert Holmes
Richard Mitchell, Marylea White

* Motion by Albert and seconded by Richard
Motion to adopt the April meeting
minutes as read.
Carried

* Motion by Bea and seconded by Jean Anne
Motion to adopt the minutes from
the Special Budget Meeting which was
held April 29th, 1985.
Carried

Business arising from the minutes:

① Job descriptions for Library Board Members

* Motion by Jean Anne seconded by Marylea
Motion to table the board job
descriptions until the June meeting.
Carried.

② C.R.C. Grant -
They are asking for the following
information: brief history, two year proposed
budget, an audited statement, bylaw of
establishment, statement of need, goals

and objectives for this program.
It was subjested we call this project Project Progress. Karen pointed out that we would be saving the taxpayers money if we were to get this special funding.
More information regarding this grant is included in the April minutes.

③ Job Appraisals
- the job appraisals have been finished and the checks have been issued.

④ Government Grant
Half of our government grant has been recewed which amounts to $18,085.00
The Town Grant was recewed today and it was put into the bank $63,550.00

A discussion followed regarding banking procedures. We discussed the possibilities of opening a daily interest signature account for non-profit organizations

* Motion by Marylea seconded by Albert
Motion ~~to open~~ that the Brooks Public Library open a signature Account at the Royal Bank
Carried

This should help to eliminate the

problem of overdrawals when waiting for term deposits to come due.

⑤ Microfilming of Brooks Bulletin

It was discussed that the library update the microfilming of the Brooks Bulletin. We presently have the newspaper microfilmed up to July 1983.

The approximate cost of the microfilming will be $1000.00

* Motion by Jean Anne seconded by Bea - that we update our microfilm copies of the Brooks Bulletin.

Carried

⑥ Letter of Recommendation

It was requested that the Secretary write a letter to Town Council requesting another three year term for Marylea White.

⑦ The Alberta Libraries Act. - Library Policies

Karen handed out copies of the booklet to all board members.

Jean Anne and Albert expressed interest in working on the Brooks Public Library Policy

KN

Regular Meeting will be on May 14th.

Meeting Adjourned.

Marylea White
Secretary

Beatrice Ritchson

A committee will start to review the Brooks Library Policy and they will present an interim report to the July meeting.

Financial Statement

Karen presented the Financial Statement for April 30, 1985.

* Karen moved the Financial Statement be accepted. Seconded by Dick
Carried.

WILL Conference

WILL is an abreviation for Workshop in Library Leadership.

This conference starts June 13 and will be attended by Dick, Albert and Karen.

Jasper Convention

Three people from our board who went are Bea, Wanda and Karen.

Terry Wilson (from the Duchess board) was elected to the Alberta Library Trustees Association.

Some of the topics that the girls attended were: computers for small libraries, publicity, regionalization, programming for teens, job appraisals and needs assessments.

KM

Public Relations Award
We were sent an application form for 1986.

Canada Day
Bea will check to see if something will be happening at the Museum. If the museum isn't having a celebration then it will a good possibility that the library will hold some type of festivities.

Meeting adjourned at 8:45

Next meeting will be June 11th, 1985

Marylea White Beatrice Ritson

Brooks Public Library
Board Meeting
June 11, 1985

Meeting was called to order at 7:10 P.M.

Present: Bea Peterson, Karen Armbruster, Keith Hagen, JeanAnn Sekella, Albert Holmes, Richard Mitchell, Clive Schaupmeyer, MaryLea White, Joyce Rose and Heather Miyauchi.

Motion by Keith - Seconded by Jean Ann
Motion to adopt the minutes as read.
Carried.

CRC Grant Application
It was reported that the application got in on time. It appears to be a good proposal and we should know the results by the July board meeting.

WILL Conference
This conference will be attended by Dick, Albert and Karen. It appears everything is organized for our board members to go.

Canada Day Celebration
The museum was contacted and they are not planning any special activities, therefore, the library will go ahead with a celebration. The library was granted $675.00 for July 1st party. This special day will feature famous young Canadians.
Clive will contact Fykes regarding renting a piano. The advertising will consist of posters, television, newspaper and radio.
The board members who will be attending will be JeanAnn, Albert, Keith, Clive and Bea.

Job Descriptions

Treasurer

- help Karen and Bea with any financial work
- signing authority
- back-up financial person if Karen should be away or ill

Secretary

- take minutes at all Library board meetings and keep minute book up-to-date
- write all letters pertaining to board business
- prepare an agenda with the president
- be sure a copy of the minutes are available to all board members
- be a signing authority

President

- attend all meetings
- chair meetings
- attend library training sessions
- represent the Brooks Library Board
- promote the library and its activities

Wanda was away so we were unable to start a job description for Vice President. At the July meeting we will complete the above job descriptions.

SEED Grant

This grant will allow us to hire five students. As of this meeting three students have already been hired.

One student will work at the desk and learn the library procedures. Wanda Dickau has been hired to fill this position. She can type and she has knowledge in the field of computers.

Two girls will be working on the subject file of the children's section.

Two students will be needed for the Summer Reading Program.

Microfilming

All the necessary information has been sent for the microfilming of the Brooks Bulletin.

Financial Statement

- change Employee Benefits to Receiver General Remittances

Correspondence

- A letter of resignation from Christie Stenger. Mary Grimes will replace her.

- A letter of congratulations to MaryLea White from the Town of Brooks.

- A letter from Jill Armitage regarding reference material. It was said our collection is superior to Medicine Hat and Brooks will be considered to be headquarters for resource for the region. Special funding will be available if we should join the region.

New Business

- One of our students hired is a paraplegic so special washroom facilities are needed. Karen has inquired through Manpower to see if a grant would be available.
  If we can't get a special grant then the library board will write a letter to the Town of Brooks requesting assistance.

* Motion by Clive and seconded by Albert
  Motion to write the Town of Brooks (pending the Manpower decision) that proper washroom facilities be installed in the Town washrooms. Carried.

- Used Books
  The secretary will write a letter to the Cassils Mall Association requesting a space on Friday to sell the old books from the library.

- Coffee for staff
* Motion by Clive and seconded by Keith.
  Motion to have the library pay for the coffee supplies. Carried.

- Fall Fair
  The Fair will be August 22-24. It was discussed that the library should have an information booth. More information is needed.

- Agenda and Minutes
* Motion by Keith and seconded by Albert
  It was moved that the agenda and minutes be ready for distribution on the Friday before the Library Board Meeting. Carried.

- Needs Assessment Survey
  This survey has proved to be a good project for the library.

Next meeting - July 9th

Meeting adjourned at 9:00 P.M.

ll

Brooks Public Library
Board Meeting
June 11

Meeting was called to order at 7:10

Present: Bea Peterson, Karen Armbruster
Keith Hagan, Jean Anne Sikella,
Albert Holmes, Richard Mitchell,
Clive Shopmeyer, Marylea White
and Joyce Rose, Heather Miyauchi

* Motion by Keith 2nd by Jean Anne
Motion to adopt the minutes as read.

Carried

CRC grant application
It was reported that the application got in on time. It appears to be a good proposal and we should know the results by the July board meeting.

WILL conference
This conference will be attended by Dick, Albert and Karen. It appears everything is organized for our board members to go.

Canada Day Celebrations
The museum was contacted and they are not planning any special

activities therefore the library will go ahead with a celebration. The library was granted $75.00 for the July 1st party. This special day will feature famous young Candians.

Clive will contact Fykes regarding renting a piano. The advertising will consist of posters, television, newspaper and radio.

The board members who will be attending will be Jean Anne, Albert, Keith, Clive and Bea.

Job Descriptions

Treasurer

- help Karen and Bea with any financial work
- signing authority
- back-up financial person if Karen should be away or ill.

Secretary

- take minutes at all Library Board meetings and keep minute book up to date
- write all letters pertaining to board business
- prepare an agenda with the president
- be sure a copy of the minutes are available to all board members.
- be a signing authority

WA

President
- attend all meetings
- chair meetings
- attend library training sessions
- represent the Brooks Library Board
- promote the library and its activities.

Wanda was away so we were unable to start a job description for Vice President.
At the July meeting we will complete the above job descriptions.

SEED Grant
This grant will allow us to hire five students. As of this meeting three students have already been hired.
One student will work at the desk and learn the library procedures. Wanda Dickau has been hired to fill this position. She can type and she has knowledge in the field of computers.
Two girls will be working on the subject file of the children's section.
Two students will be needed for the Summer Reading Program.

Microfilming
All the necessary information has been sent for the microfilming of the Brooks Bulletin.

WN

Financial Statement
- change Employee Benefits to Receiver General Remittances.

delete this motion * Motion by Karen seconded by Clive
Motion to accept the Financial Statement for May 30/85.
Carried

Correspondence

① A letter of resignation from Christie Stenger.
Mary Grimes will replace her.

② A letter of congratulations to Marylea White from the Town of Brooks.

③ A letter from Jill Armitage regarding reference material. It was said our collection is superior to Medicine Hat and Brooks will be considered to be headquarters for resource for the region. Special funding will be available if we should join the region.

New Business

① One of our students hired is a paraplegic so special washroom facilities are needed. Karen has inquired through Manpower to see if a grant would be available.

VM

If we can't get a special grant then the library board will write a letter to the Town of Brooks requesting assistance.

* Motion by Clive and seconded by Albert
Motion to write the Town of Brooks (pending the Manpower decision) that proper washroom facilities be installed in the Town washrooms.

Carried

(2) Used Books
The secretary will write a letter to the Cassils Mall Association requesting a space on Friday to sell the old books from the library.

(3) Coffee for staff

* Motion by Clive and seconded by Keith
Motion to have the library pay for the coffee supplies.

Carried.

(4) Fall Fair
The Fair will be August 22-24. It was discussed that the library should have an information booth. More information is needed.

(5) Agenda and Minutes

* Motion by Keith and seconded by Albert
It was moved that the agenda and minutes be ready for distribution on the Friday before the Library Board Meeting.

Carried.

(6) Needs Assessment Survey
This survey has proved to be a good project for the library.

Next meeting – July 9th

Meeting adjourned at 9:00.

Beatrice Atkinson

Marylea White

The Brooks Public Library
Board Meeting
July 9th, 1985

Called to order at 7:10 PM.

Present: Bea Peterson, Karen Armbruster, Heather Miyauchi, Marylea White, Wanda White, Richard Mitchell, Albert Holmes

* Motion by Albert seconded by Wanda
It was moved that the following corrections be made to the June minutes ① Jill Armitage not Joe Armitage ② delete Karen's motion regarding the financial report.
Carried

* Motion by Albert seconded by ~~Bich~~ Richard
It was moved that we accept the minutes as corrected.
Carried

C.R.C Grant
We received approval for the total of $23,000.00. We should receive the funding in approximately sixty days (app. Sept 16) The new reader with printer attachment has been ordered and it is expected to arrive in four weeks. The old printer was sold to the Brooks Bulletin for $1500.00.

KM

WTLL Convention

We had three delegates attend this conference in Calgary. Karen, Richard and Albert represented Brooks and they back with several new idea. Some of the sessions they attended were: policy making, setting goals and objectives, general operational policies, evaluation of librarian and public awareness. One new idea presented was called "Friends of the Library." This is a project which recruits regular members of the the library to help in a volunteer capacity in such activities as story hours, senior programs, announcements in the paper and literacy. This group of people would work under the direction of the board and staff.

Job Descriptions

At the June 11th, 1985 meeting we discussed job descriptions for the President, Treasurer and Secretary.

Vice President

In the absence of the Chairman the Vice President will take over the Chairman's duties including:

Attending and chairing all meetings
Representing the Library Board when required
Performing any other of the Chairman's functions when she is absent.

Secretary

The following will be added to the Secretary's duties.

The Secretary will be available to be a signing authority when needed.

* Motion by Wanda seconded by Heather

It was moved that the job descriptions be included in the handbook.

Carried.

Fall Fair

August 22 and 23

Cost $25.00

After a lengthy discussion it was decided to call Renie Gross (author of "Tapping the Bow). to see if she would be interested in signing and selling her book. Karen gave Renie a call and Renie consented to help us for a couple of hours. After more discussions the following motion was made.

* Motion by Albert seconded by Richard

It was moved that we table the motion to have a booth at the Fall Fair.

Carried

Washrooms

A motion was passed at Town Council the men's and ladies' washrooms to be equipped for the handicapped.

Library Policy Report
- tabled until the September meeting

Librarian's Report

① Karen will be interviewed on T.V. on Big Country Calendar (This should be good P.R. for our library)

② Karen had a meeting with Lisa Christien who is a federal officer.
They reviewed the Needs Assessment which appears to be very successful. (533 houses were interviewed out of 547) Lisa also went over the books on the Summer Project and found everything to be OK.

③ We made $415.00 on a book sale at the Mall

④ We received our grant of $675.00 for Canada Day.
We received the second half of our Provincial Grant $19,926.00. All money is now in except for the County.

Canada Day
Wanda, Richard, Jean Anne, Albert & Bea helped to make the celebration a great success.
225 people attended
A thank-you will be sent to Dale Maves for supplying the music.

KM

The financial statement was presented.

Correspondence.

① A letter regarding a poetry tour was read. No interest was shown by the board.

② We received our membership for the Library Trustees

③ Young Alberta Book Month will be in November. Festival kits are available for $12.00

* Motion by Wanda seconded by Marylea
It was moved that we request a kit and an author's visit.
Carried

④ Brooks Women's Network - Karen had written a report for this organization's newsletter.

Shortgrass Library Project.
A brochure will be handed out at Town Council meeting by Heather.

New Business

① Photocopier

Toshiba	3,715.00	1.75¢ per copy (more features)
Canon	3,705.00	1.85¢ per copy (noisy)
Minolta	5,480.00	1.5 per copy

② Public Relations

A committee of Bea, Marylea, Albert and Heather will be formed to help promote good P.R. for the library. It was decided that the P.R. committee will look after a historian's book. This will include gathering information from the library's beginnings to present day.

Shortgrass Report

Wanda reported that an office has been set up in Medicine Hat and Clif Baker has been hired as the project development officer. A half-time clerk typist has also been hired.

Next meeting will be Sept. 10th

Meeting adjourned at 9:05

Beatrice Peterson

WA

Agenda for
Brooks Public Library Board
Sept. 10th.

Business arising from the minutes:

1. Fall Fair
2. Library Policy Report
3. Young Alberta Book Month

Librarian's Report

Financial Report

Correspondence

New Business

1. Decision of rate charged for use of micro film copier.

Shortgrass Report

Brooks Public Library
Board Meeting
September 10, 1985

Meeting started at 7:10 P.M.

Present: Bea Peterson, Karen Armbruster, Keith Hagen, Heather Miyauchi, Albert Holmes, Wanda White, Joyce Rose (County Rep.) Richard Mitchell, Clive Schaupmeyer, Marylea White

* Motion by Wanda 2nd by Richard
It was moved to adopt the minutes as printed with corrections to spelling errors.
Carried

Fall Fair
Since Renie wanted to sign books we were able to make arrangements to have a booth at the Fall Fair.
We sold fifty-three books at $1.50 profit for the library.

* Motion by Keith 2nd by Clive
It was moved to return the extra books to the company.
Carried

Report on Policy
See attached report by Albert Holmes.
Albert agreed to have some policies ready to be discussed and possibly passed at the November meeting.

WW

Young Alberta Book Month
The money has been sent in for the kits.

Librarian's Report
There were three resignations this month - April Aitken, Belinda Sherman and Mary Grimes.
Three new girls have been hired - Eileen Ohama, Wanda Karen Jenson.

* Motion by Wanda 2nd by Keith
It was moved that we hire Karen on a full time basis for two months.
Carried.

The Summer Program is finished and was very successful.

Micro film printer and reader is all set up and ready for use.

The new copier is now in the office and the old copier is out in the library for the public to use.

The laminator is set up and ready for use.

The last buying trip was very successful and they spent app. $4,800.00

Needs Assessment has been completed and the girls are finished work.

Financial Statement was presented and it appears we are right on budget for the year.

Correspondence.

① New grant applications
Karen will contact Keith regarding the CRC grant for next year. Karen will be checking to see if we could apply for more money to complete the Needs Assessment.

② Jill Armitage
Jill sent a letter of praise and suggestions

③ Shortgrass Library Project report

④ Networking in Alberta – Alberta Culture

New Business

Photocopier
* Motion by Clive 2nd by Wanda
It was moved to charge twenty-five cents a copy with an honour system. Any reference material that cannot be taken out of the library will be copied free at the discretion of the library staff.
Carried.

Micro-film copier
* Motion by Albert 2nd by Heather
It was moved that we would charge 75¢ per sheet for the use of the micro-film copier. Community organizations who need

to use the machine over an extended period of time should approach the library board. After the board has approved the project the community group will be charged a fee that will cover the basic cost.

Carried

Laminator

* Motion by Heather 2nd by Albert
It was moved that we charge 50¢ plus 5¢ per inch for the use of the laminator.

Carried

Shortgrass Library Project

We will be having a visitation at the October meeting.

* Motion by Wanda 2nd by Albert
It was moved that we give $250.00 to the Shortgrass Library Project.

Carried

* Motion by Wanda 2nd by Richard
It was moved that we send a letter of support to ALTA regarding capital building grant.

Carried

* Motion by Wanda 2nd by Heather
It was moved that we send a letter addressed to the minister advising that all moneys received from Alberta Culture have been turned over to the Shortgrass Library Project Society as of July 25 and

the Brooks Public Library ~~is~~ ~~not~~ no longer responsible for administering the funds.
Carried.

Next Meeting Oct. 8th
Shortgrass Meeting 8:00

Meeting adjourned 9:10.

Beatrice Peterson

Brooks Public Library
Board Meeting
October 8, 1985

Meeting was called to order at 7:06 P.M.

Present: Wanda White, Karen Armbruster, Bea Peterson, Clive Schaupmeyer, Keith Hagen, Carl Beck, Joyce Rose, JeanAnn Sekella, Albert Holmes and Dick Mitchell.

Mary Holland to be here November 6th, for two readings. Cost $100 plus lunch.
- one reading to be held at library
- one reading to be held at a school to be named later
- Clive to see principals of Eastbrook and Griffin Park Schools

CRC Grant
Proposal by Karen (see attached #1)
Motion by Clive - Seconded by Dick that we accept Karen's proposal. Carried.

CRC Grant - Proposed Budget
Proposed Budget for CRC Grant application (see attached #2)
Motion by Keith - Seconded by Carl. Carried.

Statement of Receipts and Disbursments Presented

Needs Assessment
Motion by Clive - seconded by Keith
That the Needs Asse-sment be sent in as is, with accompanying letter that says the report will be expanded upon at a later date.

New Sta-f Performing Well

Correspondence

- $7,500 written off by Council

- Seminar for Board Members - November 2/85, Community Cultural Centre

- Alberta Culture - Joe Forsythe impressed regarding Needs Assessment

- Shortgrass Cippings Newsletter requires contributions. Albert to contribute article by Oct. 11/85.

New Business

Mailing of Microfilms
Motion by Clive - Seconded by Albert to charge $2.00 to cover postage effective immediately. Letter to be sent to Genealogical Society.

- It was suggested by Wanda that our decision regarding Shortgrass be made no later than the November meeting, and that either a long November meeting be held or a special meeting ~~on~~ by November 12. Try for November 12/85.

Board Meeting adjourned to Council Chambers.

Wanda White

WW

Brooks Library Board Meeting
November 12, 1985

Meeting started 7:05

Present: Karen Armbruster, Keith Hagen, Marylea White, Eric Fleury, Wanda White, Richard Mitchell, Carl Beck, Clive Shipmeyer Albert Holmes

Chairperson - Keith Hagen

* Motion by Keith 2nd by Clive
It was moved to adopt the minutes as presented.

Carried

Keith Hagen will be the Chairperson for the next few months. Keith will not be voting and he will not break a tie if that should occur.

Business arising from the minutes:

① Author's Tour
There 90-100 students from Eastbrook and Griffin Park schools who went to Council Chambers to hear the author's presentation. Then to Central School for all the grade fours, fives and sixes. Good reception.

② Needs Assessment
We received booklet for guidelines.

Correspondence

① Letter from Tom Musgrove
- this is our CRC grant money from last year — $23,222.50

② Letter from Carol Farrow representing the Legion
$200.00 for large print books.

③ Legislative Library
- a letter stating they wanted to microfilm the Brooks Bulletin. Karen will phone them and tell them we have already got the newspaper on microfilm. Beatrice is also looking into it.

④ County of Newell
- this letter is informing us that they are not interested in the regional library proposal.

⑤ Gail Blond
- a letter of resignation effective Nov. 5/85.

Financial Report
- the financial report was presented and discussed.

New Business

① Approval of 1986 Budget
The budget should be presented to council by Dec. 1/85
We will present one with the CRC grant and the other without CRC funding

Eric will not be voting on this motion because of his interest in the Recreation Board.

* Motion by Wanda 2nd by Albert
It was moved to go ahead with proposed library budget for 1986 and attach alternate proposal excluding CRC grant.
Carried.

② Policies of Library Board
After lengthy discussion Albert was given direction as to how to procede on other policies.
After discussion it was decided to monitor the use of the laminating machine.

③ Shortgrass Vote
* Motion by Wanda 2nd by Clive
It was moved to approve Phase II of Shortgrass Library Project which is the budget.
Carried.

④ Goals and Objectives of Library Board regarding Needs Assessment

* Motion by Richard 2nd by Marylea
It was moved that these "Goals and Objectives" accompany the Needs Assessment results.
Carried

(see attached)

WM

(5) Permission to speak at Jasper Convention
Karen has been asked to be a guest speaker at the Jasper Convention.

* Motion by ~~Karen~~ Wanda 2nd by Carl
It was moved that we give Karen permission to attend the Jasper Convention.
Carried.

(6) Appointment of temporary Chairman

* Motion by Albert 2nd by Carl
It was moved to appoint Keith Hagen as interim chairman.
Carried

(7)* Motion by Eric 2nd by Richard
It was moved that the board will pay Karen's registration to the convention presented by Ken Blanchard "Leadership and the One Minute Manager".
Carried

(8)* Motion by Carl 2nd by Marylea
It was moved to have Christmas party on January 15/86.

Meeting adjourned 9:30

Next meeting Dec. 9th/85.

Keith Hagen

Brooks Library Board Meeting
December 10, 1985

Meeting called to order at 7:10

Present: Keith Hagen, Karen Armbruster, Clive Shaupmeyer, Wanda White, Bea Peterson Eric Fleury, Albert Holmes, Marylea White

* Motion by Keith 2nd by Bea
It was moved to adopt the minutes as corrected.

Carried.

Business arising from the minutes:

① Legislative Library
It was agreed that our library would supply the Legislative Library with the microfilm originals (of the Brooks Bulletin) and hopefully they will give us a copy of the microfilm (of the Brooks Bulletin) that we don't have

② Budget
- the budget has been turned into the Town of Brooks.
- Eric questioned why we had allowed for ③ ~~an~~ no increase of wages for the projected 1987 budget. Discussion followed. Nothing can be done this time but remember for future!

Correspondence

① A letter from Joe Forsythe informing us that he had received the Needs Assessment and our Goals and Objectives

② Volunteers Workshop
- a brochure that tells about the workshop to be held in Brooks on Feb. 15.

③ Bell and Howell
- a letter containing the maintenance agreement

* Motion by Clive 2nd by Wanda
It was moved that we do not sign the maintenance contract with Bell and Howell.
Carried.

- the cost of this agreement was too much and the board felt it was an unnecessary expense.

④ Lee and Sandy Paley
* Motion by Clive 2nd Bea
It was moved that we invite Lee and Sandy to perform in the library.
Carried

It will cost the library $66.50 for this performance.

Financial Report
It appears we are right on target for the year.

Wm

Librarian's Report

① Karen met with the other groups regarding a follow up to the Needs Assessment. Karen and Bea came up with a few new ideas: ① A Christmas coloring contest was in the Brooks Bulletin last week. The prizes will be book bags and candy canes for everyone plus a book for the best picture.

② There will be an article in the newspaper on the library's recent purchases.

③ A recommended list of books that has been read by our patrons. These lists will be put into different categories and then put into a pamphlet.

In co-operation with the other groups the library will be involved in distributing a bag of "goodies" with information on all the groups. On January 8th 2,000 plastic bags will be put on door knobs delivered by the boy scouts. The total cost will be $400.00 to be divided amongst the groups.

* Motion by Bea seconded by Marylea
It was moved that we are in support of the January advertising blitz.
Carried.

A rotating bulletin board in another idea which the groups would like to pursue.

* Motion by Wanda seconded by Clive
It was moved that we have Amnesty Month in January.
Carried.

One Minute Manager Seminar
Karen attended this seminar and said it was excellent.

Shortgrass
* Motion by Wanda seconded by Bea
It was moved that we make our presentation regarding Shortgrass one half hour before the regular council meeting.
Carried.

New Business
(1) Christmas gifts To Staff
* Motion by Clive seconded by Bea
It was moved that we buy gifts to a maximum of $25.00 for each of the library staff.
Carried

(2) Christmas Party
- Jan. 15
- Marylea will organize.

* Motion by Albert seconded by Bea
Our next regular meeting will be Monday January 13.
Carried

KM