

BROOKS PUBLIC LIBRARY

January 13, 1988

Present; Karen Armbruster, Elsa Hendricksen, Joyce Rose, Bob Breakell
Albert Holmes & Bea Peterson

The minutes of the November & December meetings were declared adopted as circulated.

Business arising

1. No word has been received from Council concerning the Shortgrass Library System Agreement.
2. The Shortgrass Headquarters Building Committee will meet to formulate a proposal.
3. Letters of application for Board membership were read. Bea will write to Council recommending Lanie Nesbitt & Jenny Bell be appointed to fill the two vacancies on the Board.

Correspondence

1. The Library has received an invitation to put an information booth into the BCHS career fair in the spring. Karen will follow up on this.
2. The Town will draw up a contract to cover the Library share of computer costs.
3. The library will continue to maintain an information corner for Consumer and Corporate Affairs.

New business

1. A new typewriter has been purchased and the new shelving has been back ordered.
2. Karen presented the annual report.
3. The Board was given a RECON update. The project is progressing on target and it is hoped to begin on membership and circulation in July.
4. Moved by Bea, seconded by Albert, that the Library refund \$62.40 grant overpayment to the County of Newell. Carried.
5. Moved by Bob, seconded by Joyce, that we accept Karen's letter re: leave of absence, and that Karen be on full salary as of February 1, 1988. Carried.

The next meeting will be Wednesday February 17, 1988.

Meeting adjourned at 8:50 by Bob.

Elsa Hendricksen

BROOKS PUBLIC LIBRARY

Feb. 17, 1988

Welcome to new members

Minutes

Business arising

1. Shortgrass Library System Agreement

 Date for official signing

2. Shortgrass Headquarters proposal

3. Date of the BCHS Career Fair

4. Contract with Town for computer costs

5.

6.

Correspondence

Financial report

Librarian's report

New Business

1. Delegates to Jasper Convention

2. Potporri at Jasper

3. Summer Canada grant applications

4. Set date for meetings

5.

6.

BROOKS PUBLIC LIBRARY

Feb. 17, 1988

Present; Elsa Hendricksen, Wanda White, Lanie Nesbitt, Jenny Bell, Karen Armbruster, Bob Breakell, Bea Peterson. Guest Clive Schaupmeyer

The new members were welcomed to the Board by Elsa.

Moved by Bob, seconded by Wanda, that the minutes of the previous meeting be approved as circulated. Carried.

Business arising

1. Wanda reported that Shortgrass will be in operation as soon as the Minister receives the signed agreements. Moved by Wanda, seconded by Bea, that the Board formally approve the Shortgrass Library System Agreement of Service. Carried. Elsa will arrange for the signing of the Agreement. Once signed the Agreement will be sent to Cliff Dacre with a cover letter and will be forwarded to the Minister from there. Bea was appointed by council to represent Brooks on the Shortgrass Library System Board.

2. Bea reported on progress with the submission to try to get the Shortgrass Headquarters to locate in Brooks.

3. The BCHS career day will be held on April 25.

4. No word has been received from the Town concerning the agreement for computer costs.

Correspondence

A letter was received from Bob Scammell with his 1988 donation of \$200 and some suggestions for selection of books for the collection.

Financial report

As the books have been at the auditors for the past weeks, there is no regular financial statement this month.

Librarian's report

Karen reported that she was finished at SAIT and glad to back at the office. The RECON project is on target.

New business

1. Moved by Bob, seconded by Jenny, that two delegates attend the Jasper Convention. Carried. Elsa and Karen will represent Brooks.

2. Moved by Wanda, seconded by Lanie, that Brooks take part in potporri at the Jasper Convention. Carried.

3. Karen will apply for a Summer Canada grant to fund the summer program.

4. The Board meetings will be held on the second Tuesday of each month. The next meeting will be March 8, at 7:00.

Meeting adjourned by Bob at 8:25.

E. Hendricksen

BROOKS PUBLIC LIBRARY

March 8, 1988

Present; Elsa Hendricksen, Wanda White, Albert Holmes, Jenny Bell, Lanie Nesbitt, Karen Armbruster, & Bea Peterson.

The minutes of the previous meeting were adopted as circulated.

Business arising

1. Wanda outlined the Shortgrass Headquarters proposal that will be considered at Thursdays Shortgrass meeting.
2. The turnout at the first Library Foundation meeting was small. The Foundation will meet on March 23 in the council chambers. Everyone is welcome!
3. Karen will speak at the BCHS Career Days on April 25 and handouts will be available.

Correspondence

Karen read the cover letter that was sent to the Town with the budget application. After receiving an request, it was decided that Karen would attend the AIDS Awareness committee meeting.

Karen read a letter from Blue Cross outlining the increase in premiums.

Karen and possibly another member of the Board will attend the official opening and dinner of United Library Services, formerly Alberta Book and Novelty and United News.

Financial report

Karen presented the financial report & the audited statement.

Librarian's report

The RECON project is progressing well.

New business

Moved by Albert, seconded by Lanie, that the Library apply to Murphy Oil for a donation for talking books, large print books, vicoetapes and the shelving to store them. Carried.

Meeting adjourned by Wanda at 8:05.

The next meeting will be held April 12 at 7:00.

E. Hendricksen

Brooks Public Library

April 12, 1988

Present; Elsa Hendricksen, Wanda White, Jenny Bell, Lanie Nesbitt, Bob Breakell,
Joyce Rose, Karen Armbruster, & Bea Peterson

The minutes of the previous meeting were adopted as circulate.

Business arising

1. The Library Foundation will have a booth in the Trade Fair where memberships and information will be available to the public.
2. The Shortgrass Library System has been established! The Minister announced an establishment grant of \$628,000 and a capital grant of \$1,623,000. Because of the capital grant, the Shortgrass Library Board has decided to built a new building for the System headquarters. Shortgrass will hire a consulting firm to study the various communities and make a recommendation on the best place to have the headquarters located.
3. Karen & Eileen attended the United Library Services dinner, a Consumers Affairs workshop and had a successful buying trip.

Correspondence

1. Murphy Oil thanked the Library for the application for funds and said that the **grant** will be awarded at the end of April and the Library will be notified if chosen.

Finanncail report

Karen presented the financial report.

New business

1. Moved by Wanda, seconded by Jenny, that flowers be sent to Albert. Carried.
2. As we have been advised by Councilor Miyauchi that she will no longer be attending the Library Board meetings, the Council will be contacted and ask for a replacement.
3. Karen reported that the Brooks Bulletin has made a donation of \$500 to the Library when they received the microfilmed papers.
4. Moved by Lanie, seconded by Wanda, that the annual report be published in booklet form. Carried Pictures will be taken at the next meeting.
5. Moved by Wanda, seconded by Lanie, that we define the motion of Sept. '86 benefits package to a 60-40 split and make a wage adjustment to the three affected employees. Carried.

Meeting adjourned by Bob at 8:35. Next meeting will be May 3

BROOKS PUBLIC LIBRARY

May 3, 1988

Present; Karen Armbruster, Wanda White, Albert Holmes, Lanie Nesbitt,
Bea Peterson, Joyce Rose, Elsa Hendricksen, Bob Breakell

Pictures were taken for the annual report.

The minutes of the previous meeting were adopted as circulated.

Business arising

1. Elsa reported on the Jasper Convention.

Correspondence

1. A letter, with a one year membership, was received from Alberta Association for Adult Literacy.

2. The Library has received a \$9066 operational grant from CRC.

3. Pat Evans is the new reference librarian at the Medicine Hat Library.

4. Wanda & Karen will attend the Cultural Development meeting in Medicine Hat on May 9.

Financial report

Karen presented the financial report.

Librarian's report

The Library Foundation booth in the Trade Fair was successful.

Karen read a copy of her letter to UMA Engineering concerning Shortgrass Headquarters.

New business

1. Three summer staff have been funded under a federal grant, they begin May 9.

2. Moved by Albert, seconded by Bob, that we ask to meet with the County Councilors and the County Library Board as soon as possible to explain the changes that will occur under the Shortgrass Library System. Carried.

3. It was proposed that the Brooks Public Library pay an assessment of \$2.50 per person for each resident in ward 5 & 10 and attempt to get matching funds from the County so they will be exempt from the Shortgrass Library System non-resident fees for 1988. *

Meeting adjourned by Wanda at 9:10

The next meeting will be on June 14

Elsa Hendricksen

BROOKS PUBLIC LIBRARY

June 14, 1988

Present; Karen Armbruster, Bob Breakell, Jenny Bell, Bea Peterson,
Heather Miyauchi, & Albert Holmes.

Moved by Bob that the minutes of the previous meeting be adopted as circulated.

Business arising

1. Karen reported on the meeting with the County of Newell that was held May 19 to explain the effect that Shortgrass would have. Non-resident fees and the contract between the County and library were discussed.
2. The Library float won first prize in the parade. Elsa ask Karen to relay to the staff the boards congratulations and thank you for a job well done!

Correspondence

1. A letter was received from Shortgrass with a refund of \$1.50 because there have been on services in the first half of this year.
2. The Government grant of \$18,465 will be forthcoming shortly.

Financial report

Karen presented the financial report.

Librarian's report

1. The summer staff have just completed a course in story telling and puppetry.
2. The RECON staff have almost completed the entries, the next while will be spent editing and by September they will start to enter the membership lists.
3. The next Library Foundation meeting will be on June 20. There will be a "Twilight Tea" with guest speaker Betty Killgor on June 28 at 7:30 at the Hort Center, everyone welcome.

New business

1. Bea reported on the Shortgrass Headquarters meeting held in Medicine Hat on June 13 with UMA Engineering.
2. Karen will prepare an information handout for County of Newell residents and will attempt to clarify the three separate entities, the Brooks Public Library, Shortgrass Library System, and the Brooks Library Foundation.

Next meeting will be held July 12, 1988

Meeting adjourned by Bob at 8:45

Elsa H. ...

BROOKS PUBLIC LIBRARY

July 12, 1988

Present; Karen Armbruster, Elsa Hendricksen, Wanda White, Joyce Rose, Jenny Bell, Bob Breakell, & Bea Peterson.

Moved by Jenny, that the minutes of the previous meeting be adopted as corrected. Carried.

Business arising

1. The Shortgrass System has not established the non-resident fees yet.
2. One of the RECON staff has resigned so Karen will check with Manpower to find out about replacing her.
3. The Brooks Library Foundation "Twilight Tea" was an enjoyable evening despite inclement weather.
4. The Board reviewed the information sheets Karen has prepared and felt that they would help to differentiate between the Brooks Library, the Library Foundation, and the Shortgrass Library System.

Correspondence

1. In a letter from the Town the insurance coverage for Board members was reviewed and the new members were asked to register.

Financial report

Karen presented the financial report and a six month synopsis of expenses.

Librarian's report

1. Karen reported that the Summer Program is going well with 70-100 kids participating each day.

New business

1. The C.O.R.E. bags are to be filled September 2 at 9:00am. Anyone who is available is asked to help fill bags.

The next meeting will be held on September 13, at 7:00.

Meeting adjourned by Jenny at 8:05.

Elsa Hendricksen

BROOKS PUBLIC LIBRARY

September 13, 1988

Present: Karen Armbruster, Elsa Hendrickson, Wanda White, Heather Miyauchi, Lanie Nesbitt, Albert Holmes, Jenny Bell.

Jenny Bell recorded the minutes for Secretary Bea Peterson.

Moved by Elsa, that the minutes of the previous meeting be adopted as printed. Carried.

Business Arising

1. All new board members asked to register for insurance coverage.
2. The Shortgrass System has not yet established the non-resident fees.

Correspondence

1. In a letter from the County, Divisions 5 & 10 chose to be included in the Shortgrass System and a by-law to that effect was passed.
2. Karen read a letter to Shortgrass from the Brooks Library requesting clarification of the Shortgrass services to Divisions 5 & 10.
3. A letter was received from Medicine Hat Library regarding a seminar put on by Statistics Canada.
4. Alberta Culture sent a letter and cheque regarding the first installment of our funding.
5. A cheque from CRC was received for operating costs.

Financial Report

Karen presented the financial report.

Librarians's Report

1. The Summer Program is over. It was very well received. A letter from the students involved in the program, recapped the summer's activities.
2. The RECON project has had 2 more people leave, leaving one original member.
3. Three new staff members have been hired for the RECON Project.
4. Karen spoke on the Shortgrass Sub-Regional meeting in Bow Island. A reference workshop is planned for November.
5. Wanda and Karen helped fill C.O.R.E bags on September 2, 1988.
6. Karen has been asked to speak at the Canadian Library Conference in Edmonton, June 23-25. Albert moved, Wanda seconded that Karen attend the CLC to speak. Carried.
7. Lanie moved, Albert seconded that Karen attend the Alberta Association of Adult Literacy conference in Calgary in November.

New Business

1. A reference grant of \$600.00 was received from AFLA.
2. We viewed the second set of blueprints from UMA. Karen pointed out it was a proposal only.
3. Elsa attended the AFLA conference in Medicine Hat in August.

The next meeting will be held October 11, at 7:00.

Meeting adjourned by Elsa, seconded by Lanie at 8:20. Carried.

E. Hendrickson

BROOKS PUBLIC LIBRARY

October 11, 1988

Minutes

Business arising

1. Wanda has been appointed to the Shortgrass Board! Hurray! Hurray!
2. Report on Shortgrass
- 3.
- 4.

Correspondence

Financial report

Librarians report

New Business

1. Election of officers
2. Budget
- 3.

corrected

BROOKS PUBLIC LIBRARY

October 11, 1988

Present: Karen Ambruster, Elsa Hendricksen, Wanda White, Heather Miyauchi, Lanie Nesbitt, Albert Holmes, Jenny Bell, Bob Breakell, & Bea Peterson.

Moved by Elsa, that the minutes of the previous meeting be adopted as circulated.

Seconded by Bob. Carried.

Business arising

- 1. Wanda has been appointed as a member at large of the Shortgrass Board.
- 2. Wanda reported on the September Shortgrass meeting.

Correspondence

- 1. Thank you notes were received from the Fall Fair (puppet show) and the High School Career Days (guest speaker).
- 2. Karen has applied for an AFLA grant to purchase books by Alberta authors.
- 3. The CRC grant application has been received.

Financial report

Karen presented the financial report.

Librarians report

- 1. Karen attended the Statistics Canada seminar in Medicine Hat.
- 2. There has not been any further information on library expansion.

New business

1. Election for the executive were held. The results are;

| | | |
|---------------|------------------|---|
| Chairman | Elsa Hendricksen | nominated by Heather, seconded by Lanie |
| Vice Chairman | Lanie Nesbitt | nominated by Bob, seconded by Jenny |
| Secretary | Jenny Bell | nominated by Bea, seconded by Heather |
| Treasurer | Albert Holmes | nominated by Bob, seconded by Wanda |

Carried.

2. New signature cards will have to be signed at the Bank to reflect the change in the executive.

3. A discussion on the proposed budget followed. It was recommended that draft # 1 budget be used to apply for the CRC grant.

4. Elsa & Jenny will work on a draft wage scale to present at the next meeting.

5. The Library has been ask to present puppet plays as part of the Summer Games '89. Lanie will approach various clubs & committees in town for funds for the Summer Games Project.

Meeting adjourned at 8:45 by Bob, seconded by Heather.

PROPOSED OPERATION BUDGET

BROOKS PUBLIC LIBRARY

| <u>Income</u> | <u>Approved 1988</u> | <u>Proposed 1989</u> | <u>1990</u> |
|-------------------------|----------------------|----------------------|------------------|
| Town of Brooks | \$ 67,000.00 | \$ 71,000.00 | \$ 75,000.00 |
| Province of Alberta | 37,477.00 | 38,000.00 | 38,500.00 |
| County of Newell | 8,710.00 | 8,800.00 | 9,000.00 |
| Fines, Memb., Donations | 6,000.00 | 6,500.00 | 7,000.00 |
| Interest Income | 5,500.00 | 5,500.00 | 5,500.00 |
| CRC | <u>9,066.00</u> | <u>10,000.00</u> | <u>10,000.00</u> |
| | \$133,753.00 | \$139,800.00 | \$145,000.00 |

| <u>Expenditures</u> | <u>1988</u> | <u>1989</u> | <u>1990</u> |
|-------------------------|-----------------|-----------------|-----------------|
| Shortgrass Regional | \$ 23,560.00 | \$ 32,451.00 | \$ 32,451.00 |
| Salaries | 66,000.00 | 71,000.00 | 74,000.00 |
| Books, Films, Magazines | 17,250.00 | 4,000.00 | 4,000.00 |
| Benefits | 6,600.00 | 7,100.00 | 7,400.00 |
| Library supplies | 2,000.00 | 2,000.00 | 2,500.00 |
| Service contracts | 1,000.00 | 1,400.00 | 1,600.00 |
| Programming | 2,000.00 | 3,000.00 | 4,000.00 |
| Publicity | 500.00 | 500.00 | 500.00 |
| Telephone | 700.00 | 750.00 | 800.00 |
| Travel, Bank charges | 2,000.00 | 2,000.00 | 2,500.00 |
| Book binding | 1,300.00 | 1,500.00 | 1,500.00 |
| Furnishing & shelving | 7,000.00 | 10,000.00 | 10,000.00 |
| Insurance | 450.00 | 475.00 | 500.00 |
| Audit | 400.00 | 400.00 | 450.00 |
| Postage, freight, misc. | <u>1,750.00</u> | <u>2,000.00</u> | <u>2,000.00</u> |
| | \$132,510.00 | \$138,576.00 | \$144,201.00 |

BROOKS PUBLIC LIBRARY

November 8, 1988

Minutes

Business Arising

1. Foundation grant application
2. Report on puppet shows for Summer Games
3. Wage grid

Correspondence

1. Letter from Shortgrass

Financial Report

Librarian's Report

New Business

1. County agreement
2. Committee appointments
3. Christmas party
4. Staff Christmas presents
- 5.

BROOKS PUBLIC LIBRARY

November 8, 1988

PRESENT: Karen Armbruster, Wanda White, Lanie Nesbitt, Bea Peterson, Jenny Bell, Joyce Rose, Heather Miyuchi.

Lanie Nesbitt chaired the meeting for Chairperson Elsa Hendrickson.

MINUTES: Moved by Lanie, seconded by Bea that the minutes of the previous meeting be adopted as circulated. Carried.

BUSINESS ARISING: 1. The CRC grant application was completed and returned. No reply as of yet.
2. Lanie updated us about the possibility of getting local service clubs to donate a puppet stage and sound system to the library.
3. We discussed the sample wage grid that Elsa and Jenny worked on. Bea moved, Heather seconded that we accept the revised grid. Carried.

CORRESPONDENCE: 1. A letter was received from Shortgrass regarding a revision in our agreement.
2. Marg Parker requested our input into an AIDS awareness week.
3. A letter was received from the County about the renewal of their contract with the library. Joyce, Bea, Karen and Wanda will work on this.
4. A book fair in Medicine Hat conflicts with a speaking engagement Karen has so another staff member will attend.
5. Alberta Culture has implemented a new early bird and grant deadline.

FINANCIAL REPORT: Karen presented the financial report.

LIBRARIAN'S REPORT: Christmas programs for children will be held every Saturday in December in the library.

NEW BUSINESS: 1. Committee appointments will be dicussed at a later date.
2. Elsa volunteered her home for the Christmas meeting/party at 7:00 on December 7 (Wednesday).
3. Joyce moved, Bea seconded that we purchase gift certificates and cards for each of the library staff for Christmas. Carried. Bea and Wanda volunteered to look after this.

The meeting was adjourned by Heather at 8:50 p.m.

The next meeting will be on December 7 at Elsa Hendrickson's home.

Elsa Hendrickson
Jenny Bell

BROOKS PUBLIC LIBRARY

December 14, 1988

at Elsa Hendrickson's home

PRESENT: Karen Armbruster, Wanda White, Lanie Nesbitt, Bea Peterson, Elsa Hendrickson, Jenny Bell.

MINUTES: Moved by Wanda, seconded by Bea that the minutes of the previous meeting be adopted as circulated. Carried.

BUSINESS ARISING: 1. AFLA has approved a matching grant for funding of Alberta published or authored books.
2. Wanda, Bea, Joyce, and Karen met with the County and reviewed and revised the previous library contract.
3. The revised Shortgrass contract with the BPL to provide services to the County has been signed and returned.
4. Bea moved that non-resident teachers be charged a family fee for library services and they will then be entitled to classroom allotments of books according to previous practice. Lanie seconded. Carried.
5. Lanie reported that we received a grant from CRC and a matching grant from the Kinette Club for a sound system.
6. The puppet stage has been ordered and will be paid for by the Alberta Summer Games.

CORRESPONDENCE: 1. A \$500 donation has been received from Nesbitt Publishing.
2. The Parks & Recreation Board has requested input into Winter Fest 1989. We will participate as in previous years.
3. An informational letter from Shortgrass re: budget was received.

FINANCIAL REPORT: Karen presented a verbal financial report - the written statement will be given out at the next meeting.

LIBRARIAN'S REPORT: 1. The gift certificates were given out.
2. The Christmas program has been well attended.
3. Karen attended the A.A.A.L. conference and found it very worthwhile.
4. Karen attended a Librarian's meeting the end of Nov.

NEW BUSINESS: 1. The lack of funding for the library from CRC was discussed. Lanie moved that we apply to the Town for an increase in our budget of \$10,000 to account for the shortfall in the budget due to the CRC decline. Seconded by Jenny. Carried.
2. UMA visited the library re: expansion plans.
3. Karen received information about CFEP grants for renovations. She will discuss it with Clive.

The meeting was adjourned at 10:30 p.m. by Bea.

The next meeting will be on January 10 .

E. Hendrickson