

BROOKS PUBLIC LIBRARY

January 20, 1989

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

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

BUSINESS ARISING: 1. Half of the grant from AFLA for the purchase of Alberta authored or published books has been received.
2. No news on the contract with the county. Joyce will look into it.
3. The puppet stage has arrived and the Summer Games committee has received the invoice.
4. Bea moved, Heather seconded that we send a letter to County school principals informing them of our policy on teacher privileges re: memberships and book allotments. Carried.

CORRESPONDENCE: Only informational letters received this month. Anyone interested in reading them can contact Karen.

FINANCIAL REPORT: Karen presented the financial report. The books are ready for the auditors.

LIBRARIAN'S REPORT: 1. Inventory is completed. Overdue cards (over one year) number 1842. Karen will look into possible alternate solutions for collection of these books.
2. Shortgrass cards are here. Rural memberships are being sold.
3. C.O.R.E. bags were filled last Friday.
4. Librarian's sub-committee met in Redcliff January 9.

NEW BUSINESS: 1. A delegation approached Mr. Musgrove about a CREP grant. Karen will contact Clive Schaupmeyer of the Library Foundation about completing the application.
2. The board will send a letter to the town requesting an increase in our funding by \$1,000.

The meeting was adjourned at 8:00 p.m. by Heather.

The next meeting will be on February 14.

E. Hendrickson

April 11

BROOKS PUBLIC LIBRARY

February 14, 1989

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

Pictures were taken for the annual report.

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

BUSINESS ARISING: 1. The contract with the County is to be signed and returned.
2. Letters have been sent to all the County schools.
3. Karen reported on alternatives to collection of overdue books. Bea moved, Lanie seconded that we follow up on missing materials through Shortgrass. Carried.
4. It was also suggested that the library have another two weeks of amnesty in May as a trial, perhaps with a new name.
5. CFEP grant application has been sent in.
6. The letter to the Town regarding the shortfall in the budget has been sent.

CORRESPONDENCE: 1. \$200 was received from Bob Scammell to purchase books for his collection.
2. A thank you was received from the Winter Festival committee for the library's participation.
3. A confirmation was received from CLA re: Karen presenting a session. Karen will check about mileage and accommodation.

FINANCIAL REPORT: 1. The year end audit is complete.
2. Karen presented the monthly financial report.

LIBRARIAN'S REPORT: Karen passed out the year end statistical synopsis, as well as two handouts she prepared - one on available library services and materials, the other on extended services.

NEW BUSINESS: 1. Karen has won the IRA Celebrate Literacy Award and will receive her award in Medicine Hat on February 22.
2. Elsa will contact Albert about the transfer of signing authority at the bank.
3. \$630 has been received from the Kinettes - \$375 to match the CRC grant and the balance for a cart for the sound system.
4. Two delegates will be sent to the Jasper convention.
5. A building committee for the library expansion has been struck.
6. Jenny reported on the recent developments of the BLF.

Lanie moved, Bob seconded that the meeting be adjourned at 8:50 p.m. Carried.

The next meeting will be on March 14.

Elsa Hendrickson

BROOKS PUBLIC LIBRARY

March 14, 1989

Present; Karen Armbruster, Elsa Hendricksen, Albert Holmes, Joyce Rose, Lanie Nesbitt, Bob Breakell, Heather Miyauchi, & Bea Peterson.

Minutes; The minutes of the previous meeting were adopted as circulated.

Business arising; 1. Wanda reported that Shortgrass is checking into an overdue materials system wide collection plan.

2. Due to road conditions Board members who were intending to attend the Celebrate Literacy Award presentation were unable to be there, but Karen made it and received her award. The Board congratulated Karen on the recognition of her work.

3. Karen & Albert will attend the ALTA convention in Jasper April 27-30. Elsa will go as an alternate if Albert is unable to attend.

Correspondence; 1. A thank you note was received from Wanda for the flowers.

2. Karen told stories to the Grade three classes and passed around the thank you booklet she had received.

3. A letter asking Karen to speak at the Foothills School Division was read.

4. Following the reading of a letter from ALB concerning recognition of volunteers, suggestions were made, which Wanda will relay at their next meeting.

Financial report: Karen presented the financial report.

Librarian's report: 1. Karen reported that she has spent about 1/2 of the AFLA grant money.

2. A seminar on Childrens Books and ways to encourage children to read was held in Calgary. Karen said it was very informative and well worth attending.

New business; 1. Albert tendered his resignation as treasurer. Moved by Bob, seconded by Albert, that Lanie become the new treasurer. Carried. New bank cards will be signed to reflect the change of executive.

2. Moved by Bea, seconded by Lanie, that we accept the proposed budget. Carried.

3. It was suggested that the Board consider an increase in the fines for overdue materials. It will be given further consideration at the next meeting.

4. Moved by Lanie, seconded by Bob, that a letter be sent to CLA expressing the Boards concerns about their convention policies. Carried. Wanda and Elsa will draft the letter.

5. Karen has agreed to speak at the Bassano School Story Time, on April 6.

6. The committees were reviewed. Committee members are as follows:

Personnel----- Lanie & Jenny

P.R.-----Wanda & Bea

Policy & Bylaws-----Albert

7. Moved by Bob, seconded by Joyce, that the annual report be printed as a brochure to be included in the September CORE bags. Carried.

The next meeting will be April 11, 1989.
Heather moved the meeting adjourn at 8:40

Elsa Hendricksen

BROOKS PUBLIC LIBRARY

April 11, 1989

PRESENT: Karen Armbruster, Jenny Bell, Bob Breakell, Elsa Hendricksen, Albert Holmes, Heather Miyauchi, Lanie Nesbitt, Bea Peterson, Joyce Rose.

MINUTES: Elsa adopted the minutes of the previous meeting as circulated.

BUSINESS ARISING: 1. Heather moved, Bea seconded that we accept the amendments to the Brooks Library By-Laws as presented for first reading. Carried.
2. Elsa read the letter that Wanda drafted to CLA. Albert moved that as a board we allow Karen to attend CLA on the first day but not on the second and that we send a letter to the CLA and the planning committee informing them that it was a board decision. Lanie seconded. Carried.
3. The annual report should be done for next month.

CORRESPONDENCE: 1. A letter from the Glenbow was read regarding a rotating display. Karen will write for more information.
2. The Alberta Library Board sent a letter regarding recognition of volunteers.
3. A copy of the audited statement from Shortgrass was received.
4. Bassano School sent a thank you to Karen for visiting their school.

FINANCIAL REPORT: Karen presented the monthly financial report.

LIBRARIAN'S REPORT: Karen reviewed her month's activities.

NEW BUSINESS: 1. Penny Worms spoke about better library services to the disabled. Her comments were discussed and it was decided to move our meetings to Council Chambers.
2. The local Saan store has approached the library about donating to the library expansion. A meeting will be held on April 14 with the local store manager to get more details. The week of May 1 to May 6 will be set aside for this promotion. A Fine Free Friday will be held that week as well.
3. Karen reviewed the job descriptions for board members.

Heather moved, Bea seconded that the meeting adjourn at 9:20 p.m. Carried.

The next meeting will be on May 9.

BROOKS PUBLIC LIBRARY

May 9, 1989

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

Lanie Nesbitt chaired the meeting.

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

BUSINESS ARISING: 1. Albert moved, Bea seconded that we accept the amended Brooks Library By-Laws as circulated. Carried.
2. Wanda moved that the amended by-laws go to Council. Joyce seconded. Carried.
3. Karen read a letter from CLA, updating us. Albert moved permission be given to Mrs. Armbruster to attend the CLA conference in Edmonton. Wanda seconded. Carried.
4. The annual report is finished and copies were distributed.
5. The letter written to Mrs. Worms was read.
6. The Saan store promotion was a success. The amount raised for the library expansion is over \$2000.
7. The sound system should be here shortly.

CORRESPONDENCE: 1. Alberta Culture grant was received.
2. A congratulatory letter from the IRA was read re: Karen's literacy award.
3. A letter regarding renewal of the library's insurance was received. Karen will check for any changes that need to be made. Bea moved, Albert seconded that we renew our insurance policy with the additional coverage included. Carried.

FINANCIAL REPORT: Karen presented the monthly financial report.

LIBRARIAN'S REPORT: Karen reviewed her month's activities. The summer students started today.

NEW BUSINESS: 1. Albert gave a report on his attendance at the conference in Jasper.
2. Bea showed the proposed Shortgrass building plans.

Heather Miyauchi and Bob Breakell joined the meeting at this time.

Albert moved, Joyce seconded that the meeting adjourn at 8:15 p.m. Carried.

The next meeting will be on June 13.

E. Henderson

BROOKS PUBLIC LIBRARY

June 13, 1989

PRESENT: Karen Armbruster, Jenny Bell, Bob Breakell, Elsa Hendricksen, Albert Holmes, Heather Miyauchi, Lanie Nesbitt, Bea Peterson.

MINUTES: Lanie moved, Bea seconded that the minutes of the previous meeting be adopted as amended. Carried.

BUSINESS ARISING: 1. Karen reported on the upgrading of insurance coverage for the library.

CORRESPONDENCE: 1. The annual operating grant from Alberta Culture for 1989 was received.
2. A letter from the Brooks and District Genealogy Society concerned with placement of books in the library was read, as well as Karen's reply.
3. Alberta Culture and Multiculturalism invited input for a Policy Framework meeting to be held June 17 in Medicine Hat. Bob will try to attend.

FINANCIAL REPORT: Karen presented the monthly financial report.

LIBRARIAN'S REPORT: Karen reviewed her month's activities. The new staff members are phoning library users re: Shortgrass.

NEW BUSINESS: 1. Karen reported on her attendance at the Alberta Literacy Consultation Project.
2. A discussion was held about the possibility of wages being increased for summer staff. Bea moved, Lanie seconded that we write a letter to the party concerned stating that our budget is set in the fall and we will not change it at this time, and that we are paying one dollar over minimum wage. Carried.
3. Bob moved that the FAX services at the Brooks Public Library not be commercialized. Albert seconded. Carried.
4. Bea gave an update on the Shortgrass activities. They are hoping for an August sod turning.
5. Jenny gave a report on the Brooks Library Foundation. Just over \$2500 was raised through the Saan store promotion.

Bea moved, Lanie seconded that the meeting adjourn at 8:50 p.m. Carried.

The next meeting will be on July 11.

E. Hendricksen

BROOKS PUBLIC LIBRARY

June 13, 1989

PRESENT: Karen Armbruster, Jenny Bell, Bob Breakell, Elsa Hendricksen, Albert Holmes, Heather Miyauchi, Lanie Nesbitt, Bea Peterson.

MINUTES: Lanie moved, Bea seconded that the minutes of the previous meeting be adopted as amended. Carried.

BUSINESS ARISING: 1. Karen reported on the upgrading of insurance coverage for the library.

CORRESPONDENCE: 1. The annual operating grant from Alberta Culture for 1989 was received.
2. A letter from the Brooks and District Genealogy Society concerned with placement of books in the library was read, as well as Karen's reply.
3. Alberta Culture and Multiculturalism invited input for a Policy Framework meeting to be held June 17 in Medicine Hat. Bob will try to attend.

FINANCIAL REPORT: Karen presented the monthly financial report.

LIBRARIAN'S REPORT: Karen reviewed her month's activities. The new staff members are phoning library users re: Shortgrass.

NEW BUSINESS: 1. Karen reported on her attendance at the Alberta Literacy Consultation Project.
2. A discussion was held about the possibility of wages being increased for summer staff. Bea moved, Lanie seconded that we write a letter to the party concerned stating that our budget is set in the fall and we will not change it at this time, and that we are paying one dollar over minimum wage. Carried.
3. Bob moved that the FAX services at the Brooks Public Library not be commercialized. Albert seconded. Carried.
4. Bea gave an update on the Shortgrass activities. They are hoping for an August sod turning.
5. Jenny gave a report on the Brooks Library Foundation. Just over \$2500 was raised through the Saan store promotion.

Bea moved, Lanie seconded that the meeting adjourn at 8:50 p.m. Carried.

The next meeting will be on July 11.

E. Hendricksen

BROOKS PUBLIC LIBRARY

July 11, 1989

PRESENT: Karen Armbruster, Jenny Bell, Elsa Hendricksen, Heather Miyachi, Lanie Nesbitt, Bea Peterson, Wanda White.

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

BUSINESS ARISING: 1. Bea was not able to attend the Alberta Culture Multiculturalism meeting.
2. The Brooks Library Foundation requested permission to sell pins in the library, all proceeds from which will go towards library expansion. Wanda moved, Lanie seconded that we allow the BLF to sell pins in the library. Carried.

RESPONSE: 1. A letter of thanks was received from CLA for Karen's contribution to their conference as a guest speaker.
2. A copy of a letter from the town to the Shortgrass Board re: clarification of services was read.

FINANCIAL REPORT: Karen presented the monthly financial report.

LIBRARIAN'S REPORT: Karen reviewed her month's activities. The summer programs are going well. The Columbia Library Services program is here and the staff will be starting on its implementation soon.

NEW BUSINESS: 1. Jenny requested clarification on signing of letters that she writes on behalf of the board. The consensus of opinion is that the Chairperson should sign these letters.
2. Karen presented some ideas about fundraising. Heather moved, Lanie seconded that we establish a book endowment program. Carried.
3. The legal by-laws of Shortgrass were received. Copies are available at the library.

Bea moved, Lanie seconded that the meeting adjourn at 8:00 p.m.
Carried.

The next meeting will be on September 12.

E. Hendricksen

BROOKS PUBLIC LIBRARY

September 12, 1989

PRESENT: Karen Armbruster, Jenny Bell, Albert Holmes, Heather Miyauchi, Lanie Nesbitt, Joyce Rose, Wanda White.

Lanie Nesbitt chaired the meeting.

MINUTES: The minutes of the previous meeting were adopted as circulated.

Business arising from the minutes was deferred so that Clive Schaupmeyer, Chairman of the Brooks Library Foundation, could update us on the developments in his organization. He outlined another possibility for the library expansion. Bob Scammell will give a talk here in October. Wanda moved, Joyce seconded that we share the cost of a gift of appreciation for Mr. Scammell with the BLF. Carried. The book auction is planned for November 4. The board unanimously thanked Mr. Schaupmeyer for his efforts.

BUSINESS ARISING: 1. The Columbia system is going slowly. There is the possibility that we may require another grant.

CORRESPONDENCE: 1. A letter was received from Shortgrass requesting we host a L.A.A. conference in late October.
2. L.A.A. requested that we write letters to our MLA for continued support for our libraries.
3. The Alberta Association of Adult Literacy Convention is upcoming and they request delegates - perhaps one from Shortgrass.
4. The L.A.A. conference will be held in the spring and they wrote to request Karen as a speaker.

FINANCIAL REPORT: Karen presented the monthly financial report.

LIBRARIAN'S REPORT: The activities for the Summer Games went well. The showcase from the Glenbow has arrived and will be changed regularly. The auxiliary photocopier cannot be repaired. Karen will look into the possibility of getting another one.

NEW BUSINESS: 1. Wanda moved, Heather seconded that we increase the number of books to be signed out at one time on one card from six to ten. Carried.

The meeting adjourned at 9:00 p.m.

The next meeting will be on October 10.

E. Hendricks

ADDITIONAL FEDERAL AND PROVINCIAL GRANTS

Received by the Brooks Public Library over the past 10 years to augment annual Municipal and Provincial operating Grants.

Federal Grants

Summer Canada	1980	Summer Funtastic Program	\$ 13,834.00
CCDP	1981	Outreach Program	20,646.00
CCDP	1982	Newell Historical Research Project	23,129.00
Summer Canada	1982	Summer Funtastic	5,096.00
Canada Manpower			
Training Program	1981-82	Special employee	6,481.03
Summer Canada	1983	Summer Funtastic	6,369.00
CCDP	1983	Special Program for Special People	28,339.00
NEED	1984	Newspaper Preservation	47,281.00
Summer Canada	1984	Summer Funtastic	8,222.00
Canada Works	1985	Needs Assessment Survey	23,465.00
SEED	1985	Summer Funtastic	10,644.00
SEED	1986	Summer Funtastic	10,579.00
Canada Works	1987-88	Recon Project	67,808.00
SEED	1987	Summer Funtastic	8,528.00
SEED	1988	Summer Funtastic	8,560.00
Job Creation	1989	Data Entry	51,875.00
SEED	1989	Summer Funtastic	8,640.00
			<u>\$349,496.03</u>

Provincial Grants

	1981	Alberta 75th Heritage Grant-Town	\$ 10,000.00
	1981	Alberta 75th Heritage Grant-County	4,000.00
	1981	IYDP	750.00
	1982	Artists Grant	631.05
	1982	Canada Day Grant	575.00
		SEED (Access Books)	3,960.00

BROOKS PUBLIC LIBRARY

October 10, 1989

PRESENT: Karen Armbruster, Jenny Bell, Bob Breakell, Elsa Hendricksen, Albert Holmes, Lanie Nesbitt, Bea Peterson, Wanda White.

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

BUSINESS ARISING: 1. The new fine schedule, loan period, and number of books permitted out on loan is in effect.
2. L.A.A. will hold a conference for volunteers at the Heritage in Brooks on October 25.

CORRESPONDENCE: 1. A workshop on Culture will be held on November 7 at the Recreation Centre from 7 - 9:30 p.m. Elsa will try to attend.
2. A letter was received from the Airdrie Public Library regarding the results of a survey they did regarding salary schedules.

FINANCIAL REPORT: Karen presented the monthly financial report.

LIBRARIAN'S REPORT: 1. The story times the in fall schedule are being well attended.
2. An article was put in the paper regarding the Glenbow display in the library.
3. The bar-coding is going well.

NEW BUSINESS: 1. Bea moved, Lanie seconded that we table elections until the November meeting. Carried.
2. A discussion was held on the budget and wages. Bob will check into the possibility of a pension plan, and the budget will be included on the agenda for next month.
3. It was decided not to apply for any C.R.C. grant money this year. The forms will be forwarded to the Brooks Library Foundation.
4. A tentative date of December 6 was set for the annual Christmas potluck.

Bea moved, Lanie seconded that the meeting adjourn at 8:20 p.m. Carried.

The next meeting will be on November 14.



BROOKS PUBLIC LIBRARY

November 14, 1989

PRESENT: Larry Albrecht, Karen Armbruster, Jenny Bell, Elsa Hendricksen, Albert Holmes, Lanie Nesbitt, Wanda White.

MINUTES: Elsa adopted the minutes as circulated.

BUSINESS ARISING: 1. The Christmas party for library staff and board members will be held on December 6 at Karen's home, starting at 6:30 p.m.
2. Elsa was unable to attend the worksop on culture.

CORRESPONDENCE: 1. Alberta Summer Games requested permission to display the photo albums from the Summer Games in the library. Wanda moved, Lanie seconded that we agree to house them. Carried.

FINANCIAL REPORT: Karen presented the monthly financial report.

LIBRARIAN'S REPORT: 1. The library should be fully automated by March.
2. November 4 was the highest circulation day ever - over 700 books were signed out.
3. Donations of \$250 have been received this month.
4. 1990 is Literacy Year and Karen is planning activities in the community to increase our public image.

NEW BUSINESS: 1. Elections for the executive were held. The results were: Chairperson - Bea Peterson, nominated by Wanda, seconded Lanie; Vice - chairperson - Wanda White, nominated by Lanie, seconded Jenny; Secretary - Jenny Bell, nominated by Lanie, seconded Wanda; Treasurer - Lanie Nesbitt, nominated by Wanda, seconded by Jenny.
2. Pension plan proposals were presented. Albert moved that the proposed budget be forwarded to council. Larry seconded. Carried.
3. Bea Petersen has resigned effective immediately from the Shortgrass Library Board. Wanda moved that we nominate Lanie Nesbitt as the replacement on the Shortgrass Board subject to council approval. Larry seconded. Carried.
4. Wanda moved that we host the ALTA Workshop for Effective Trustees that has been proposed to be held in the new year. Jenny seconded. Carried.
5. Jenny reported that over \$4500 was raised for the library expansion at the autographed book auction held by the Library Foundation.

sa made the motion to adjourn at 8:15 p.m.

The next meeting will be December 6 (Wednesday) at Karen Armbruster's home, starting at 6:30 p.m.

Bea Peterson

BROOKS PUBLIC LIBRARY

December 6, 1989

at Karen Armbruster's home

PRESENT: Larry Albrecht, Karen Armbruster, Jenny Bell, Elsa Hendricksen, Albert Holmes, Lanie Nesbitt, Bea Peterson, Joyce Rose, Wanda White.

NEW BUSINESS: 1. Larry moved, Lanie seconded that we purchase a gift or gift certificate for each of the library staff for Christmas. Carried. Lanie and Jenny volunteered to take care of this.
2. Karen updated us briefly on progress on the pension plan.
3. Elsa's term on the library board ends this month. She has agreed to serve another term. Moved by Wanda, seconded by Lanie that we write a letter to town council asking for their approval to Elsa's appointment to another term. Carried. Jenny will write the letter.
4. Lanie made the motion that we table all further business until the January meeting. Larry seconded. Carried.

The meeting was adjourned at 9:25 p.m.

The next meeting will be January 9 at 7:00 p.m.

Bea Peterson