

BROOKS PUBLIC LIBRARY

January 9, 1990.

Chairman - Beatrice Peterson

PRESENT: Councillor Diane Murray, Beatrice Peterson, Joyce Rose,  
Wanda White, Karen Armbruster

MINUTES: Minutes of the Nov. 14th and Jan. <sup>Dec.</sup> 6th meetings were adopted  
as circulated.

BUSINESS ARISING: 1. Automation at B.P. Library may not be completed by  
March as previously indicated.  
2. There was some discussion regarding proposed  
budget in response to questions by Councillor Murray.  
3. Lanie Nesbitt has been approved by Town Council to  
sit on the Shortgrass System Board.

CORRESPONDENCE:

Edmonton Public Schools and Archives have donated a book to  
B. P. Library in memory of Richard K. Clarke.  
Eastern Irrigation District have requested meetings with  
Brooks Public Library, Brooks Library Foundation and Town of Brooks  
regarding possible relocation of the library.  
Automation of Shortgrass System is on-going, involving several  
meetings.

Moved by Wanda White, Seconded by Joyce Rose that Karen A.  
go to Spokane with the Automation Committee to inspect an automation  
system. CARRIED

Karen A. has been invited to be a presenter at the Young  
Writers' Workshop in Calgary on March 31, 1990.

FINANCIAL REPORT:

Books for 1989 are ready to be audited.  
Financial Report to end of Dec. 1989 was presented.

LIBRARIAN'S REPORT:

Amnesty Month will be February 1990  
Moved by Joyce Rose, Seconded by Diane Murray, that Karen  
tentatively book two rooms at Jasper Park Lodge for the Jasper Conference  
May 2nd to 5th, 1990.

ADJOURNMENT was at 8:20 p.m.

Next meeting - February 13th, Tuesday.



Brooks Municipal Library Board Meeting

23 Jan. 1990 7:30pm

AGENDA

Minutes from previous meeting - Karen Armbruster

Business arising from the minutes

- finances (? Mr. J. Sitch C.A. to audit and make a statement regarding the existance of excess funds?)

Correspondence - Alberta Library Conference May 2-5, 1991

Librarian Report - statistical report

New Business - Thanks to Mrs. Wanda White retiring member

- Newly appointed members - Mr. B. Parker  
Dr. E. Pierson  
Mr. D. Smid
- Report on Fund Raising Seminar given by Flannigan and Associates sponsored by the Brooks Library Foundation
  - Brenda Young
  - Karen Armbruster
  - Jack Regehr
- Mission Statement, Bylaws, and Terms of Reference (i.e. Job descriptions)
  - Elsa Hendricksen
- Formation of Finance Committee - motion by Jack Regehr
- possible other positions and committees
  - liaison officer with Library Foundation
  - Public relations committee
  - Fund raising committee (mailing list etc.)
  - other

Shortgrass - ? Board statement for Council

- other new business

Adjournment

BROOKS PUBLIC LIBRARY

February 6, 1990

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

MINUTES: Minutes of the January 9th meeting were adopted as corrected.

BUSINESS ARISING: 1. Lanie moved that we send a total of three representatives (two being staff members) to the Jasper convention. Seconded by Wanda. Carried.

2. Karen reported on her trip to Spokane for the automation workshop.

3. No financial statement this month. The books are at the auditor's.

4. Elsa moved that we go with the Local Authorities Pension if we are approved. Lanie seconded. Albert moved to table the motion. Wanda seconded. Carried.

CORRESPONDENCE: The Glenbow Museum has had a change in their policy re: showcases. There will now be a \$50.00 charge per change of display (every 3 months). Larry moved that we enter the agreement and also approach service clubs. Seconded by Lanie. Carried.

LIBRARIAN'S REPORT: There is \$800 in the book endowment fund at present. The annual reports are all complete. The grant forms will be in on time. The library staff participated in the Winter Festival. The statistical synopsis was handed out. February will be amnesty month.

NEW BUSINESS: 1. Lanie asked for clarification re: cheque signing. Karen will provide a list of accounts paid each month for the board's information.

2. Larry asked for a possible change in the date of board meetings to resolve a conflict in dates for Councillor Murray and himself with the Newell Foundation meetings. Third Tuesdays are a possible date.

Elsa moved for adjournment at 8:50 p.m. Jenny seconded. Carried.

The next meeting will be on March 20, 1990.

*Beatrice Peterson*

BROOKS PUBLIC LIBRARY

March 20 1990

1. Minutes
2. Business Arising
  - a. Jasper Convention
  - b. Pension update
  - c. Glenbow charges
  - d.
- ✓ 3. Financial report
4. Correspondence
5. Librarian's report
6. New Business
  - a. Letter County/Town councils
  - b. Trustee workshop
  - c. Official motion to change date fo meetings?
  - d.
  - e.



## BROOKS PUBLIC LIBRARY BOARD

Regular Meeting  
March 20, 1990  
Council Chambers  
7:00 p.m.

PRESENT: Larry Albrecht, Karen Armbruster, Jenny Bell, Elsa Hendricksen, Albert Holmes, Diane Murray, Lanie Nesbitt, Bea Peterson (Chairman), Wanda White. Absent: Joyce Rose.

MINUTES: Bea declared the minutes of the February 6 meeting adopted as circulated.

BUSINESS ARISING: 1. Two members of the staff, Karen and Wanda, will be attending the Jasper convention.  
2. We are waiting for further notification from Local Authorities re: the pension plan.  
3. The Glenbow has requested back payment for the display cases. Karen will write them and pay for the last two changes and clarify our position on the previous charges.  
4. Karen gave a review of the bookkeeping procedures used in the library by way of explanation to the Board.  
5. Lanie moved we buy a printer and the Bedford package for use in doing the library's books. Albert seconded.  
Carried.

FINANCIAL REPORT: Karen presented the monthly financial report and the year end financial statement.

CORRESPONDENCE: 1. Notice was received of the Effective Trustee's Workshop to be held in Brooks on March 31.  
2. The library will receive a plaque from Alberta Culture for being within in the time frame for the completion of their bylaws.  
3. A letter was received from MHC requesting input for the 1990 Literacy Event.

LIBRARIAN'S REPORT: Several donations have been received for the library expansion. The theme for the summer reading program is Dive for Books. Sue Duong has been hired for a part-time position (evenings). The L.A. pension workshop was attended by three staff members.

NEW BUSINESS: 1. Larry moved that we recommend to Town Council that the attached letter be presented to County council clarifying our position on the county students' use of books. Diane seconded. Carried.  
Bea Peterson left the meeting at this time and Wanda White assumed the chair.  
2. Diane moved that the Board pay the registration for Board members attending the Trustee Workshop. Lanie seconded.  
Carried.

3. Larry moved to change the meetings to the third Tuesday of each month. Lanie seconded. Carried.
4. Albert will do the annual policy review.
5. Karen will check into applying for the Summer Games Legacy.

Wanda declared the meeting adjourned at 8:30 p.m.

The next meeting will be on April 17, 1990 at 7:00 p.m. in Town Council Chambers.

*Patricia Peterson*

AGENDA  
BROOKS PUBLIC LIBRARY BOARD  
April 17, 1990

1. CALL TO ORDER
2. MINUTES FROM LAST MEETING
3. BUSINESS ARISING FROM THE MINUTES
  - PENSION UPDATE
  - GLENBOW
  - PRINTER
  - POLICY REVIEW
  - ???
4. CORRESPONDENCE
5. FINANCIAL REPORT
6. LIBRARIAN'S REPORT
7. NEW BUSINESS
  - WILD ROSE FOUNDATION
  - GOALS AND OBJECTIVES STATEMENT
  - ANNUAL PICTURE
  - BLUEPRINT
  - ???
8. DATE OF NEXT MEETING - MAY 15, 1990
9. ADJOURNMENT

BROOKS PUBLIC LIBRARY BOARD

Regular Meeting  
April 17, 1990  
Council Chambers  
7:00 p.m.

PRESENT: Karen Armbruster, Jenny Bell, Elsa Hendricksen, Albert Holmes, Diane Murray, Lanie Nesbitt, Bea Peterson (Chairman), Joyce Rose, Wanda White. Absent: Larry Albrecht.

MINUTES: Bea declared the minutes of the March 20 meeting adopted as circulated.

BUSINESS ARISING: 1. The pension plan is awaiting approval from Cabinet. Employee deductions can be started.  
2. The Bedford program and the printer have been bought. The printer will be paid for by the Literacy Project.  
3. Albert reported the policies seem to be in order. He volunteered to draft a policy for review of policies for the next meeting.  
4. Karen reviewed the goals and objectives statement and suggested the need for revision. Albert volunteered to rough draft a framework. It was agreed to meet as a committee of the whole after our next meeting to review them.  
5. Shortgrass will pay for the trustees who attended the Trustee workshop.

CORRESPONDENCE: 1. The application to the Summer Games Legacy was read. Lanie joined the meeting at this time.  
2. Karen read a letter to Executive Services outlining the benefits received by library staff.

FINANCIAL REPORT: Karen presented the monthly financial report and the monthly receipts and disbursements.

LIBRARIAN'S REPORT: Four people begin April 30 to work on the Literacy Project for which the library has received a grant. Karen outlined the project for us.

NEW BUSINESS: 1. Karen suggested we apply for expansion funds from the Wild Rose Foundation. It was decided to pass the information along to the Library Foundation and as many Board members as possible will attend the May Foundation meeting to offer assistance.  
2. Lanie suggested we let service groups know of our needs well in advance so they can plan accordingly.  
3. The annual Board picture will be taken prior to the next meeting. (6:45 p.m.)

Lanie moved the meeting adjourn at 8:15 p.m.

The next meeting will be on May 15, 1990 at 6:45 p.m. in Town Council Chambers.





**AGENDA  
BROOKS PUBLIC LIBRARY BOARD**

1. CALL TO ORDER
2. MINUTES FROM LAST MEETING
3. BUSINESS ARISING FROM THE MINUTES
  - PENSION UPDATE
  - POLICY TO REVIEW POLICIES - Albert
  - ?
4. CORRESPONDENCE
5. FINANCIAL REPORT
6. LIBRARIAN'S REPORT
7. NEW BUSINESS
  - SERVICE GROUP UPDATE - Lanie
  - SHORTGRASS UPDATE
  - ?
8. DATE OF NEXT MEETING - JUNE 19, 1990
9. ADJOURNMENT

MEETING OF THE WHOLE TO REVIEW AND ESTABLISH GOALS AND OBJECTIVES.

May 2, 1990

MEMO

TO: Brooks Town Council

FR: Karen Armbruster  
on behalf of Brooks Library Board

RE: Shortgrass Regional Library

The Brooks Library Board recognizes that the Shortgrass System Board has the authority to disperse surplus funds in accordance with the Libraries Act of Alberta. However, in reply to your memo dated April 25, 1990 we have reviewed the information concerning the disposition of the 1989 surplus funds. Using the following census figures and disregarding the \$20,000.00 set aside in the contingency fund, the surplus remainder of \$68,646.00 was divided as follows:

	Population	Total Pop.	Received
Bow Island	1566 + 1684 (County 40)	=3250	\$ 6,859.00
Foremost	595 + 1655 (County 40)	=2250	5,839.00
Redcliff	3834	=3834	7,049.00
Brooks	9464	=9464	8,390.00
Medicine Hat	42290	=42290	40,509.00
		<u>61084</u>	<u>\$68,646.00</u>

On a per capita basis, the smaller libraries have benefited more than the two large libraries. But due to the logistics of running a small library we, as a board, do not object to this one time division of funds.

Our one concern is the contingency fund. As a board, we will recommend to the Shortgrass System Board that in the event of any dispersement of the contingency fund, that it be done on a per capita basis.

The Library Board is also concerned that there may be a misunderstanding about the rebates that the libraries received from the System in 1988 and 1989.

As you are aware, each municipality in Shortgrass is assessed \$3.00 per capita annually. These funds are used for enhanced services such as; weekly van deliveries, universal membership cards, large print books, video tapes, automation of the System, professional consultation, educational workshops, administration, etc.

Each library in the system is also assessed \$3.00 from its books and materials budget for the purchase and processing of new books and materials for its library. In 1988 and the first half of 1989, the book budget portion of the assessment was returned to the libraries and they were asked to purchase and process their books as before, because Shortgrass was not fully operational in that area.

These funds were not surplus funds, they were funds budgeted for book purchases and that is how they were spent.

We hope this will clear up any concerns you may have. If there are any further questions please contact me.

Karen Armbruster

cc : Shortgrass Library System

BROOKS PUBLIC LIBRARY BOARD

Regular Meeting  
May 15, 1990

Council Chambers  
7:00 p.m.

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

MINUTES: Bea declared the minutes of the April 17 meeting adopted as circulated.

BUSINESS ARISING: 1. Written confirmation of the pension plan has been received.  
2. Albert moved the acceptance of additional policy # 11 :  
" It is the policy of the Brooks Library Board to review and reaffirm all policy statements, procedures, and bylaws every four years." subject to revision of date to conform with the Library Act, if necessary. Joyce seconded. Carried.

CORRESPONDENCE: 1. A letter was read from the N.E. Library Project. Wanda moved that we collect a freewill offering from board members and staff to forward to N.E. in support of their request. Elsa seconded. Carried.  
2. The Alberta Public Library Futures Conference will be held in Calgary. Wanda moved that we send the \$50.00 for Karen to attend. Albert seconded. Carried.

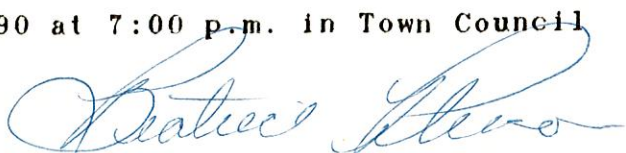
FINANCIAL REPORT: Karen presented the monthly financial report and the monthly receipts and disbursements.

LIBRARIAN'S REPORT: Another meeting is scheduled to view the preliminary blueprints. Karen reported on the Jasper Convention and the last automation meeting..

NEW BUSINESS: 1. Lanie reported that letters have gone out requesting donations for the Glenbow display case charges.  
2. Lanie gave a review of the last Shortgrass meeting and cleared up the confusion re: "surplus" funds.  
3. Albert moved we request the Shortgrass Library Board to disperse, if necessary, the contingency fund on a per capita basis. Lanie seconded. Carried. Lanie and Bea volunteered to draft a letter expressing our concerns to the Shortgrass Board.  
4. Bea updated us on the automation meetings and read a draft of a letter to be sent to the Shortgrass Board. Joyce moved that we send the letter, seconded by Jenny. Carried.

Bea adjourned the meeting at 8:20 p.m.

The next meeting will be on June 19, 1990 at 7:00 p.m. in Town Council Chambers.





BROOKS PUBLIC LIBRARY

GOALS AND OBJECTIVES STATEMENT 1990 - 1993

1. Goal: To provide and develop a collection that reflects the activities and interest of our community.

Objectives:

1. To maintain and provide an accurate and current reference collection measured by Shortgrass.
2. To maintain a high quality childrens collection as an ongoing concern to be measured in annual reports to the board by the librarian.
3. To identify and satisfy the library needs of young adults, seniors and special groups by January, 1991. The results measured in a special report to the board by December 1991.
4. To maintain a high quality adult collection as an ongoing concern. The results to be measured in annual reports to the board by the librarian.
5. To develop further the collection to meet special needs such as Large Print books and Talking books and literacy program.

2. Goal: To provide library services to satisfy the needs and wishes of the public we serve.

Objectives:

1. To maintain and publicize services to the homebound, Villa's and the Senior Citizens Lodge. The results to be measured in the annual report by the Librarian.
2. To satisfy the programming needs of children as an ongoing concern to be measured in annual reports to the board by the librarian.
3. To develop and evaluate adult and young adult programming and monitor the demand by January 1991. The results measured in a report to the board by December 1991.
4. To implement new services and programs to meet the perceived needs of our community by January 1991. The results measured in a report to the board by December 1991.

3. Goal: To endeavor to keep abreast of new library developments that will improve the service offered.

Objectives:

1. To support staff development and training in library related skills as an ongoing concern. The results measured in annual reports to the board by the librarian.
2. To cooperate with other libraries and jurisdictions to provide better service and to share our library resources where possible.

3. To evaluate and respond to the population's demand for high technology. Action to be taken as time and resources allow.
4. To assist trustees to develop their skills and knowledge of libraries through workshops, ALTA meetings and pertinent reading materials as an ongoing concern. Results to be measured by trustee participation.

4. Goal: To increase public awareness of the services available.

Objectives:

1. To establish a committee to work with the library foundation to increase public awareness of the needs of the Library.
2. To work cooperatively with other community and area organizations so that duplication of services can be avoided and interaction and communication maintained. Results to be measured in reports to the board.
3. To continue an awareness campaign regarding services, programs and facilities.

BROOKS PUBLIC LIBRARY BOARD

Regular Meeting  
June 19, 1990

Council Chambers  
7:00 p.m.

PRESENT: Karen Armbruster, Jenny Bell, Albert Holmes, Lanie Nesbitt, Bea Peterson (Chairman), Joyce Rose. Absent: Larry Albrecht, Elsa Hendricksen, Diane Murray, Wanda White.

MINUTES: Bea declared the minutes of the May 15 meeting adopted as circulated.

BUSINESS ARISING: 1. Karen read of a copy of the letter sent to Northern Lights Library Board.  
2. A letter will be sent to the Shortgrass Board stating our board's opinions re: the contingency fund.

CORRESPONDENCE: 1. Two positive replies (Amoco and Trans-Alta) have been received from businesses approached for sponsoring of the Glenbow display in the Library.  
2. Information was received re: the Storytelling Festival. Lanie moved that Karen look into attending the storytelling festival on her own time and that the Library Board make up any difference between the grant for transportation and her actual costs. Joyce seconded. Carried.

FINANCIAL REPORT: Karen presented the monthly financial report and the monthly receipts and disbursements.

LIBRARIAN'S REPORT: \$100 was collected from the library staff and board and sent to Northern Lights. There have been lots of school field trips to the library recently. The annual report will be distributed in the C.O.R.E. bags which are being filled September 7. The literacy workers will be putting out a newsletter. The used book sale was a success.

NEW BUSINESS: 1. Shortgrass report - Lanie reported that automation is the biggest concern at present. A reading camp is being planned for next summer.  
2. The library received \$5000 from the Summer Games Legacy.  
3. Albert moved that we accept policy # 11 as printed (amended to 3 years). Lanie seconded. Carried. Albert moved the acceptance of the 4 goals and objectives as printed. Joyce seconded. Carried.  
4. Foundation report - A fund-raising seminar is being planned for the fall.  
5. The July meeting will be cancelled.

Lanie moved the meeting adjourn at 8:10 p.m.

The next meeting will be on August 21, 1990 at 7:00 p.m. in Town Council Chambers.





BROOKS PUBLIC LIBRARY BOARD

Regular Meeting  
August 21, 1990

Council Chambers  
7:00 p.m.

PRESENT: Larry Albrecht, Karen Armbruster, Jenny Bell, Elsa Hendricksen, Albert Holmes, Bea Peterson (Chairman), Wanda White. Absent: Lanie Nesbitt, Diane Murray, Joyce Rose.

MINUTES: Bea declared the minutes of the June 19 meeting adopted as circulated.

BUSINESS ARISING: 1. Bea read a copy of the letter to be sent to Shortgrass regarding the contingency fund.  
2. Beta Sigma Phi will sponsor the Glenbow display case for one change.  
3. Karen reported it is not feasible for her to attend the Storytelling Festival this year. Wanda moved, Elsa seconded that Karen look into grants for attending the Storytelling Festival in 1991. Carried.

CORRESPONDENCE: 1. A letter from Further Education requesting a team to take part in their Spelling Bee on September 29 - as part of Literacy Week was received.  
2. A thank you from the Alberta Vocational Centre for Karen's help with hi/low reading level inventory was read. Karen has also had calls from libraries in Newfoundland and Ottawa concerning the same inventory.  
3. Karen will check into the need for the library to apply for GST registration.

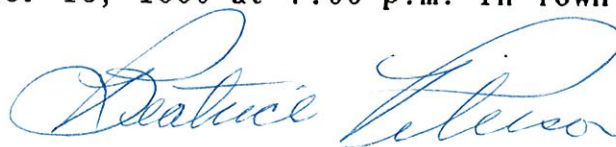
FINANCIAL REPORT: Karen presented the monthly financial report and the monthly receipts and disbursements and answered questions regarding them.

LIBRARIAN'S REPORT: The literacy workers are doing well. They will be working on public relations in Sept. Karen outlined some of the many things going on at the library over the summer. The computer program will continue into the fall. Karen will be co-ordinating a display of libraries at the mall in Sept. One part-time staff member resigned and has been replaced.

NEW BUSINESS: 1. Shortgrass report - The automation contract is to be settled in September.  
2. Elsa moved we apply for a Literacy Award. Albert seconded. Carried.  
3. Elections and terms of office were discussed. Albert moved we postpone the elections to November and use the months of Sept. and Oct. for budget. Elsa seconded. Carried. Karen will place an ad for new board members.  
4. Possible locations for the Christmas party were discussed. Bea will look into this for the next meeting.

Elsa moved the meeting adjourn at 8:50 p.m.

The next meeting will be on September 18, 1990 at 7:00 p.m. in Town Council Chambers.





AGENDA

BROOKS PUBLIC LIBRARY BOARD

SEPTEMBER 18, 1990

1. CALL TO ORDER
2. MINUTES FROM LAST MEETING
3. BUSINESS ARISING FROM THE MINUTES
  - SPELLING BEE
  - GST
  - ???
4. CORRESPONDENCE
5. FINANCIAL REPORT
6. LIBRARIAN'S REPORT
7. NEW BUSINESS
  - SHORTGRASS REPORT
  - FOUNDATION REPORT
  - LITERARY AWARD
  - ELECTIONS
  - CHRISTMAS PARTY
  - ??
8. DATE OF NEXT MEETING - OCTOBER 16, 1990
9. ADJOURNMENT

BROOKS PUBLIC LIBRARY BOARD

Regular Meeting  
September 18, 1990

Council Chambers  
7:00 p.m.

PRESENT: Karen Armbruster, Larry Albrecht, Jenny Bell, Elsa Hendricksen, Diane Murray, Bea Peterson (Chairman), Joyce Rose, Wanda White. Absent: Albert Holmes, Lanie Nesbitt.

MINUTES: Bea declared the minutes of the August 21 meeting adopted as circulated.

BUSINESS ARISING: 1. We will decline the invitation to participate in the Spelling Bee.  
2. Karen registered for the GST. The library will be eligible for a rebate.

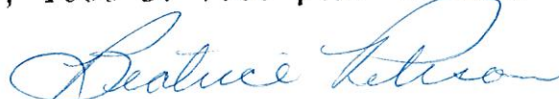
CORRESPONDENCE: 1. Applications for new board members were read. Elsa moved we recommend Brenda Young and Dr. J. Regehr for council approval. Wanda seconded. Carried.  
2. W.P. Puppeteers sent program information. Wanda will approach Shortgrass.  
3. A letter of resignation from Jenny Bell was read. She gave work and family commitments as her reasons. Elsa will assume the position of secretary until elections.  
4. A letter from the Town with the consultant's report on plans for the E.I.D. building was read. Plans for dealing with the shortage of space until the move to the new building were discussed. Karen will pursue options for more space with the town.

FINANCIAL REPORT: Karen presented the monthly financial report and the monthly receipts and disbursements.

LIBRARIAN'S REPORT: The literacy workers are involved in a library display and storytelling for Literacy Month. Karen has been teaching them puppetry. Family night will be starting soon. A senior's tea is being planned. Karen will attend two conferences in October. The automation contracts for Shortgrass have been settled. A part-time staff resigned.

NEW BUSINESS: 1. Foundation report - Jenny reported that the Library Foundation is excited now that they have an actual building to work towards. They will be resuming fund raising soon.  
2. Wanda will present information about the Literacy Award to Shortgrass.  
3. Elections will be held in November.  
4. Bea reported the sailing club building is available for our Christmas party but the road is unpredictable. Diane will check into the possibility of the Masonic Hall.  
5. Karen presented the preliminary budget for discussion. She will try to include GST figures in the next draft.  
6. Karen will check into the possibility of board members touring the E.I.D. building.

Diane moved we adjourn the meeting at 8:55 p.m.  
The next meeting will be on October 16, 1990 at 7:00 p.m. in Town Council Chambers.



AGENDA

BROOKS PUBLIC LIBRARY BOARD

OCTOBER 16, 1990

1. CALL TO ORDER
2. MINUTES FROM LAST MEETING
3. BUSINESS ARISING FROM THE MINUTES
  - W.P. PUPPETEERS?
  - SPACE OPTIONS
  - CHRISTMAS PARTY (DATE, PLACE, ETC.)
  - EID TOUR
  - ??
4. CORRESPONDENCE
5. FINANCIAL REPORT
6. LIBRARIAN'S REPORT
7. NEW BUSINESS
  - SHORTGRASS REPORT
  - FOUNDATION REPORT
  - ??
8. DATE OF NEXT MEETING - NOVEMBER 20, 1990
9. ADJOURNMENT

BROOKS PUBLIC LIBRARY BOARD

Regular Meeting  
October 16, 1990

Council Chambers  
7:00 P.M.

PRESENT: Karen Armbruster, Bea Peterson (Chairperson), Dr. J. Regehr, Diane Murray, Wanda White, Lanie Nesbitt, Brenda Young, Elsa Hendricksen.

MINUTES: Bea declared the minutes of the September 18th meeting adopted as circulated.

BUSINESS ARISING: 1. Wanda White reported that Shortgrass is interested in W.P. Puppeteers.  
2. Diane Murray and Karen Armbruster reported there was no extra space available from the Town.  
3. Diane Murray reported she booked the Masonic Hall for December 5, 1990 for the Christmas Party.  
4. Karen Armbruster reported a tour of the E.I.D building was given by J. Webber - several board and staff members were able to take part in the tour.

CORRESPONDENCE: 1. Thank you note read from the Brooks Campus, Medicine Hat College re help given during the recent tour.  
2. Reply re surplus funds received from Shortgrass indicating a policy is being drafted concerning surplus funds.  
3. Letter received from Town informing us that Diane Murray is our new library rep. for one year - alternates Jamie Nesbitt, Larry Albrecht.  
4. Letter of thank you read from Brooks & District Fall Fair expressing appreciation for participation in the 1990 Fall Fair.  
5. Letter of thank you read from Brooks Health Centre re donation of books.  
6. In response to letter from Glenbow Museum, Wanda White moved, seconded by Brenda Young that we ask that fees be waived for Glenbow Exhibits and that we continue for a one year term. Karen volunteered to write this letter. *-sent*  
7. Letter received from Barrhead Library requesting information re wages, etc. Karen volunteered to respond to this request. *-sent*  
8. Letter from Town requesting updates of board members who are to receive plaques.

FINANCIAL REPORT: Karen presented the monthly financial report and the monthly receipts and disbursements.

LIBRARIAN'S REPORT: Karen reported she has had no response to the Ad in the paper recruiting new members. Noted we have need of two more members at the end of December. Agreed to advertize for two more weeks. Karen has been interviewing to fill a part time vacant position. A decision will be made soon. Karen reported on the Literacy Conference she attended this past week - noted it was very informative.

NEW BUSINESS: Lanie Nesbit reported Shortgrass moved into their new building October 15, 1990 in Medicine Hat.

FOUNDATION: Karen reported that Clive Schaupmeyer has approached Mr. & Mrs. Rick Riggins and the Rotary Club to head the Fund Raising for the new library. They have indicated interest, but no definite decision.

REVISED BUDGET: Presented for discussion.  
-an addition of 3% has been added to items that will be affected by the G.S.T.  
-Lanie moved Dr. Regehr seconded that we approve the 3% for all salaries. Carried.



-members were asked to think about elections for the next meeting.

Brenda Young moved we adjourn the meeting at 8:40 p.m.

The next meeting will be November 20, 1990 at 7:00 p.m. in the Town Council Chambers.

*Beatrice Peterson*

BROOKS PUBLIC LIBRARY BOARD

Regular Meeting  
November 20, 1990

Council Chambers  
7:00 P.M.

PRESENT: Brenda Young, Bea Petersen, Karen Armbruster, Dr. J. Regehr, Diane Murray, Albert Holmes, Lanie Nesbitt, Elsa Hendricksen.

MINUTES: Bea declared the minutes of the October 16, 1990 meeting adopted as circulated.

BUSINESS ARISING: 1. Karen reported we have a new Glenbow Museum display. We have a verbal agreement that fees be waived.  
2. Karen reported she has run an ad in the paper for board members as well as a notice in the window with no applicants to date. Noted we are short two members at this time.

CORRESPONDENCE: 1. A thank you note read from M. Haugen for the tape of stories by Karen Armbruster.  
2. A thank you note from Wanda White for the flowers and gift of a book in memory of her mother.  
3. Revenue Canada letter read re free Income Tax assistance for needy people i.e. handicapped, seniors, immigrants and low income Canadians.  
4. Brochure Shortgrass System - indicating a coordinator, Karen Ann Hogel, has been hired and services given.  
5. Seasons Greetings from Canada Safeway - re Gifts Certificates opportunities.  
6. Brochure - Creative Librarianship Award.

FINANCIAL REPORT: Karen presented the monthly financial report and the monthly receipts and disbursements.

LIBRARIAN'S REPORT: Literacy wind-up celebration on December 13, 1990 from 2:00 p.m. to 3:00 p.m. Endowment funds book selections are being made for 1990 and the appropriate letters will be written and mailed out informing donors of this years selections.  
November 9 - Library Staff presented a program at Prairie Pioneers.  
November 14 - Cultural Meeting at Rec. Centre.

FOUNDATION: Clive Schaupmeyer, on behalf of the Foundation, presented a report. The Rotary Club and Mr. & Mrs. Riggins are unable to head the Fund Raising Campaign. A discussion was held as to where to go from here, Clive suggested a meeting be held for interested individuals within the next few days.

NEW BUSINESS:

Christmas Party Committee: Agreed rather than have a committee we follow the same plans as other years. Karen agreed to put up a list for food, order meat and supplies, make punch. Lanie volunteered to cook the meat and organize the decorating of the hall.

Christmas Gifts: Elsa made the motion to give \$25.00 gift certificates to all the staff. Lanie seconded. -- Carried.

AUDITOR: Agreed to stay with Mr. Sitch as auditor for the coming year.

ELECTIONS: The following elections took place:  
President/Chairman - Elsa Hendricksen  
Secretary - Dr. Regehr  
Treasurer - Brenda Young  
Vice Chairman - Lanie Nesbitt

APPOINTMENT OF FURTHER EDUCATION COUNCIL: Karen Armbruster volunteered to accept this appointment. Brenda Young agreed to be the liaison person with the Foundation to the Board.

Albert Holmes moved the meeting adjourn at 9:00 p.m.

Next meeting to be held January 15, 1991 at 7:00 p.m. in the Town Council Chambers.

*E. Hendricksen*