

AGENDA

BROOKS PUBLIC LIBRARY BOARD

JANUARY 15, 1991

1. Call to order
2. Minutes from last meeting
3. Business arising from the minutes
  - Applications for positions on the board
  - ??
4. Correspondence
5. Financial Report
6. Librarian's Report
7. New Business
  - Amnesty month
  - Town has asked to be informed about how the library board is going to allocate it's "surplus" funds
  - Formation of Finance Committee ? along with other committees ie public relations, policies, personnel, long range planning.
  - ??
8. Date of next meeting - February 19, 1991
9. Adjournment

Ann V. Harvie  
12 McNab Park St.  
Brooks, Alberta  
T1R 0K8

Tel: 403 362 7581

May 16, 1991

Brooks Public Library  
Box 1149  
Brooks, Alberta  
T0J 0J0

Dear Sirs:

I would like to apply to become a member of the Brooks Public Library Board. I have been a resident of Brooks for 12 years, and a regular user of the Library since I arrived.

I have some experience of serving on committees, for instance several years on the Executive of the Brooks and District Band, and have assisted unofficially in various other community associations.

Of all the facilities in Brooks, I use the library more than any other, and would very much appreciate the opportunity to serve on the Board.

Thank you for your consideration,

Yours truly,

A handwritten signature in blue ink, appearing to read "Ann V. Harvie", with a long, sweeping underline.

Ann V. Harvie

BROOKS PUBLIC LIBRARY BOARD

Regular Meeting  
January 15, 1991

Council Chambers  
7:00 p.m.

PRESENT: Wanda White, Lanie Nesbitt, Karen Armbruster, Diane Murray, Elsa Hendricksen, Joyce Rose, Brenda Young.

MINUTES: Elsa declared the minutes of the November 20, 1990 meeting adopted as circulated.

BUSINESS ARISING:

1. Karen read letters of application for Board vacancies. Moved by Brenda Young, seconded by Lanie Nesbitt that Karen recommend to the town that Dr. Earl Pierson, Brian Parker and Douwe Smid be appointed to the Library Board.
2. Christmas party was well received.

CORRESPONDENCE:

1. A letter from the Brooks Library Foundation describing the January workshop was read.
2. Letter from Mary Andrews with a donation of \$500.
3. Thank you from Karen to Mary Andrews.
4. Letter from Shortgrass Library System with the 1991 budget circulated to Board, who were asked to review it for the February meeting.

FINANCIAL REPORT:

1. Karen presented the monthly financial report and the monthly receipts and disbursements. The proposed 1991 budget was reviewed.
2. Discussion took place regarding the establishment of a Finance committee at the next meeting. Also, it was agreed that the list of expenditures would be reviewed and formally approved by the Board at each meeting.
3. Diane Murray left the meeting.
4. Discussion continued regarding the budget. It was felt that a contingency fund should be established and that the amount should be determined by the finance committee.
5. Moved by Lanie Nesbitt, seconded by Joyce Rose that we approve the payables for December 1990.

LIBRARIAN'S REPORT:

1. School presentations were made.
2. The computers are installed and our OPAC is up and running. Total automation will be a reality in March.
3. CORE material was distributed.
4. The library financial books are at the auditors.
5. A tea for Senior Citizens is planned for Valentines Day.

6. Inventory is complete.

NEW BUSINESS:

1. Karen will distribute packages for all Board members which will include the library's latest 5 year plan, policies, Shortgrass information and other pertinent material at the next meeting.
2. Amnesty month declared for February.
3. Shortgrass survey for literacy discussed.
4. CD purchases were discussed.

Meeting Adjourned 9:40 p.m.

The next meeting will be February 19, 1991 at 7:00 p.m. in the Town Council Chambers.

G. Hendrickson

Minutes - Brooks Municipal Library Board

23 Jan. 1991 7:30 p.m.

Main Library Room

Minutes from previous meeting read by Karen Armbruster. Approved.

Correspondence - Letter regarding Alberta Library Conference May 2-5 1991. Agreed that 2 staff members and 2 Board members will attend.

New Business - Moved by Lanie Nesbitt, seconded by Jack Regehr that a \$200.00 book endowment fund be established in honor of Wanda White in recognition of her many years of faithful service as a Board member. Carried.

Welcomed: Newly appointed Board Members: Mr. Brian Parker, Dr. Earl Pierson, and Mr. Douie Smid.

Received: a report from Brenda Young, Karen Armbruster and Jack Regehr on fund raising seminar given by Flaggigan and Associates and sponsored by the Brooks Library Foundation.

Moved by Jack Regehr, seconded by Brian Parker that a finance committee be formed as per the attached outline. Carried.

Agreed: that Karen Armbruster prepare a report for the Board regarding the Shortgrass Library System as Town Council will be requesting information prior to renewing their contract.

Adjourned.

*E. Hendrickson*

Brooks Municipal Library Board

FINANCE COMMITTEE

PURPOSE - To advise the Library Board on all matters regarding the finances entrusted to the board.

COMPOSITION - To be composed of the Board Treasurer, Secretary, the Librarian or employed finance officer, and any other board members elected by the board or appointed by the Chairman.

RESPONSIBILITIES

- meet at least monthly to review and discuss the finances of the board.
- to transact any business authorized by the board.
- to assist the Librarian as necessary in:
  - i recording the financial transactions of the Library
  - ii applying for grants and raising funds
  - iii preparing the annual budget
- report formally to the library board at each regularly scheduled meeting of the board and as requested.
- shall represent the board and be directly responsible to the board for communicating regarding financial matters with Town Council, The County and any other relevant fund raising bodies.
- make recommendations to the board regarding the disposition, procurment and management of funds.

Minutes - Brooks Municipal Library Board Regular Monthly Meeting

Tuesday, 19 March, 1991 7:00 p.m.

Council Chambers

Present: Lanie Nesbitt, Earl Pierson, Jack Regehr, Brenda Young,  
Diane Murray, Brian Parker, Douie Smid.

Absent: Elsa Hendricksen, Joyce Rose.

Called to order by Lanie Nesbitt.

Minutes read by Jack Regehr. Apologies for not having typed copies available.

Business arising from the minutes:

Book endowment fund in honor of Wanda White. It was decided that this would be presented at the April luncheon meeting of the Shortgrass Library Board to be held in Brooks.

Finance Committee Report:

Suggested that the Library Foundation grant the following recognition awards for financial contributions for the new library building:

\$25,000.00	Circulation desk area.	One award.
20,000.00	Multipurpose Meeting Room.	One award.
10,000.00	Offices and other rooms.	Seven awards.
5,000.00	Quiet and study areas.	Multiple awards.
2,000.00	15' Shelving Stacks 2 sides	Multiple awards.

Recommended that the proposed budget not change in spite of the fact that the Town only approved a grant of \$81,000.00 this year and that short fall be taken from accumulated funds.

Moved by Brenda Young that the 28 Feb. 91 Income statement be accepted with the amendment that \$50,000.00 be taken out of the expense column and designated as cash. Seconded by Brian Parker. Carried.

Discussed and agreed that the above \$50,000.00 which has already been placed in a Term Deposit be designated for purchase of furnishings in the new Library Building.

A discussion was held regarding designating the surplus of \$3,961.33 from 1990 shown on the circulated 1990 yearly financial report for shelving. This was deferred to the next meeting where the financial report will be discussed in full after members have had time to read and digest it.

Moved by Brenda Young the the expenditures for Jan. and Feb. 1991 be accepted and paid as circulated. Seconded by Jack Regehr. Carried.

## Minutes - Brooks Municipal Library Board Regular Monthly Meeting

Tuesday, 19 March, 1991 7:00 p.m.

Council Chambers

## Correspondence:

Karen has received another request for the Bibliography of the literacy program. It was decided to continue the present practice of supplying this information without charge except for postage. It was suggested that Karen keep track of who requests (and has requested) this in order to document the success of this program when applying for grants etc.

Application for Canadian Library Association was received. The yearly fee is \$65.00. It was decided not to join as we get similar benefits from the provincial association.

## Librarian's Report - Karen Armbruster:

Books are now circulating on line via the Shortgrass computer system using the barcode readers.

Karen will be away on vacation 31 Mar. - 15 April 91 inclusive.

Sharon Wilson has been hired to replace Ilene Holkstadt and Clare Worms has been hired to do Sharon Wilson former job.

92 people attended Family Fun Night and it was judged a great success.

SEED Project has been submitted.

W. O. Mitchell will be here 31 May 1991 for fund raising supper sponsored by the Library Foundation.

Karen submitted her report requested at last meeting regarding the benefits of Shortgrass Library system. The entire document was read and discussed at length. A few changes suggested by the Board.

After the above discussion it was Moved by Brenda Young that we recommend that Town Council renew the Shortgrass Contract. Seconded by Jack Regehr. Carried. Diane Murray abstaining.

Agreed that the Report on Shortgrass be sent to Town Council with a cover letter and that this be held until a pending report from Shortgrass is available.

Adjourned at 10:30 p.m. on motion by Douie Smid.

Next regular meeting to be held the third Tuesday of April  
i.e. 16 April 1991 at 7:00 p.m. Council Chambers.

*E. Hendrickson Pres*

J. Regehr (Secretary)



Minutes - Brooks Municipal Library Board Regular Monthly Meeting

Tuesday, April 16, 1991 7:00 p.m.

Brooks Library Staff Office

Present: Elsa Hendricksen, <sup>Dowie Jr.</sup> Karen Armbruster, Jack Regehr, Earl Pierson, Diane Murray, Brenda Young.

Absent: Joyce Rose, Lanie Nesbitt

Called to Order by Elsa Hendricksen

Minutes of Previous Meeting: approved as circulated.

Business Arising from the Minutes: Shortgrass' Report was sent to Town Council.

Librarians Report:

Karen just today returned from holidays.

Sharon Wilson's husband passed away - the board will send flowers and extend its sympathy.

Information meeting with Shortgrass Board county Rep.s

18 April is a local history workshop in Calgary.

Finance Committee Report:

Cursory review of this months statements reveals nothing amiss. Full report next month when Karen has had time to settle in again.

Correspondence:

The Board received and accepted with regret the resignation of Lanie Nesbitt.

The town council formally invited the library board to meet and discuss the Shortgrass system, finances and other matters. Elsa was invited to co-chair that meeting. It was decided that in the absence to the President and with the resignation of the vice-president Earl Pierson would act as co-chairman if necessary.

New Business:

Clive Schaupmeyer of the Library foundation addressed the board. W. O. Mitchell fund raising night will be held 31 May 1991. All are encouraged to participate and sell tickets.

Costs of Operating in the New Building - Cleaning costs estimated at \$500.00/month (= \$100.00 more than at present)

The board will advertise for another Board Member. A Vice-president and Shortgrass rep. need to be selected from board members.

The Board's brief, Shortgrass for presentation to Town Council was discussed at length.

Adjourned: 9:05 p.m. Next Meeting 21 May 1991.

*J. Regehr*  
(Sec.)

BROOKS LIBRARY BOARD MEETING

May 21, 1991

Minutes from the previous meeting

Business arising from the minutes

- Conference reports

-

Correspondence

Librarians Report

Financial Report

New Business

- Recommendations to Council of new Board members

-

-

Adjournment

Minutes - Brooks Library Board Regular Monthly Meeting

May 21, 1991

Present: D. Smid, K. Armbruster, B. Young, B. Parker, E. Pierson,  
J. Regehr, J. Rose.

Absent: E. Hendricksen, D. Murray.

Minutes of previous meeting circulated. Adoption move by J. Regehr  
Seconded by D. Smid. Carried.

Business arising from the minutes:

Conference reports: K. Armbruster, B. Parker, E. Hendricksen,  
and W. Dickou attended this years conference. Brian reported  
that this was a useful seminar for board members. He stated  
that among other things he learned that 85% of the pop. view  
libraries as an essential service and that the majority of  
people use libraries. Karen entertained with ghost stories  
again and reported that this years conference was once again  
useful for educating staff. She said that it was suggested  
that library boards and staff should be more active in  
promoting and marketing their libraries.

Correspondence:

A book was received from the Foothills Hospital commemorating  
25 years.

Received a thank-you note from Wanda White for the book  
endowment.

Community needs assessment requested input.

Alberta Book Publishers showcase is 14 June 91.

A donation in the amount of \$25.00 was received in memory of  
William Plummer.

"Volunteers Make it Happen" pamphlet was received.

Librarians Report:

Participation in Education week went well.

A Federal Grant has been received and 2 university students  
have been hired for the Summer Funtastics Program. The theme  
is Intergalactic Quest.

Mr. Joe Forsythe, the Deputy Minister of Culture and  
Multiculturalism and the Director of Library Services met with  
town council Re: Shortgrass.

W. O. Mitchell tickets are selling well.

Financial Report:

Expenses March = \$11,139.00

April = 11,198.44

Acceptance of report and payment of above expenses Moved by D.  
Smid. Second J. Regehr. Carried.

Moved by J. Regehr that an additional \$4000.00 above the  
budgeted amount be approved for shelving. Second B. Young.  
Carried.

New Business:

The town council finds B. Young ineligible to sit on the Board  
as she live outside the town boundaries (Ref. Bylaw 1.04)

Minutes - Brooks Library Board Regular Monthly Meeting

May 21, 1991

Moved by B. Parker that this ruling be protested on the basis that Jenni Bell lived in the same ward as Brenda and we need her experience. Second Regehr. Carried.

Applications to sit on the library board were received from Ann Harvey and Mary Grimes. After secret ballot it was decided to recommend to the Town Council that Ann Harvey sit on the Board.

Moved by J. Regehr that we recommend that the town council support a resolution from Shortgrass to Tom Musgrove regarding expansion planning and School Library funding. Second E. Pierson. Carried.

The board agreed that J. Regehr be recommended as the representative to Shortgrass to replace L. Nesbitt. It is hoped that an alternate member, preferably from town council, will be appointed as well.

J. Rose was appointed secretary to replace J. Regehr.

Adjourned at 9:13p.m. on motion by Douwe Smid.

Next Meeting to be held Tuesday 18 June at 7p.m.

J. Regehr  
Secretary

*E. Hendrickson*

Finance Committee Meeting

June 5, 1991

Held at the Brooks Public Library, 7 P.M.

Attendance : Elsa Hendricksen, Karen Armbruster, Earl Pierson,  
Jack Regehr, Joyce Rose

Topics discussed and decided upon:

- Reviewed the proposed vision statement and 5 year plan of service for the library
- Recommended purchase of a two line telephone system. Cost 1750.00 to be taken from the budget surplus designated for furnishings from 1990 budget
- Recommend that we contact local carpenters for price quotes for the building of a circulation desk and other furnishings for the new library
- Recommend approval of expenses of \$23,246.56 for May 1991. ( 1/2 of annual Shortgrass payment , \$14,320 included in this total)

BROOKS AND DISTRICT PUBLIC LIBRARY BOARD MEETING

JUNE 19, 1991

Present: Karen Armbruster, Earl Pierson, Jack Regehr, Diane Murray, Elsa Hendricksen, Joyce Rose, Douwe Smid.

Absent: Brian Parker.

Called to order by Elsa Henricksen.

Minutes of the previous meeting circulated. Adoption moved by J. Regehr.

Correspondence:

A letter from the town council not allowing Brenda Young to sit on Brooks Library Board because she lives in the county.

Town refused Jack Regehr as the representative to Shortgrass Board, Jamie Nesbitt was appointed. Diane Murray as alternate.

County Grant was received.

Second payment from Town of Brooks received.

No final decision made by Town of Brooks to support Shortgrass Library System.

Librarians Report:

Karen gave report on W. O. Mitchell fund raising night. 199 people present, delicious meal. Profit for the evening was \$3,500.00.

Elsa, Clive and Karen met with architect, expansion plans discussed.

Town Street Fair at arena.

Workshop on stress.

Vision statement and 5 year plan.

Financial Committee Report:

Jack Regehr moved to accept \$23,246.56 recommended payments for expenses. Seconded by Douwe Smid. Carried.

Approval to Karen to get quote on circulation desk, etc. for prices from contractors.

It was moved by Jack Regehr, seconded by Earl Pierson we purchase a two line telephone system.

Moved by Earl Pierson, seconded by Douwe Smid we change name to Monthly Income Sheet instead of Monthly Balance Sheet. Titles: Annual, Current Month, Year To Date.

Carried.

New Business:

Moved by Douwe Smid, seconded by Earl Pierson that we accept Ann Harvey for our new board member. It was suggested that the town write to Mary Grimes and inform her that the appointment has been filled at this time and that she may re-apply when a new position becomes available. Diane Murray volunteered to contact Corporate Services about this matter.

Shortgrass. Are we in or not? Discussion held. Joe Forsyth and Nanko Dubbleboer will be having separate meetings with council.

Circulated Brooks Library Board Five year plan of service. To be discussed and approved at July meeting. Following June 18 meeting, board approval was acquired for the proposed building plans for the library. They will be submitted to Corporate services for Town approval.

Moved by Jack Regehr, seconded by Douwe Smid we write a letter to council stating a form of communication be set up between Shortgrass and council. Also we ask Jamie Nesbitt to give Library a report of Shortgrass meetings or Jack go as observer.

Adjourned on motion by Douwe Smid.



Minutes - Brooks Municipal Library Board Regular Monthly Meeting

Tuesday July 16, 1991 7:00 p.m.

Present : Douwe Smid, Diane Murray, Earl Pierson, Brian Parker,  
Jack Regehr, Karen Armbruster, Joyce Rose

Absent : Elsa Hendricksen

Called to order by Earl Pierson

Business arising from the minutes:

Karen Armbruster contacted three cabinet makers with details of the circulation desk for the new library. They all seemed interested in submitting a bid to build them. Horst Rehm, Don Humphries and Gordon Nielson were contacted. Diane Murray suggested we also contact Omar Charest.

Moved by Douwe Smid that we accept the new 5 year plan of service as presented by Karen. Seconded by Jack Regehr. Carried.

Old Business :

Diane Murray stated that she had not contacted Corporate Services about our recommendation to accept Ann Harvie. She suggested a second letter be written.

Diane Murray also suggested a letter be written to the Town or the Town Treasurer about the discrepancy in our instalment payments. ( May - 20,050.00 June 20,250.00).

Correspondence :

A letter was sent to Corporate Services along with the most recent architect's drawings for approval of the Phase 1 expansion and renovation.

A letter from Medicine Hat College concerning Literacy Week Sept. 8 - 15 encouraging participation.

A newsletter from Chinook Arch - Lethbridge and southern area are ready to form a regional system.

Financial Report :

Jack Regehr presented the Financial Report and moved to accept \$11,330.59 recommended payments for expenses. Seconded by Earl Pierson. Carried.

Librarians Report :

Attended Childrens Festival in Bow Island on Sunday. June 23 as guest storyteller.

Conducted tour for "high risk mothers" in the Homespun Project concerning literacy and reading to their children



FINANCE COMMITTEE REPORT

Meeting Held July 11, 1991 7 P.M.

Present: Jack Regehr, Earl Pierson, Karen Armbruster

Absent: Elsa Hendricksen, Joyce Rose

1. Discrepancy noted in the two town payments received

May 29	20,050.00
June 12	20,250.00

Total to be received 81,000.00 (1/4 equals 20,250.00)

2. Reviewed Journal entries, Bank Reconciliation, Bedford printouts and receipt & disbursement statement for June. We recommend acceptance of report and payment of June expenses - \$11,330.59.
3. Review of proposed budgets for 1992-1993, submission to Board at July meeting. Recommend approval of budgets and forwarding of same with five year Plan of Service to Town council

Respectfully

Jack Regehr  
Chairman Finance Committee

July 10th Gail Devos, a professional storyteller from Edmonton, was in Brooks to do a storytelling session. This was courtesy of Shortgrass. Approximately 35 people were in attendance at the Fire Hall.

New Business :

Moved by Diane Murray seconded by Douwe Smid that Brian Parker be elected treasurer. Jack Regehr moved that nominations cease. Carried.

Moved by Douwe Smid seconded by Joyce Rose that signing authority be changed to Karen Armbruster, Brian Parker and Jack Regehr. Carried.

The proposed 1992 - 1993 budgets were reviewed by the finance committee and recommended for approval. Discussion followed. It was felt that it was a hold the line plan taking into account the inflation. Moved by Douwe Smid seconded by Jack Regehr that we accept the proposed budgets and forward them to council along with our 5 - year plan of service. Carried.

Discussion followed regarding Shortgrass and how to reduce rural membership fees and promote Shortgrass within the County. It was decided to create another goal and objective to deal with this issue. Unanimous agreement.

Adjourned at 9:15 p.m. on motion by Douwe Smid.

Next regular meeting to be held on September 17, 7:00 p.m.

AGENDA

BROOKS PUBLIC LIBRARY BOARD

SEPTEMBER 17, 1991

1. Call to order
2. Welcome of new board member - Ann Harvie
3. Business arising from the minutes
  - Contractors for circulation desk
  - Joint meeting concerning expansion
  - ? *Shortgrass Report*
4. Old Business -
5. Correspondence
6. Financial Report - motion to accept financial committee report of income & expenditures paid as circulated.
7. Librarian's Report -
8. New Business
  - Election of officers
  - Chairman - Elsa Hendricksen - elected November 20, 1990
  - Secretary - Jack Regehr - elected November 20, 1990 - resigned
    - Joyce Rose - appointed - May 21, 1991
  - Treasurer - Brenda Young - elected November 20, 1990 - disqualified
    - Brian Parker - appointed
  - Vice Chairman - Lanie Nesbitt - November 20, 1990 - resigned
    - Earl Pierson - appointed May 21, 1991
  - How to proceed with Goal VI of our Goals and Objectives
  - ?
9. Next Meeting
10. Adjournment

Minutes - Brooks Municipal Library Board Regular Monthly Meeting

Tuesday September 17, 1991

Present: Earl Pierson, Brian Parker, Douwe Smid, Jamie Nesbitt, Larry Albrecht, Jack Regehr, Elsa Hendricksen, Ann Harvie, Karen Armbruster. *Joyce Rose*

Called to order by Elsa Hendricksen; Welcome to our new board member Ann Harvie

Joyce Rose moved that the minutes be adopted as circulated.

Business arising from the minutes:

Letters were sent to carpenters regarding estimates for the circulation desk two months ago, with no replies as yet.

Motion: Moved by Brian Parker, seconded by Douwe Smid that we go ahead with the June, 1991 Revised Phase I Plan of Expansion subject to adequate funding.  
Carried.

Shortgrass Report

Jamie Nesbitt attended his first Shortgrass meeting and assured them that he was not there as a "watch dog" or to criticise, but to make the local board and council aware of the Shortgrass activities.

Correspondence

A thank-you note from storyteller Gail DeVos.

A letter from Glenbow Museum advising us that there will be a \$200.00 transportation fee in 1992 if we wish to continue to receive the travelling exhibit. Discussion followed and it was felt that the public enjoys the exhibit and that it was worth the money.

Motion: Moved by Jack Regehr, seconded by Ann Harvie that we seek corporate sponsorship and continue to have the exhibit.

Carried.

Workshop Information:

"The Customer Driven Library" October 7, '91 Medicine Hat, sponsored by Shortgrass. This workshop focuses on customer relations. Staff oriented.

"Board Workshop for Library Trustees and Councillors" October 19, 1991, Medicine Hat, sponsored by Shortgrass. This workshop focuses on roles and responsibilities of trustees.

#### Financial Report

Jack Regehr presented the financial report. Moved to accept expenses of \$16,390.09 for July and \$7,565.37 for August, seconded by Douwe Smid.  
Carried.

#### Librarian's Report

Summer Programming committee meeting September 3 to coordinate library and recreation summer programs. Details and concerns to be ironed out later. Literacy Project workers finishing up with assessment. Core Bags stuffed and given to each household. They included Foundation brochure and 1990 annual report.

#### New Business

Elections to be held in November.

Goals and Objectives. How to proceed with Goal VI. Motion. Moved by Douwe Smid, seconded by Jack Regehr that Jamie Nesbitt take a recommendation to the Shortgrass meeting that the 1 year non-resident membership fee be reduced to encourage non-contributing residents to join the system. This "sale" to be effective in 1992.  
Carried.

That nominations for a building committee be on the agenda for the October meeting and to have two councillors on every board.

Larry Albrecht and Jamie Nesbitt expressed pleasure at being on the Library Board and anxious to see the new library progress.

Adjourned at 9:00 p.m. on motion by Brian Parker.

Next regular meeting to be held on October 15, 1991, 7:00 p.m.

*Jack Regehr*

Finance Committee Meeting  
September 10, 1991

Held in the Brooks Public Library, 7 P.M.

Attendance : Jack Regehr, Brian Parker, Karen Armbruster

Discussion:

- Reviewed income and expense accounts, bank statements, ledgers and Bedford for the months of July and August.
- Recommend approval of expenses of \$16,390.09 for July and \$7,565.37 for August, 1991.
- To date, no price quotes on the circulation desk have come in.

Meeting adjourned at 7:45 P.M.

Minutes - Brooks Municipal Library Board Regular Monthly Meeting

Tuesday October 15, 1991

Present: Earl Pierson, Brian Parker, Larry Albrecht, Jack Regehr, Ann Harvie, Joyce Rose, Karen Armbruster, Wanda White, Clive Schaupmeyer.

Absent: Elsa Hendricksen and Douwe Smid.

Called to order by Vice Chairman, Earl Pierson; Welcome to our Foundation representatives.

Approval of agenda

Brian Parker moved that the minutes be accepted with the addition of Joyce Rose' name . Seconded by Jack Regehr. Carried.

Business arising from the minutes:

Corporate sponsorship for the Glenbow display. Jack reported that he has \$100.00 of the needed \$200.00 committed.

Letter sent to Shortgrass re: rural memberships has not been dealt with as yet.

Workshops: Four staff members went to the workshop on "The Customer Driven Library" which dealt with public or customer relations. They found it very useful and informative.

Foundation Report

The Community Enhancement Facilities Program Grant is still pending .

Foundation assets are now approximately \$400,000.

Foundation would like the Library Board to help with the community fund raising campaign by writing to all library users.

Brooks Chamber of Commerce is willing to share their mailing list for community businesses.

Clive suggested that the October 23 joint meeting be just for the chairmen of each group as it will be after the fact of the Council decision on October 21.

Motion: Moved by Jack Regehr, seconded by Brian Parker that the Library Board help the Foundation by writing letters to library patrons to request financial support and donations for the new library expansion. Carried.

Motion: Moved by Jack Regehr, seconded by Ann Harvie that a new building committee be formed, comprised of 1 or 2 council members, 2 board members, 2 Library Foundation members, the librarian and the town manager. Carried.

### Correspondence

Trustee and Councillor workshop hosted by Shortgrass to be held on October 19, 1991.

Thank you note from McDonald's for participating in their Kid's Week.

A letter from ALTA representative Brian Whitson regarding the allocation of funds for municipal libraries in Alberta. They are seeking direction from each board concerning new funding if and when it is available. Two options were sited:

1. Continued increases in per capita grants to all municipal libraries. For the past few years, increases in provincial grants to libraries have been the same as those received by municipalities and school boards.

2. Expansion of existing regional library systems and the establishment of new systems.

After some discussion, the Board unanimously supported the first option and will send a letter to Brian Whitson and ALTA stating our reasons for this choice.

A letter from treasurer, Brian Parker to Kevin Bridges expressing the Board's concern over the late quarterly payments due from the Town.

### Financial Report

Brian Parker presented the financial report. Moved by Earl Pierson, seconded by Ann Harvie to accept expenses of \$24,424.09 for September. Carried.

### Librarian's Report

Pre-school storytime is underway twice a week for 6 weeks ending in a Halloween Party on Oct. 30.

"Homespun" a literacy program for families at risk, is beginning its second session. The purpose of this program is to increase reading skills, parenting skills, and other life skills in this target group.

The library has been actively involved on the advisory committee, giving library tours and instruction.

The library and Shortgrass sponsored author Martyn Godfrey at the Griffin Park Amphitheatre for all grade 5 and 6 students in the school system. He was very entertaining and the students enjoyed his presentation.



New Business

Ladies Auxiliary of the Royal Canadian Legion donated \$700.00 for shelving. It was felt that we should ask the Auxiliary if we could turn this money over to the Foundation.

A staff and board Christmas Party was discussed and December 4th has been tentatively set pending access to a hall.

Adjourned at 9:20 p.m. on motion by Earl Pierson.

Next regular meeting to be held on November 19, 1991.

*Elsa Hendrickson*

October 8, 1991

FINANCE COMMITTEE REPORT

Present: Jack Regehr, Earl Pierson, Brian Parker, Elsa Hendricksen  
and Karen Armbruster

Absent: Joyce Rose

1. Reviewed Journal entries, Bank Reconciliation, Bedford Printouts and Receipt and Disbursement statement for September. We recommend acceptance of report and payment of September expenses - \$24,424.09.
2. Brian Parker agreed to write a letter to the Town concerning their failure to pay the last two quarterly payments due July 1 and October 1.

Respectfully

Jack Regehr  
Chairman, Finance Committee  
Brian Parker  
Treasurer

LIBRARY PROJECT BUILDING COMMITTEE

Meeting Notes  
October 30, 1991  
4:30 P.M.

Present: Chairman Ron Remus, Town of Brooks  
Brian Parker, Library Board  
Jack Regehr, Library Board  
Clive Schaupmeyer, Library Foundation  
Wanda White, Library Foundation  
Larry Albrecht, Town of Brooks

Staff

Karen Armbruster, Librarian  
Kevin Bridges, Town Manager

Call to Order by Chairman Remus

Vice Chairman:

- Brian Parker volunteered, with committee approval, to be vice chairman of this committee

Council Decisions:

- Chairman Remus explained that Council had authorized Baird and Bergum Architects to prepare a renovation plan for the E.I.D. Administration Building subject to the conclusion of the buy/sell agreement and that the renovation plan must fit into the overall expansion plan. The cost of the renovation is to be funded by the Library Foundation.
- the floor plan entitled Renovation and Addition, Brooks Town Library dated June 1991 was approved in principle, subject to adequate funding. Sufficient funds must be raised by the Library Foundation to complete the project according to the June 1991 plan, an intermediate sized expansion will not be considered.
- No additional funding will be contributed by the Town.
- \* - There is no objection to allowing the Library Foundation approximately 5 months to raise funds for this project. Upon possession by the Town of the E.I.D. Administration Building (expected to be February 15/92), the amount of funds raised by the Foundation will be assessed and Council will determine the scope of the project.
- a floor plan for renovations within the existing building will be prepared for review by the building committee, the cost of preparing the plan will be paid by the Foundation.
- the Library Foundation and the Library Board are to be advised in writing of Council's decisions of October 21, 1991 regarding the renovation, approval in principle of the Revised Phase I plan and the creation of the building committee and the Foundation and Board are to be requested in writing to appoint 2 members each to the building committee.

Other Business:

Library Foundation proposal dated October 29, 1991

- the proposal to postpone hiring Baird & Bergum until the Foundation has undertaken a fundraising campaign is consistent with Council's decision to allow the Foundation approximately 5 months for fundraising and to determine the scope of the project on the date the Town takes possession of the E.I.D. building.
- the matter was discussed as to whether the proposed move to the E.I.D. building is consistent with funding applications made for expansion purposes. It was generally felt that the move will be an expansion because the area of the library will expand and, more particularly, the stack space will be enlarged. As the renovation will be congruent with the overall expansion plan, it appears that this project is consistent with the terms of the grant applications.

Foundation Report on Fundraising Plan:

- the Foundation plans to make a written appeal to every library member (or family) to solicit donations for the project.
- the Foundation also plans to approach businesses for donations.
- the Foundation will utilize the media to increase awareness of the project in the form of news releases, news stories and paid advertising. The Foundation indicated that the recent headline stating that the expansion was on hold had raised questions and that part of the media campaign will be directed at correcting that situation. A news release will be issued to advise the public that the goal is to raise sufficient funds to renovate and expand according to the June 1991 Revised Phase I Plan.
- the Foundation has a schedule of suggested donations.
- the committee is willing to review the renovation / expansion plans to find ways to reduce costs.

Committee Business:

- the mandate of the building committee is to advise Council on the library project.
- meetings will be held at the call of the chairman.
- minutes will be prepared by the Town.
- whenever there is committee business to communicate, the contact people will be:
  - Clive Schaupmeyer for the Library Foundation
  - Karen Armbruster for the Library Board
  - Ron Remus for the Town

Renovation Plan:

The committee discussed the benefit of reviewing a floor plan for renovations and agreed to request one as follows:

- the floor plan will show how the existing building can be renovated for library purposes, the plan must make provision for expansion.
- the emphasis of the plan will be to maximize stack space, sufficient detail will be shown on the plan to identify the increase in stack space over the existing stack space.
- the architect will determine if the existing floor can be

- upgraded to library standards (150 lbs./ sq.ft.)
- the architect will determine if shorter book stacks can be located in the 100 lbs./ sq.ft. area
  - the architect will determine if the existing washrooms be expanded rather than relocated, is this cost effective?
  - the plan should be ready for committee review prior to year end.

The meeting adjourned at 5:48 p.m.

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Chairman, R. Remus

Minutes: Brooks Municipal Library Board Regular Monthly Meeting

Tuesday November 19, 1991 7 P.M.

Present: Jamie Nesbitt, Larry Albrecht, Brian Parker, Douwe Smid, Karen Armbruster, Elsa Hendricksen, Earl Pierson Ann Harvie and Joyce Rose.

Absent: Jack Regehr.

Call to order by Elsa Henricksen.

Approval of agenda

Brian Parker moved that the minutes be adopted as circulated.  
Seconded by Earl Pierson.

Business Arising from Minutes:

Ann Harvie gave a report on the workshop she attended at Medicine Hat on Trustee's.

A letter has been drafted re; our fund raising and is to be sent to every library card holder.

Letter sent to Alberta re; future funding.

The annual Christmas party planned for December 4, 1991 at 6:30 P.M. to be held at the Masonic Hall. This will be a pot luck, with the Library Board supplying the meat and the entertainment.

Old Business:

The Library Foundation is hard at work advertising on the radio and in the newspaper. Eight people volunteered their time to work on the mail-out campaign

Jamie's Report.

Correspondence:

Memo from Colleen.

There is a travelling exhibit available through Shortgrass. Size is 30' X 40. Intituled "The Body of the Library"

Board members agreed to ask for the exhibit later in 1992.

Letter from Mrs. Worms expressing her disappointment at not being able to get the talking books she had come for. This was due to a Financial Meeting being held in the room they were stored in. Apologies were given and special service was provided to her.

Multiple Sclerosis read-a-thon, fund raising for more research.

Financial Report:

Interest income is down and will affect budget.

Larry Albrecht suggested perhaps Brian Parker, Karen Armbruster and Elsa Hendricksen meet with Kevin Bridges to discuss late payments on budget.

Moved by Brian Parker, seconded by Douwe Smid that the financial statements be accepted. Carried.

Librarian's Report:

October 24, 1991 workshop for staff. Topic's covered were public relations, customer appreciation, and assistance on computer.

October Summer Reading Program Meeting. Discussed 1992 theme which is "Who Reads Across Canada"

Report on Conference. "Planning Library Interiors"

Talk at Griffin Park School by Cora Taylor.

New Business:

Election of Officers:

Treasurer - Brian Parker

President - Earl Pierson

Secretary - Joyce Rose

Vice-President - Ann Harvie

Moved by Douwe Smid, seconded by Jamie Nesbitt we accept the slate of officers.

A motion was made by Brian Parker, seconded by Ann Harvie, we continue with the traditional \$25.00 Christmas gift for library employee's. Carried.

Adjourned at 8:40 P.M. by Douwe Smid, seconded by Brian Parker.



FINANCE COMMITTEE REPORT

Meeting Held: Tuesday, November 12, 7PM Library Office

Present: Jack Regehr, Brian Parker, Elsa Hendricksen, and  
Karen Armbruster

Absent: Earl Pierson and Joyce Rose

1. Reviewed Journal entries, Bedford Printout, and Receipts and Disbursement Statement for October 1991. We recommend acceptance of report and payment of October expenses of \$13,977.79.
2. The third quarterly payment of the Town has been received.
3. The finance committee discussed giving \$25,000 of the operating carryover to the Library Foundation for the new building. This would leave approximately \$20,000.00 for operation (1 1/2 months) until the next grants came in. Provincial - late May or early June, County - July, Town of Brooks - ??



Minutes : Brooks Municipal Library Board Meeting

Wednesday December 4, 1991

Present: Jack Regehr, Earl Pierson, Douwe Smid, Elsa Hendricksen, Karen Armbruster, Joyce Rose, Brian Parker.

Absent: Larry Albrecht, Jamie Nesbitt, Ann Harvie.

Called to order by Earl Pierson.

Approval of agenda.

Brian Parker moved minutes be adopted as read. Seconded by Douwe Smid.

Business Arising:

A meeting with Kevin Bridges was not necessary because Elsa received a letter from Niven Parliment outlining a payment schedule for future payments.

New Business:

Moved by Douwe Smid seconded by Brian Parker that we transfer \$25,000.00 from Brooks Library operating fund to Brooks Library Foundation. Carried.

Moved by Douwe Smid, seconded by Elsa Hendricksen that we award the contract for circulation desk to Mr. Gordon Nielson. Carried.

Adjourned by Douwe Smid.

