

Minutes: Brooks Public Library Board Meeting

Tuesday January 21, 1992

Present: Jack Regehr, Earl Pierson, Douwe Smid, Ann Harvie, Elsa Hendricksen, Karen Armbruster, Jamie Nesbitt, and Larry Albrecht.

Absent: Brian Parker and Joyce Rose.

Meeting was called to order by chairman Earl Pierson.

Earl Pierson welcomed members from the Library Foundation :  
Clive Schaupmeyer, Brenda Young and Wanda White.

Jack Regehr moved that the minutes be accepted as written.  
Seconded by Elsa Hendricksen. Carried.

Business Arising from Minutes:

Noted G. Nielsen has been contacted re buidling the desk for new library. The motion re the transfer of \$25,000.00 from Brooks Public Library operating fund to building fund with Foundation explained to Councillor Larry Albrecht.

Library Foundation:

Clive Schaupmeyer gave a report re the progress of the Library Foundation Fund raising campaign.  
Noted we have reached near the \$430,000.00 mark, with some more pledges coming in.

Shortgrass:

Jamie Nesbitt gave a brief Shortgrass report. The budget has been approved. There is a \$.25 increase. Members of Shortgrass Executive had a meeting with the Town.

The chairman moved to item #6 on the agenda to accommodate Foundation members present.

New Business:

A lengthy discussion was held regarding the expansion plans and funding of the library building expansion. It was agreed that a Building Committee meeting needed to be held soon. Larry Albrecht agreed to contact Mr. Remus re same.  
Foundation members and Jamie Nesbitt excused.

Correspondence:

1. Jack Regehr moved, Douwe Smid seconded that we ask consultant Mr. Dutton to look at the Library Expansion Plans and comment on the future facility needs of the library. Carried.

2. Thank you letter from Friends of Morinville library for the tour of Brooks.
3. Letter from the Town indicating formalization of the annual payment schedule commencing in 1992 whereby quarterly payments will be issued early January, April 1, July 1, and October 1.
4. Info re a conference on Funding and Fund Raising on February 1-3, 1992 at the Calgary Convention Centre.
5. Board of Directors of the Alberta Literary Arts Foundation advising that our application for funds not successful at this time. Agreed we could apply again next year.

Financial Report:

Douwe Smid moved, Jack Regehr seconded that the Financial Report be approved. Carried.

New Business Continued:

Jack Regehr moved, Ann Harvie seconded that we recommend to the Town that Mary Grimes (whose application has been on file) be accepted for the vacant position on the Public Library Board if she is still interested. Carried.

A letter from the Town was read requesting our maximum increase in the Budget be 3%.

Douwe Smid moved, Elsa Hendricksen seconded the meeting be adjourned. Carried.

Adjourned at 9:20 P.M.



MINUTES BROOKS PUBLIC LIBRARY SPECIAL MEETING  
Tuesday, January 28, 1992

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

Meeting was called to order by chairman Earl Pierson. The purpose of the meeting was to respond to Kevin Bridges' letter of the same day regarding library expansion.

Karen Armbruster presented shelving requirement statistics. Discussion followed.

Jack Regehr moved, Ann Harvie seconded the following motion:

"Whereas we now have 3174 lineal feet of shelving available and our collection, were it all displayed, would require 3711 lineal feet with approximately 60 lineal feet per year required for growth and recognizing that renovation only would provide approximately 3534 lineal feet, I move that the Library Board accept a mid-sized expansion of at least 1500 to 2000 square feet be built with the funds available on April 1, 1992 ( including confirmed pledges due on or before December 31, 1992)."

Carried.

Discussion followed concerning the wording in Mr. Bridges' letter about council assuming " full control of the project". The feeling of the Board members present was that the council should administer the project with direct input from the building committee and that the three groups join in a unified effort to reach a common goal. Mr. Albrecht assured the board that the council would defer to the directions of the building committee .

Meeting adjourned at 7:40 P.M.





LIBRARY PROJECT BUILDING COMMITTEE  
Meeting Notes  
January 24, 1992  
8:00 A.M.

Present: Chairman Ron Remus, Town of Brooks  
Clive Schaupmeyer, Library Foundation  
Martin Shields Library Foundation  
Larry Albrecht Town of Brooks  
Dr. J. Regehr Library Board  
Members of Council  
Mayor J. Franklin, Councillors Murray, Miyauchi, Nesbitt  
Staff  
Kevin Bridges, Town Manager

Call to Order by Chairman Remus

Chairman Remus opened the meeting with the following comments in response to a report from the January 21st Library Board meeting.

The Council is not anti-library. Council is committed to the expansion project which is evidenced by the purchase of the E.I.D. Administration Building. It was never Council's intention to rush the Foundation or the Board in fundraising or moving. Council believes its in everyone's interest to use the building as soon as possible. Current economic conditions may dictate a limit on the expansion. Council cannot entertain debenturing for the expansion due to other financial pressures. Piece-meal expansion is not an acceptable approach to the project. Possibly consideration should be given to leasing the building while fund raising continues.

M. Shields responded that he is not aware of any feelings that Council is anti-library. The Foundation hadn't seriously pursued fundraising because the purchase agreement wasn't finalized. The Foundation needs more time (such as 6 months) to raise sufficient funds. What would be lost if the building was empty for 6 more months? Expansion makes more sense that just renovating. If the Foundation can't raise sufficient funds for the complete expansion, then renovation with a small expansion will be fine.

R. Remus pointed out that last October there was a consensus that fund raising could continue until April. We agreed to review the fundraising in February (possession date).

C. Schaupmeyer indicated that there is no firm cost figure or expansion plan. There is no definitive goal in terms of a final plan. Given a free hand, the Foundation will raise \$600,000 by the end of December. Progress has been made, already \$430,000 has been raised with pledges in addition. \$600,000 will leave us somewhere between where we are now and 10,400 square feet. Currently, enough money has been raised for an expansion of about 1,500 square feet. If we can agree on a fundraising deadline, then let's establish it. If we can raise \$600,000, can we plan around it?



It was pointed out that the Library Board had adopted the June 1991 floor plan and recommended to Council that that plan be adopted. Council had adopted the June 1991 floor plan in principle. The indication from the Library Board at that time was that a full expansion was preferred and that a mid-sized expansion was not acceptable.

Dr. Regehr - clearly Council is not anti-library. The Library Board has been frustrated by not knowing fully what is happening. The Shortgrass issue has confused the expansion issue. If we pull out of Shortgrass, the Library will need more space to house its collection. The Library Board understands that Council is elected to represent the people and the Board respects Council. There is no point in moving into new premises if there is no expansion, at least in terms of stack space. As long as there is some kind of increase in stack space then everything will be okay. We need more time to fund raise and to make a prediction of where we'll be in 6 months to a year. Let's quit mucking around, we're all in this project together.

C. Schaupmeyer circulated some cost projections based upon several expansion sizes. He indicated that Bergum's estimates are acceptable and are realistic based upon industry standards for library construction. Is it appropriate to list the essentials and options that would be nice to have and approach the architect to prepare a new plan? Let's set a deadline for fundraising and abide by it.

Mayor Franklin indicated that there is no rush or emergency to move the library. The Town may be able to enter into a 4 to 5 year lease for the new building to allow time for additional fund raising. Council representatives on the Library Board are trying to represent Council's position. The Town cannot go further into debt.

Councillor Albrecht asked who would be responsible for the difference between the amount fund raised and the actual cost of the project.

J. Regehr indicated that the Library Board has \$50,000 for furnishings in the new building. \$25,000 has already been donated to the Foundation, the Board retained the other \$25,000. Be sure not to count this money twice. The Board made the donation to help the campaign get underway and to achieve a higher rate of interest by investing in a G.I.C. The librarian is calculating the increase in stack space based upon Bergum's floor plan dated January 1992. The Board is also requesting that Mr. Dutton look into space requirements. He is a professional involved in libraries. It will probably be worthwhile to obtain an independent opinion on space requirements.

Chairman Remus asked assuming we agree to fund raise until April 1, 1992 and we achieve something short of the goal, what happens?

C. Schaupmeyer - If we agree on a date then we'll stick to it. Legally and psychologically it may be best to spend the entire amount of fundraising on an expansion whatever the size.

Chairman Remus indicated that we need the Library Board's input into a mid-sized expansion. The Board should meet very soon to decide if it will accept a renovation and expansion based upon what we can afford. Council will consider the matters raised at this meeting and respond to the Foundation and Board very soon.

The meeting adjourned at approximately 9:40 a.m.

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Chairman, R. Remus

FINANCE COMMITTEE REPORT

Meeting Held: Tuesday January 28, 7:45 P.M.

Present: Jack Regehr, Earl Pierson, Karen Armbruster

1. The finance committee discussed the hand delivered request from the Corporate Services Committee concerning the 1992 budget. It was felt that the only place that the library could cut the budget without affecting public services was in the proposed wage increases to the staff. After some discussion, it was decided to limit wage increases for all staff to 3% for 1992.
2. The financial books are still at the auditors. It is hoped that the audited statement will be finished by the February board meeting.

Meeting adjourned at 8:40 P.M.

A handwritten signature in blue ink, appearing to read "Earl Pierson". The signature is written in a cursive style with a long, sweeping underline.



Minutes - Brooks Municipal Library Regular Monthly Meeting

Tuesday February 18, 1992

Present : Earl Pierson, Douwe Smid, Mary Grimes, Brian Parker, Ann Harvie, Elsa Hendricksen, Karen Armbruster

Absent : Joyce Rose, Jack Regehr, Larry Albrecht, Jamie Nesbitt

Meeting called to order by Earl Pierson. The Chairman welcomed our new member Mary Grimes.

Approval of the agenda

Douwe Smid moved that the minutes of January 21/92 be accepted as written. Seconded by Brian Parker. Carried.

Elsa Hendricksen moved that the minutes of the January 28, special meeting be accepted as written. Seconded by Douwe Smid. Carried.

Correspondence

Resignation of Bonnie-Sue Fernandes, part-time employee. Interviews for her position will begin tomorrow.

Mary Grimes letter of appointment.

Alberta Recreation and Parks reply to our request for funding - refused.

Bow Island Friends of the Library request to Karen to be guest storyteller at their annual Children's Festival, Sunday, June 21, 1992.

Financial Report

A draft copy of the 1991 auditor's report was reviewed by members. Two minor changes were suggested.

Mary Grimes moved that the G.I.C. term deposit of \$50,000 plus interest be renewed for 90 days. Brian Parker seconded. Carried.

Librarian's Report

Reported on the library's involvement in the Nickel Carnival on Family Day - Feb. 17th. Noted it was good publicity for the library and was very well attended.

Presented the 1991 Statistical Synopsis. Noted increases in membership, materials, and circulation areas.

**New Business**

Board agreed to library pictures at next meeting - March 17th at 6:45 p.m.

Jasper Conference - Theme "Marketing Matters" May 7-10. Agreed to make a decision at our next meeting as to who would like to attend.

Kaleidoscope 5 - biennial conference on children's literature will be held Oct 15-17 in Calgary. Mary Grimes moved that we pay for 2 staff registrations. Ann Harvie seconded. Carried.  
It was noted that our travel and convention budget is limited to \$1700.

Special guest, John Dutton, a library consultant hired by the Town, arrived. A discussion was held regarding the Shortgrass Library System.

Adjourned at 10:10 p.m. on motion by Mary Grimes.

Next regular meeting to be held on March 17, 1992.

Minutes - Brooks Municipal Library Regular Monthly Meeting

Tuesday March 17, 1992

Present : Jack Regehr, Jamie Nesbitt, Larry Albrecht, Earl Pierson, Douwe Smid, Brian Parker, Mary Grimes, Ann Harvie, Elsa Hendricksen, Karen Armbruster

Absent : Joyce Rose

Meeting called to order at 7:05 PM by Chairman Earl Pierson.

Approval of the agenda with the addition of committee to implement John Dutton report added to new business.

Douwe Smid moved that the minutes of February 18, 1992 be accepted as written. Seconded by Brian Parker. Carried.

Business arising from the minutes:

The principal and earned interest of the furnishing GIC was renewed on March 10 for 3 months at 6.5% interest.

Jasper Conference May 7-10. It was agreed that Karen should book two rooms at the Lodge to ensure space. Decision as to who would attend to be dealt with next meeting.

Shortgrass Report - given by Jamie Nesbitt.

Correspondence

A marketing workshop for board members, sponsored by the Chinook Arch Library Project will be conducted in Lethbridge on Saturday, April 25, 9:30 AM to 12:30 PM. It was agreed that as many board members as possible would attend. Earl Pierson volunteered his mini-van for travel. Karen will submit the \$20.00 registration fee.

A letter from the town manager concerning our \$24,977.55 year end balance was read. Discussion followed. Jack Regehr moved that we forward to the Town a copy of Alberta Regulation 105/84 highlighting 7(1) so that they could review the requisition allocation in light of the information in the regulation. Seconded by Douwe Smid. Carried. Larry Albrecht volunteered to give Mr. Bridges a copy of the regulation and inform council.

Financial Report

Brian Parker moved that the financial reports and list of cheques be approved as presented. Seconded by Ann Harvie. Carried.



#### Foundation Report

Karen gave an update from the Foundation. Donations are still coming in and there is optimism that the Foundation will reach it's goal. The executive has been in touch with the Wildrose Foundation about the possibility of obtaining a grant. They are very specific about what they will fund! No municipal, educational or religious organizations. They will fund charitable volunteer community projects. No bricks and mortar but equipment and furnishings, so the Foundation has asked for suggestions from Karen and the Library Board. These suggestions will be taken back to the Foundation.

#### Librarian's Report

Grade 11 student, Keith Aasen hired to take Bonnie Fernandes' part-time position.

An exchange student from Japan, Mariko Yamato, is working as a job experience student for this semester.

Brooks ECS, Jenner ECS and Brooks Nursery classes visited the library in March for tours and stories.

The Seniors' Spring Tea has been tentatively set for Wednesday April 15th.

#### New Business

Ann Harvie moved that April be declared Amnesty month. Seconded by Mary Grimes. Carried.

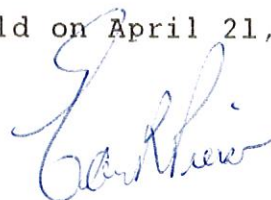
Needs Assessment - It was agreed to ask Alberta Culture for a one year extension on our needs assessment survey in light of the recent community survey that was done last year for economic development, the pending move, and the implementation of the Dutton report.

Larry Albrecht reported that Council wants a committee struck to recommend ways to carry out the recommendations in the Dutton report. Ann Harvie and Earl Pierson volunteered to sit on this committee as Library Board representatives.

Larry Albrecht requested that Karen look into the cost of purchasing a printer for the public access catalog.

Meeting adjourned at 9:25 PM on motion by Jamie Nesbitt.

Next regular meeting to be held on April 21, 1992.



**LIBRARY BUILDING COMMITTEE MEETING**  
**Friday, March 20, 1992; 3:34 p.m.**  
**NOTES**

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Present: R. Remus, Chairman  
L. Albrecht, M. Shields, Dr. J. Regehr, Members

Staff: K. Armbruster, K. Bridges

Architect: Mr. Perry Bergum

Mr. Bergum presented a draft floor plan for discussion showing an expansion on the east end of the building to house washroom and stock space.

The Committee discussed the merits of expanding to the east, west and north. It was felt that the east end of the building is the most attractive and should be retained; and that too many large trees would be destroyed by expanding to the north. An expansion to the west is most desirable provided a reasonably clear view of the washroom entrances from the circulation desk can be maintained. Mr. Bergum will revise the floor plan showing the expansion to the west. He will incorporate a coat closet near the front area and will combine two offices to make a larger multi-use room. He will show a one-half glazed wall around the reading area in the south west corner.

Mr. Bergum will inspect the roof to determine if repairs are required. The building was completed in 1977 and the roof has not been rebuilt since.

The Committee discussed several alternatives for encouraging local trades and suppliers to bid this project. The normal tender system will be used; however, a letter of invitation will be sent to local contractors encouraging them to submit a tender.

The next meeting will be on site on Monday, March 30, 1992 at 4:00 p.m. to review the expansion plan. Mr. Bergum will be present.

Minutes - Brooks Municipal Library Board Regular Monthly Meeting

Tuesday , April 21, 1992

Present : Douwe Smid, Brian Parker, Ann Harvie, Joyce Rose, Karen Armbruster

Absent : Earl Pierson, Jack Regehr, Larry Albrecht, Mary Grimes  
Elsa Hendricksen, Jamie Nesbitt

Jamie Nesbitt was phoned to come to the meeting as he was the only other member in town. After waiting 15 minutes it was decided to start without him. The meeting was called to order at 7:20 PM by Ann Harvie, Vice Chairman.

Approval of the agenda Douwe Smid, seconded by Brian Parker.  
Carried.

Brian Parker moved that the minutes of the March 17, 1992 meeting be accepted as written. Seconded by Douwe Smid.  
Carried.

Business arising from the minutes:

Jasper Conference - Karen booked 2 rooms. No one committed to go at this time.

Marketing workshop in Lethbridge, April 25, for trustees and librarians. Karen has agreed to drive because Earl will still be away.

Trade Fair - Town has asked for participation from various services. Karen volunteered to set up Library display and handouts, Joyce and Ann agreed to work a two hour shift on Sunday.

Discussion was held on information about a small printer to be linked with the public access catalog so customers could print out titles or author information. Because this was at Larry Albrecht's request and there were so few members present, it was deferred until the May meeting.

Correspondence

Alberta Culture - Lucy Pana to meet with Town Council and the Library Board at 7 PM, April 27 in council chambers.

Agreement with County of Newell for service to Wards 5 & 10 signed for the remainder of the year. Funding to come in July or August.

Financial Report

Moved by Douwe Smid , seconded by Brian Parker that the financial report be approved as presented.



Foundation Update

Approximately \$500,00 received to date. Foundation has applied to the Wildrose Foundation for funding for additional furniture for community activities.

Ann Harvie reported on her meeting with Mayor Franklin, Kevin Bridges and Earl Pierson. A copy is included with these minutes.

Librarian's Report

- Senior's Spring Tea held at the library April 16. Jan Williams, District Home Economist spoke on healthy eating habits, cooking for one and basis nutrition. Fruit and cheese were served.
- Rural membership comparisons were done for 1st quarter of 1992.

|               |                  |                  |
|---------------|------------------|------------------|
|               | 1991 Jan - Mar.  | 1992 Jan - Mar.  |
|               | 11 families = 45 | 23 families = 83 |
|               | 15 singles = 15  | 28 singles = 28  |
| TOTAL MEMBERS | 60               | 111              |
- Seven classes of Brooks ECS - Nursery School toured the library and had stories on April 1, 2 & 9. One class from Cessford Kindergarten on April 14.
- Pension Board meeting in Lethbridge to discuss new legislation for the local authorities pension plan in Alberta.
- List of services that could be started with \$24,000 presented for study.

Shortgrass/John Dutton Report Committee

Ann Harvie gave a verbal report on her first committee meeting. Diane Murray appointed Chairman, Ann appointed Vice Chair. They reviewed mandate and set some priorities.

Adjourned at 9 PM. on motion by Douwe Smid.

Next regular meeting to be held on May 19, 1992.

MEETING APRIL 8, with Mayor Franklin, Mr. Bridges, Earl Pierson and Ann Harvie to discuss Requisition from Town of Brooks.

1. The Mayor and Mr. Bridges made it quite clear that Council would not reduce the requisition, since this would mean an equivalent loss of Provincial funds in 1993.
2. Cash in Hand [\$24,977.55]  
It was suggested that the Library Board give the Town a cheque for this amount, with a promise from Council that the funds would be spent on the Library.
  - We [Earl] explained that that wasn't really acceptable to the Library Board - that even if it was not so intended, this could give the impression that the Board was not to be trusted to spend it wisely.
  - We explained that some carry over was necessary in order to avoid running an overdraft for part of the year - all agreed on this.
  - we offered several examples of how the money could be spent to reduce the amount of the carry-over - from special collections [e.g. C.D.s] to perhaps paying some capital cost of the building [e.g. roof]
  - Mayor Franklin said she definitely wanted it to be spent on library resources, since that is what it was for, resources the public could use and that would enhance library services, rather than on a building, which she felt was the Town's responsibility.
  - we [Earl] offered to give Council a list of possible purchases
3. The meeting ended very cordially, all were pleased that we had the <sup>workshop</sup> opportunity to discuss this issue and looked forward to the April 27th / where we hope that the roles of Council and the Library Board will be further clarified for all of us.

Ann V. Harvie

## FINANCE COMMITTEE REPORT

Meeting Held: Tuesday April 7, 1992

Present: Earl Pierson, Joyce Rose, Karen Armbruster

1. The committee reviewed bills, journal entries, Bedford printout and receipts and disbursement statement for March, 1992.
2. The second quarterly payment was received from the Town of Brooks in the amount of \$12,726.67. This is reduced from our previous payments of 20,500.00. The first half of the Shortgrass payment (\$14,903.07) is due May, 31.
3. The finance committee discussed the fact that no expenses have been made for programming, bookbinding, furnishings or books to date but if we were to operate on the Towns \$20,500.00 and our fines of \$3,425.02, as we will have to next year, we will be in the red by March 31, 1993. It was felt that a small cushion is essential if the payment structure stays the same.



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  - we [Earl] offered to give Council a list of possible purchases
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Ann V. Harvie

*K. Armbruster*

Brooks Library Board / Town of Brooks  
Joint Meeting  
April 27, 1992  
7:00 p.m.  
Notes

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Present:

Board Chairman E. Piersen,  
Members B. Parker, A. Harvey, J. Rose, D. Smid,  
J. Regehr, M. Grimes  
Mayor C. J. (Jean) Franklin,  
Councillors E. Grosfield, J. Nesbitt, L. Albrecht,  
D. Murray, R. Remus  
Guest Lucy Pana, Acting Director, Libraries and  
Community Development, Alberta Culture and  
Multiculturalism  
Staff K. Armbruster, Librarian  
K. Bridges, Town Manager  
N. Parliament, Director, Finance & Administration

Call to order and introduction of Lucy Pana by Mayor Franklin

Ms. Pana reviewed the Alberta Libraries Act and regulations in order to familiarize the Board and Council with the legislation and the relationship between the Board and Council. Some of the key points outlined by Ms. Pana were:

- the Board / Council relationship is one of partnership, cooperation and accountability
- the Board is an incorporated body somewhat autonomous from Council
- the Board is a creation of Council, Board members are appointed by Council and can be suspended or removed by Council
- members of Council need to be well informed about library services as such services are funded by tax dollars
- Legislation pertaining to Municipal Libraries is covered by Part II of the Libraries Act.
- the powers and duties of the Board are set out in section 9(4). A Library Board is somewhat unique as it has its own act and because the Board has full management and control over the library.
- the number of Board members and their terms are as determined by Council, method of Board member recruitment is as determined by Council.
- the Board is required to prepare and submit to Council a budget and an estimate of money required to operate and manage the library. Council may approve the estimate in whole or in part.
- Council approves the budget in total but has no direct authority over individual items in the budget. The Board decides how to spend the money, the Council decides the amount of money.
- a well informed Council will make well informed decisions, therefore the Board should submit as much information as is practical with its budget.



- the Dutton report suggests that the Board's budget document should include service level projections and output measures in order to keep the Town informed on library services. Consideration should be given to offering the Board an opportunity to defend its budget in front of the Corporate Services Committee. *no! present or clarify*
- the Board can change its budget without seeking a new approval from Council.
- the Board has the responsibility to keep proper books and accounts, to have the records audited and to submit the audit to Council.
- the Board cannot incur debt for capital purposes but can borrow for operating purposes
- Council may grant capital funding to the Board and require the Board to repay the grant.
- If, in any year, the grant from Council is reduced below the amount of the grant in the previous year, the provincial grant will be reduced by a like amount in the following year.
- the Board may establish reserves for operating or capital purposes. The Board should dedicate each reserve for a purpose and advise Council of its reserves and their purpose. It would be inappropriate for a Board to accumulate funds without an identified purpose.
- the Board can decide to return surplus funds to the municipality.
- the Board prefers to concentrate on library service issues such as the collection and programs rather than on finances. The Board accepts responsibility for finances and hopes to resolve any issues related to finances so that it can concentrate the majority of its time on library services.
- Part V of the Act also pertains to Municipal Libraries
- a Board member is disqualified from holding office if absent from 3 consecutive meetings without Board approval
- the Board shall elect a chairman, vice-chairman and any other officers it deems necessary
- the Board must meet at least once every 3 months
- the chairman must sign all minutes and bylaws
- the Board may pass bylaws for the safety and use of the library. The Board must submit a copy of any bylaw to Council. Council can disallow a bylaw but cannot change it.
- most normal library services must be provided free of charge. The Board can set fees for library cards and for using parts of the library not normally used for library purposes (ie meeting rooms)
- nonresident user fees are set by the System Board but must be authorized in the intermunicipal agreement
- the Minister can inspect library books and records
- all bylaws must be filed with the Minister
- the Board must assess community needs and develop a plan to deliver services. The needs and plan must be reviewed at least once every three years.
- policies must be filed with the Minister. The regulations outline 14 areas where policies must be established. The Board can make policies on other issues.
- when a library serves a population over 10,000, a qualified librarian must be employed
- Library grants are covered by the Cultural Grants regulations



- the 1992 library grant is \$4.29 per capita, an increase of 2.5% over 1991
- Dutton report:
  - Ms. Pana commented that Mr. Dutton's report is pragmatic, concise and accurate. Possibly the report should have addressed the value of the online access catalogue along with the other services. The benefits of belonging to Shortgrass were conservatively estimated. The growth in programming at the Brooks Library would not likely have been possible without technical services being taken over by Shortgrass.
- Alberta Culture intends to continue the development of regional library systems. Shortgrass needs growth to become stronger and more viable.
- Library Systems are moving toward increased inter-system cooperation in order to contain costs.
- resource grants were reduced in 1992 because of the limited use being made of resource services. The average cost per question answered by resources services was \$51.00, in Shortgrass the average cost was more than \$100. Grants have been provided over the years to encourage libraries to automate catalogues. This has reduced technical services pertaining to resource sharing thereby reducing the need for resource sharing.
- regional library systems received a 2.5% increase over 1991 plus an additional \$.27 per capita
- Chinook Arch will receive a director and a project grant in 1992. Lethbridge library staff are providing technical services to Chinook Arch. Chinook Arch members are paying their share of membership fees in 1992. Chinook Arch as a whole has difficulty with the concept of merging with Shortgrass

- Appointing an auditor
- Wetaskewin is going to be taken over by the Municipality - Department of the City.

Freda Ness - Camrose - What they do about their budget

Charles Audison process,

    ↳ Airdrie -

Lindy Turner - Drumheller -

Jeanette Fish - Banff -

Kelly Wilderdyk - Nanton

Minutes - Brooks Municipal Library Board Regular Monthly Meeting

Tuesday May 19, 1992

Present: Brian Parker, Earl Pierson, Elsa Hendricksen, Ann Harvie,  
Jamie Nesbitt, Jack Regehr, Joyce Rose, Karen Armbruster

Absent: Douwe Smid, Mary Grimes

Earl Pierson handed out Shortgrass Needs Assessment Surveys to be completed by the Board members before the meeting began.

Meeting was called to order by Earl Pierson at 7:23 PM.

Approval of the agenda by Brian Parker, seconded by Ann Harvie.  
Carried.

Ann Harvie moved that the minutes of the April 21 meeting be accepted as printed, seconded by Brian Parker. Carried.

Business arising from the minutes:

- A Desk-Jet printer for the OPAC terminals is available at Memory Lane in Medicine Hat for approximately \$545.00 plus GST and serial cabling. This piece of equipment can come out of the furnishings budget. One feature that is required for the public access catalog is a control on the number of pages that can be printed at one time. It was moved by Brian, seconded by Elsa Hendricksen that we go ahead with the purchase of a printer. Carried.
- Jasper Conference - a verbal report was given by Brian Parker. The theme of the conference was "Marketing Matters". Brian said it was a very good conference and that the sessions he attended were well presented and informational. There were many practical hints on how to market your library. "Word of mouth is the best advertising unless you have a very large budget because statistics show that people need to see or hear an ad seven to ten times before it registers with them." Libraries must become useful information centres in their communities if they are going to get the financial support they need.
- Trade Fair report - Joyce Rose gave a short verbal report on the Brooks trade fair booth.
- The joint Council - Library Board meeting with Lucy Pana. Everyone received minutes. Short discussion followed.

Correspondence

Annual reports have been received from the printers.  
Letter from Donna Holowaychuk, Alberta Culture concerning grants was read, no action necessary.



#### Financial Report

Councillor Nesbitt arrived in time to discuss the Special Collection Development proposal and the concern over the need for an operating reserve. Brian Parker moved a two part, 1st choice - 2nd choice motion "that \$21,000 be allocated for the Special Collection provided we can get the Town of Brooks funding accelerated to the first of the year in 1993, or (2nd choice) that we retain a minimum of \$10,000 for an operating reserve, which is required with the present funding structure, and spend \$14,000 on the Special Collection." Seconded by Elsa Hendricksen. Carried.

Moved by Brian Parker, seconded by Ann Harvie that the financial report be approved as presented. Carried.

#### Shortgrass Report

Jamie Nesbitt gave a verbal report on the latest budget proposal giving Medicine Hat \$22,000 for resource sharing. He said that the Shortgrass/John Dutton Report Committee was to meet with the Shortgrass Board in the near future to discuss topics such as, merging with Chinook Arch.

#### SLSMC Report

Earl Pierson discussed the SLSMC committee's goals, objectives and their upcoming meeting with the Shortgrass Board. He suggested that the library board members review the Dutton report and share their views with either Ann or himself before the joint meeting.

#### Librarian's Report

- Attended the Marketing Workshop in Lethbridge on Saturday, April 25 with one board member, Mary Grimes.
- Attended a Shortgrass workshop on children's programming entitled "What do I do with the Kids?" It was conducted by SAIT instructor, Iris English. Many good programming ideas were shared.
- On April 28-29, two dental hygienists from S.E.A. Health Unit came to pre-school storytime to tell stories and hand out tooth brushes.
- Several meetings have been held with Perry Bergum, John Piea, a mechanical and electrical engineer and Susan Rust to discuss library needs and the new plans.
- Calgary book buying trip to purchase children's materials at ULS.
- May 6, participated in Education Week at Eastbrook Elementary by displaying parenting books, and talking about good reading materials for children.
- Hired Shelly Russell for our summer reading program.
- Sandra Regnier an evening part-time employee had a baby girl on May 1. She will be off work for two months.



- Quarterly Stats show that 1290 ILL's have been  
received or sent by Brooks in the first quarter.  
Jan. - 175 sent                   151 received  
Feb. - 273 sent                   236 received  
Mar. - 232 sent                   223 received

Adjourned at 9:30 by Jack Regehr, seconded by Ann Harvie.

Next regular meeting to be held on June 16, 1992.

A handwritten signature in blue ink, appearing to read "Jack Regehr". The signature is written in a cursive style with a large initial "J" and a horizontal line at the end.

FINANCE COMMITTEE REPORT

Meeting Held: Tuesday May 19, 1992 - 6:30PM

Present : Earl Pierson, Brian Parker, Joyce Rose, Karen Armbruster

1. The bills, journal entries, receipts and disbursements report, and Bedford printout were reviewed by the committee.
2. Discussion was held concerning the year-end operating reserve, the special collection development proposal and future financial needs of the library.
3. Brian suggested a two-part motion be brought before the Board for consideration.
  - (1) That the Library have a minimum of \$10,000 in an operating fund at the end of the year.
  - (2) That the Board ask the Town for accelerated payments for the 1st half of each year to offset the later payments of the County and Province.

Minutes - Brooks Municipal Library Board Regular Monthly Meeting

Tuesday June 16, 1992

Present: Jack Regehr, Ann Harvie, Earl Pierson, Elsa Hendricksen, Mary Grimes, Brian Parker, Douwe Smid, Joyce Rose, Larry Albrecht, Karen Armbruster

Absent: Jamie Nesbitt

Meeting was called to order by Earl Pierson at 7:05 PM

Approval of the agenda by Brian Parker, seconded by Elsa Hendricksen. Carried.

Ann Harvie moved that the minutes of the May 19 meeting be approved as printed, seconded by Jack Regehr. Carried.

Business arising from the minutes:

- The OPAC (on-line public access catalog) printer has been purchased and installed.
- The Special Collection list has been cut to \$21,000 and has been forwarded to Council.
- A letter from Kevin Bridges has been received regarding the operating reserve. The librarian has completed a cash flow forecast for the first half of 1993 as requested. It was moved by Jack Regehr, seconded by Brian Parker that we ask Town Council for 1/2 of our annual municipal funding in January, 1/4 in May and the final payment in October of each year and that the Town establish this as a written policy to insure continuity of funding in the future. Carried. Discussion was held on the establishment of a contingency fund for specific capital items (ie. equipment replacement), operating emergencies, and or collection development. This fund not to exceed 20% of the annual library budget without special council approval.

BSLSMC Report

Ann Harvie reported that the committee met with the Shortgrass System Board and that it was a positive and productive meeting. Niven Parliament is preparing an official report which should be ready for distribution in the fall.

Correspondence

- A letter was forwarded from the Mayor's office re: an Indian Artifacts Collection which would like museum space.
- Alberta Foundation of the Arts re: new Alberta Book Grant regulations



Financial Report

Moved by Mary Grimes, Seconded by Douwe Smid that the financial report be approved as presented. Carried.

Librarian's Report

- Attended AFA funding workshop in Medicine Hat.
- Judged Sr. Summer Games Creative Writing Competition
- Library float won two 1st ribbons in the Rodeo Parade. One for Community Organizations, one for Novelty and Humour.
- On June 24, 7:30PM - Teddy Bears Picnic Family Fun Night
- June 16, Building Committee meeting - Architect says drawings should be finished by end of June and go to tender July 1 - 15. Things look like they should be within budget.
- Library staff presented puppet plays during Street Fair - good response, 30 to 35 for each performance.

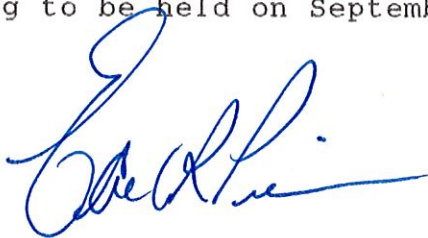
New Business

Preliminary budget meeting date scheduled for early September.

Shelving for basement storage - Larry Albrecht volunteered to look into town shop staff building some rough storage shelves for basement. Larry will also ask if there is any problem with library having a garage type sale of old furniture and equipment before the move.

Adjourned at 8:40 by Ann Harvie, seconded by Elsa Hendricksen.

Next regular meeting to be held on September 15, 1992.



BROOKS MUNICIPAL LIBRARY  
MINUTES

SEPTEMBER 15, 1992  
REGULAR MEETING, TIME 7:00 P.M.

PRESENT: Chairman, Earl Pierson, Ann Harvie, Elsa Hendricksen  
Joyce Rose, Mary Grimes, Councillor Larry Albrecht,  
Councillor Jamie Nesbitt, Librarian Karen Armbruster

ABSENT: Douwe Smid, Jack Regehr, Brian Parker

MOTION: MOVED by L. Albrecht, seconded by E. Hendricksen  
that the agenda be adopted as published.

MOTION: MOVED by M. Grimes, seconded by A. Harvey that  
the minutes of the June 16, 1992 regular meeting  
be adopted as circulated.

CARRIED

CARRIED

BUSINESS ARISING:

a) Proposed Library Fiscal Management Policy and  
procedure/guidelines from the Town of Brooks

MOTION: MOVED by J. Nesbitt, seconded by A. Harvey that the  
Library Board reject the proposed Library Fiscal  
Management Policy.

CARRIED

NOTE: Chairman to advise Town of Brooks by letter.

MOTION: MOVED by E. Hendricksen, seconded by M. Grimes that  
the Finance Committee of the Library Board meet to  
bring forward a proposed fiscal management policy.

CARRIED

CORRESPONDENCE:

a) Letter and cheque from Bevan, Halbert, Ginet  
and Ens on behalf of Mayor Jean Franklin,  
\$12,000.00 toward a patio for the new building.

NOTE: Money placed in GIC until needed for that purpose.

b) Covering letter and copy of Library Service  
Report.

REPORTS:

LIBRARY SERVICES - Ann Harvie gave an informational summary of the committees activities and presented their report.

SHORTGRASS - Jamie Nesbitt gave an update of the Shortgrass advocacy committee and their plans for the future.

FINANCE - Financial statements from June, July and August presented. Oral report of Finance Committee meeting held September 15, 1992 6:30 P. M. given by Earl Pierson.

MOTION:

MOVED by E. Pierson, seconded by A. Harvey that the financial report be accepted as presented.

CARRIED

NOTE:

Chairman directed to write Council concerning \$24,977.55 hold back.

BUILDING COMMITTEE - Update on summer meetings with the architect, contract revisions and progress of renovations was given by K. Armbruster in the absence of other committee members.

LIBRARIAN'S REPORT - K. Armbruster gave an overview of the summer program, the Family Fun Nights that were held in June, July and August, and the summer circulation statistics. Rural memberships, ILL's and circulation figures have all increased from this time last year.

NEW BUSINESS:

a) Committee appointments

MOTION:

MOVED by M. Grimes, seconded by E. Hendricksen that the Board, the Town Council and the Foundation be asked to appoint two members to sit on a committee to plan and co-ordinate the "grand opening" of the new library and that a second committee be struck to investigate and initiate plans for moving the contents of the library into the new premises.

CARRIED

NOTE:

M. Grimes volunteered to sit on both committees and contact the other groups to organize an initial meeting.



b) Shelving and furnishing list

MOTION: MOVED by E. Hendricksen, seconded by A. Harvey that the shelving and furnishing list be accepted and that K. Armbruster be instructed to proceed with ordering.

CARRIED


c) Alberta Author Tour

NOTE: Fred Spence will arrive in Brooks October 28, 7:30 P. M. for a public reading from the new book entitled, "Road Home - Alberta's Cultural Heritage" which was written by 29 Alberta authors and covers the cultural history of Alberta. The Board is encouraged to attend and to promote the event.

NEXT MEETING: October 20, 1992

ADJOURNMENT: MOVED by E. Hendricksen, seconded by M. Grimes, that the meeting be adjourned.

CARRIED

  
vice-chair

BROOKS MUNICIPAL LIBRARY  
MINUTES

OCTOBER 20, 1992  
REGULAR MEETING, TIME 7:00 P.M.

PRESENT: Vice Chairman Ann Harvie, Brian Parker, Douwe Smid, Jack Regehr, Elsa Hendricksen, Mary Grimes, Joyce Rose, Councillor Larry Albrecht, Councillor Jamie Nesbitt, Librarian Karen Armbruster

ABSENT: Chairman Earl Pierson

MOTION: MOVED by M. Grimes, seconded by E. Hendricksen that the agenda be adopted as published.

CARRIED

MOTION: MOVED by D. Smid, seconded by B. Parker that the minutes of the September 15, 1992 regular meeting be adopted as circulated.

CARRIED

BUSINESS ARISING:

a) Proposed Fiscal Management Policy drafted by the Library Finance Committee

MOTION: MOVED by B. Parker, seconded by J. Regehr that the Fiscal Management Policies of the committee be adopted as presented.

CARRIED

b) Proposed Library Fiscal Management Policy drafted by the Town

MOTION: MOVED by J. Nesbitt, seconded by L. Albrecht that the motion made by J. Nesbitt at the September 15 meeting concerning the Town's proposed Library Fiscal Management Policy be deemed out of order and therefore rescinded.

CARRIED

NOTE: J. Regehr wanted it noted that rescinding the motion did not mean that the board was in favour of the Town's policy.

MOTION: MOVED by Jack Regehr, seconded by D. Smid that the board send a letter and a copy of the Town's Fiscal Policy to Alberta Culture for advisement.

AMENDMENT by M. Grimes, seconded by J. Regehr that the reply from Alberta Culture be forwarded to the Finance Committee.

AMENDMENT CARRIED  
MOTION CARRIED

- c) Establishment of moving and grand opening committees

MOTION: MOVED by M. Grimes seconded by D. Smid that we request the building committee to look after the "Grand Opening" ceremonies of the new library.  
CARRIED

J. Regehr, D. Smid, A. Harvie, M. Grimes and J. Rose volunteered to be on the moving committee.

CORRESPONDENCE:

- a) Science Sizzlers at the Library, a conference on science programming to be held in Calgary on October 23 and 24.
- b) National Library grant for visually impaired to purchase large screen monitor.

NOTE: The library has applied for this matching grant. These monitors cost approximately \$3,000.

- c) Shirlee Smith Matheson will be the children's author on tour for the Canadian Children's Book Festival in November. She will speak in Brooks on November 18 at the Griffin Park Amphitheatre.

REPORTS: LIBRARY SERVICES - Ann Harvie gave no report as no meetings were held.

SHORTGRASS - Jamie Nesbitt reported on the October meeting and the upcoming newsletter which will be in a new format.

FINANCE - Financial statements from September were presented. An report of the finance committee meeting held Friday, October 8, was given by B. Parker.

MOTION: MOVED by B. Parker, seconded by J. Regehr that the financial report be accepted as presented.  
CARRIED

BUILDING COMMITTEE - B. Parker gave no report as no meetings were held.



LIBRARIAN'S REPORT - K. Armbruster reported on the recent Kaleidoscope Conference on Children's Literature which she and Wanda Dickau attended in Calgary. It was an excellent conference with renowned children's authors and illustrators conducting the workshops. The Library Foundation held a meeting on October 14 to discuss the donation plaques for the new library. Interlibrary loan statistics are up again for the 3 month in a row. The staff is busy conducting class tours and storytimes.

NEW BUSINESS:

a) 1993 operating budget - draft

NOTE:

A hold the line budget with an overall operating increase of 2.5%. Final approval to be made at November's meeting.

b) All Knight Security

NOTE:

Librarian asked to look into costs of installing a security system.

NEXT MEETING: November 17, 1992

ADJOURNMENT: MOVED by E. Hendricksen seconded by M. Grimes, that the meeting be adjourned.

CARRIED



Finance Committee Meeting  
October 9, 1992

Held in the Brooks Library 5 P. M.

Present : Chairman Jack Regehr, Earl Pierson, Brain Parker, Joyce Rose and Karen Armbruster

Topics discussed:

- Recommend approval of expenses of \$9,755.56 for month of September.
- Worked on draft proposal of fiscal policies for presentation at Oct. Board meeting.
- Worked on 1993 draft of operating budget for presentation at Oct. Board meeting.

Meeting adjourned at 7:20 P. M.

BROOKS MUNICIPAL LIBRARY  
MINUTES

NOVEMBER 26, 1992  
REGULAR MEETING, TIME 7:00 P.M.

PRESENT: Chairman, Earl Pierson, Councillor Ron Remus, Councillor Glen Lyster, Ann Harvie, Mary Grimes, Brian Parker, Jack Regehr, Joyce Rose, and Librarian Karen Armbruster.

ABSENT: Douwe Smid and Elsa Hendricksen

An warm welcome was extended to councillors R. Remus and G. Lyster by chairman E. Pierson.

MOTION: MOVED by M. Grimes, seconded by J. Regehr that the agenda be adopted with the addition of J. Nesbitt's written Shortgrass report.

CARRIED

MOTION: MOVED by J. Regehr, seconded by B. Parker that the minutes of the October 20, 1992 regular meeting be adopted as circulated.

CARRIED

BUSINESS ARISING:

a) Proposed Town of Brooks Library Fiscal Management Policy.

A letter was received from Alberta Culture which was taken under advisement by the finance committee. A copy of the Library Board's fiscal management policy and a covering letter were sent to Town Council.

b) Grant applications

We have had no response to our <sup>AFA</sup> Wildrose applications to date. Information on the new CFEP grant is sketchy but librarian will obtain details.

MOTION: MOVED by M. Grimes, seconded by B. Parker the board approach Mr. Musgrove about provincial grants available for matched funding.

CARRIED

c) Proposed budget for 1993

MOTION: MOVED by B. Parker, seconded by A. Harvie we submit proposed budget as outlined and attach statement for reserve funds.

CARRIED



d) Security system

To date two quotes have been received from Medicine Hat firms. Edwards - \$3,000, All-Knight - \$1,595 Will check Doug's Electronic for quote.

NOTE: A letter has been written to the Rotary Club requesting funding for the security system and moving expenses.

MOTION: MOVED by A. Harvie, seconded by M. Grimes we go ahead with the security system pending funding.  
CARRIED

CORRESPONDENCE:

- a) Rotary Club letter
- b) Letter from McCoshams re: library move

REPORTS:

FINANCE - Financial statement for October presented. Written minutes of November 17 meeting presented by B. Parker.

MOTION: MOVED by B. Parker, seconded by J. Regehr acceptance of the financial report.  
CARRIED

MOTION: MOVED by J. Regehr, seconded by B. Parker approval of expenditures for October, 1992.  
CARRIED

NOTE: Councillor R. Remus asked to move forward to item 10 on the agenda because he had to leave the meeting early. Item 10 - monthly meeting dates.

MOTION: MOVED by J. Regehr, seconded by B. Parker we have our regular meetings on the 4th Thursday of the month at 6:30 P.M.  
CARRIED

MOTION: MOVED by M. Grimes, seconded by J. Regehr we have our board and staff Christmas social in February instead of our annual December party.  
CARRIED

MOVING COMMITTEE - Ann Harvie gave an informational summary of the committee meeting held on November 17. Many moving options have been considered by the committee and their recommendation is a combination of volunteer help and commercial equipment rental.

MOTION: MOVED by J. Regehr, seconded by A. Harvie any undesignated funds remaining in 1992 be designated for moving and a book security system reserve.  
CARRIED

SHORTGRASS - A written report by J. Nesbitt was presented. A 2% increase in the budget is anticipated for 1993.

LIBRARIAN'S - K. Armbruster gave a summary of the month's activities. Highlighting Family Fun Night on Oct. 30, author Shirlee Matheson's visit on Nov. 18th and a library tour given to 15 EID farmers on November 23.

NEW BUSINESS:

a) Grand Opening  
The board was informed that Corporate Services will be handling the Grand Opening. R. Remus had excused himself from the meeting early so no details were presented at this time.

NEXT MEETING: December 15, 7 P.M.

ADJOURNMENT: MOVED by M. Grimes, seconded by J. Rose that the meeting be adjourned at 9:25 P.M.

CARRIED

A handwritten signature in cursive script, appearing to read "J. Rose", is written in the lower center of the page.

BROOKS MUNICIPAL LIBRARY  
MINUTES

DECEMBER 15, 1992  
REGULAR MEETING, TIME 7:00 P. M.

PRESENT: Chairman Earl Pierson, Councillor Ron Remus,  
Councillor Glen Lyster, Ann Harvie, Brian Parker,  
Elsa Hendricksen, Joyce Rose, and Librarian  
Karen Armbruster.

ABSENT: Jac Regehr, Douwe Smid and Mary Grimes.

MOTION: MOVED by E. Hendricksen, seconded by A. Harvie that  
the agenda be adopted as written.

CARRIED

MOTION: MOVED by B. Parker, seconded by E. Hendricksen that  
the minutes of the November 26, 1992 regular meeting  
be adopted with the correction "Alberta Foundation  
for the Arts" instead of Wildrose Foundation.

CARRIED

BUSINESS ARISING:

MOTION: MOVED by B. Parker, seconded by A. Harvie that the  
\$5,000.00 donation received from Royal City be  
directed to moving and book security reserve.

CARRIED

a) A quote of \$1,807.00 for the security system  
was received from Doug's Electronic, this is  
15% higher than the bid from All-Knight.  
After a short discussion, it was decided to  
go with the lowest bidder, All-Knight Security  
and that A. Harvie's November motion to  
purchase when funding was available was  
still in effect.

b) Grand opening  
A letter was received from Mayor Franklin  
stating that a committee of council would  
be looking after the opening. The board  
expressed a desire to be involved with the  
planning. R. Remus recommended that the  
board make a list of their suggestions and  
give them to the committee.

CORRESPONDENCE:

a) A letter of resignation from Douwe Smid.  
b) A letter of refusal from National Library  
re: grant application.



- c) Renewal contract for Glenbow displays for 1993.
- d) Invitation to Shortgrass Conference, January 30, 1993 in Medicine Hat.

REPORTS:

Financial Report

MOTION:

MOVED by B. Parker, seconded by R. Remus acceptance of financial report and expenses for November, 1992.

CARRIED

Librarians Report

K. Armbruster gave a summary of the month's activities, highlighting a visit from Hilary Munro, the newly appointed adult services librarian at Medicine Hat Public Library and a meeting with Stats Canada representative, Mr. Oeullett regarding the new 1991 census literature just being released. Shelving and furniture are arriving daily and being stored at Brooks Mini Storage free of charge.

Shortgrass Report

There was no report this month.

NEW BUSINESS:

- a) Election of officers

The following people were elected:

Chairman: Earl Pierson

Vice Chairman: Ann Harvie

Secretary: Joyce Rose

Treasurer: Brian Parker

Finance Committee Chairman: Jack Regehr

NOTE:

E. Hendricksen suggested that the chairman wait for further committee appointments until the new board members to replace herself and D. Smid are appointed by Council.

NOTE:

Delegates for the Shortgrass Conference January 30/1993 are B. Parker, E. Pierson and A. Harvie.

MOTION:

MOVED by B. Parker, seconded by G. Lyster that each staff member receive a \$25.00 cheque for Christmas.

CARRIED

NEXT MEETING: January 28, 1993 at 6:30 P.M.

MOTION:

MOVED by R. Remus, seconded by E. Hendricksen the meeting be adjourned at 9:10 P.M.

CARRIED

