



In Attendance: Dan, Marilyn, Lisa, Linda, Bev, Jodi, Mohammed, Nigel, Jessi,
Teen Advisor- Pakeeza

Regrets: Boyd, Jessi, Bjornda

1. Call to Order – @5:01
2. Motion to Approve the Agenda: Dan PASSED
3. Motion to Approve Minutes
 - a. April: Linda PASSED
 - b. May: Marilyn PASSED
 - c. June: Bev PASSED
4. Standing reports (June & July) - Motion to Accept: Linda PASSED
 - a. Library Manager
 - i. Patron usage has increased by 100%. Notice children that come before or after swimming. Multi-service users!
 - ii. Summer games feedback-Photography events was held here. "Space is great, art work display positive, organization was good, and judging was appreciated. Library was busy, environment was well perceived!
 - iii. Lisa is doing a commutative list of hours: you can see what each category entails. Lisa will colour any new points or categories and give a longer explanation.
 - b. HR & F
 - c. BD & P: June Meeting, no meeting in July
 - d. TAB: July 5, event ideas brainstormed, still haven't found a name for teen program, No event for July. Aug is Harry Potter themed night the day after and it will be a potluck. Aug2 is the next meeting. Around 17-20 come to the meeting June-since the library has moved more teens coming. June event only had 1 person but could be due to exams.
5. Treasurer report – Motion to Accept: Nigel PASSED
 - a. May: Knights of Columbus 2nd check was given in feb/march check(\$1500) was given back. Balance is reading red because it was deposited in 2016, second instalment was 2017. Auditor may have reassigned it to 2016. Knights of Columbus is giving \$3000 to the friends of the library
 - b. June : we are over for what we like to be in expense budget; books and materials(none of these are reimbursement); did bulk purchases of materials due to having to restock supplies from old library.
 Wages is a concern for the rest of the year. WCB increased to staffing increase (13 employees), we have had no claims, should get a refund.



Board Chair: Mohammed Idani

Library Manager: Boyd

Date: _____



Library cards are placed in books and materials; question which category it should be placed in, as more money is being spent. Cost will better when we can bulk order. Lisa will re-evaluate the allotment with shortgrass. Nonfiction area will be looked at to meet patron needs.

1. Correspondence

- a. 3rd quarter from the city of Brooks went into bank
- b. Cenovus donation, they had asked to make a big celebration, but are now pulling back recognition request, \$5000(something that could become an annual donation)
- c. SLS Donation policy review. 15% could be donated without being charged by Shortgrass. We have \$1900 remaining. Library staff was taught how to copy and paste account info of DVD materials and catalogue their own books and movies to save rather than purchasing through Shortgrass.
- d. County of Newell annual funds and assessment of funds report received

6. Old Business

- a. Policy review status/ schedule: both committees are on schedule
- b. Fundraising update: remove
- c. Project update: remove
- d. 2016 Financial audit: done
- e. Board vacancy: Nigel is leaving end of 2017(end of his term)- Oct will be his last meeting. The county will assign someone. For area 5&10. PARTY ☺ celebrating 6 years!!! Bev will resign before winter. Lisa will contact old applicants.
- f. Genealogical Society agreement: Meeting with Bev, Mohammed, Lisa and GS;
-in other small library GS has been given a storage area but they weren't given a room or staff support
-They have their own phone and library staff will not being required for that
- waiting for GS counter offer of what we were asking for rent (\$300/month)
-GS reviewed contract but missed reading the descriptive email
-Price will need to reflex whether the room they want to be the only one with access or shared space
- We are offering them shelving, old furnishing, in house patron access, wifi, no cost booking of various rooms, no patrons can use the room without a staff member.
-We offer that we have access to the room for library programming supervised by a staff member. Direction was given to the negotiating team as how to proceed!
- g. Financial audit CFP: have login code, cant access- may be due to firewall. Hand delivered report to local accountants. Deadline is Aug 30

Board Chair: _____

Library Manager: _____

Date: _____



- h. New Telephone system is linked to internet: up and working, no worries with capacity or quality. Phone system rings to the staffroom and interrupting front desk, if busy it goes message. System sends email to alert of message. \$1312.15- had to purchase a fax box to convert \$68. First bill of services \$226.19 and includes \$100 setup fee. Telus was 282. We hope to see bills around \$115- there is an administration fee of 10%. Long distance requires a code so we are safe guarded. Long distant cost per min? Debit machine not working- but transactions have not affected. Looking to get it fixed. Remove this item for next minutes.
- i. Old Shelving: remove, will sell old shelving at end of summer
- j. Shortgrass BBQ report: remove
- k. Newell County library board: 4 meetings a year, dinner meeting that rotate from library to library (host library does the meal and pays for the meal. County rep for brooks must be from distract 5&10 ..

7. New Business

- a. HR.1, Terms of employment policy - Motion to accept: Linda PASSED
- b. HR.9, Code of Conduct Policy - Motion to accept: Marilyn PASSED
- c. 2018 plan of service: Due June 15, 2017 1 year plan. Would like staff to have the plan of service as an agenda item that is always talked about in staff meetings and have update reports to the board.
 Start working on the a two or three year plan of service right now that is to be submitted by June 15, 2018.
- d. Board retreat: start planning for full day or half day: discuss in fall for dates
- e. New Library fundraising/ expenses report: Part 1 report: add \$68 for fax machine under Chinook tech donation
 Further discussion needed for adult nook
 Need to add more to the teen area and signs
 Staff would like movable tables and be able to make more room in the board room by having different tables- they are \$565 each. Need the fire department to tell us capacity of the room.
- f. Donor/ sponsors recognition: plaques are a lot of work to maintain, discuss about pros and cons of plaques or digital. Need to discuss area in library and different medium for the plaques.

8. Board Development: Linda true colours

9. Motion to eliminate August Board :Dan

PASSED

10. Motion to Move In-Camera @7:58pm: Marilyn



Board Chair: _____

Library Manager: _____

Date: _____



- 11. Motion to Move Out-of-Camera @8:14:Marilyn
- 12. Motion to Adjournment @8:14

Next Board meeting is September 25, 2017 @ 5:00pm



Board Chair: _____

Library Manager: _____

Date: _____