



March 26, 2017

## **BOARD MEETING MINUTES**

Present: Linda, Lisa, Marilyn, Jessi, Nigel, Dan, Jodi, Mohamed

Regrets: Bjornda, Bev, Boyd

1. Call to Order: 3:25pm - Welcome, Introductions

2. Approval of the Agenda

Motion to approve the agenda w/ additions: Dan

**PASSED** 

3. Approval of Minutes

Motion to Approve the Minutes w/ corrections: Nigel

**PASSED** 

4. Standing reports

a. Library Manager

-will report on March and April @ April meeting

b. HR & F

-Financials are waiting on Auditors corrections to be fixed, RFP is in progress, audit is underway and set to present at May Board Meeting

c. BD & P

-no meeting this month

d. TAB

-not present

Motion to Approve all standing reports: Jodi

**PASSED** 

5. Treasurer report

-Treasurer not present, looked at financials for questions

-two things are waiting for auditor to make adjustments

-telephone billing was adjusted and that is why there is a credit here.

Motion to accept financial statement as presented: Mohamed

**PASSED** 

6. Correspondence

-none

7. Old Business

a. Policy review status/ schedule - remove

b. Fundraising update

-wrapped up for the most part

- -meeting in June to review murder mystery, and planning next years major fundraiser
- -totals arounds \$240 000 fundraising so far
- -Dan is talking with Trans Canada
- -Cenovus is going to be giving \$5000, \$4000 for a mezzanine reading area
- -April 22, 2017 is the sneak peek of the library walk through.
- -Closed form 22-30th of April. Reopening May 1st.
- -May 13th grand opening 1pm
- -Friend's Casino June 12th & 13th
- -tea fundraiser is ongoing



## -Dan is talking to Sahari

- c. Project update
  - -Shelving is going up
  - -things are moving really smoothly
  - -Shelves shipped on pallets instead of blanket wrapped at no extra cost. Fewer volunteers needed to unload.
  - -mural is up in the new library now for the children's sections
  - -Lots of volunteers available and are being scheduled in where needed
  - -automatic doors only work for the exit side.
  - -security system has been fixed of the doors. Question of whether necessary or not. Discussion. Will bring the security system over. Will go form there after.
  - -Book drop. Too much cold air coming in through it. Will be covered by Chandos
  - -Fireplace. One form Costco but cannot be delivered to address or to Medicine Hat Costco. Waiting to figure out what other options can be done.
  - -Gather quotes on a number of items. Spread out funds to a few different businesses. Comfy seating form Brooks Home Furnishings. Tables from Total Office plus. Board room chairs from Brooks Stationaries
- d. Board vacancy
  - -Boyd Newman has been appointed by the city. Unable to join today as the meeting is not on the usually day and time.
- e. Genealogical Society agreement
  - -no update this month, not looking to move in until the fall.
  - -hoping to sign agreement at the end of April.
- f. New Library Purchasing Report
  - -see project update
- g. Moving plans
  - -see project idea
- 8. New Business
  - a. HR& F Policy approvals/ review/ deletion -none this mont
  - b. BD & P Policy approvals/ review/ deletion -none this month
  - c. Library Closure
    - -Last week of April

## Motion to to close library from April 22-April 30: Nigel

**PASSED** 

-May 13th

## Motion to Change May 13th open to public hours to 1pm-6pm: Dan

PASSED

- d. Staff and Benefits
  - -Staff member who is part time but will become full-time soon is wondering if she may be put on the benefits early. Willing to pay both parts if she can start early.
  - -discussion: suggestion to change the policy. Policy will be amended and e-mailed out to have an e-mail motion.
  - -HR&F will review cost of Part-time staff to be added to benefits and further review policy at next meeting.
- 9. Board Development Dan will bring to the next meeting

Board Chair:	Mchammeel Idns	Library Manager:	
		Date:	



- 10. In-Camera—not this month
- 11. Adjournment

Motion to Adjourn 4:39pm: Nigel

**PASSED** 

Next Board meeting is April 24, 2017 @ 4:30pm

soard Chair:	Library Manager:
	Date: