

Headingley Municipal Library
Board Meeting

January 25, 2016

Minutes

1. Meeting called to order by Marly Mustard at 4:36 pm. Present: Sylvia Shettler, Deborah Thorlakson, Marly Mustard, Barb Evans, Marilyn Bayrak, Bonnie Brown, Jim Robson.
2. Minutes of the November 24, 2015 meeting were circulated. No errors. Move to adopt by Deborah Thorlakson and seconded by Barb Evans. Carried.
3. Financial Report circulated and presented by Bonnie Brown.
 - a. E books looks like it is 413.2% but there was a \$1000 transfer from savings to cover a portion of the overage.
 - b. Bank service charges have gone up this year
 - c. There was nothing else that needed to be changed radically from previous year for the upcoming budget.
 - d. Balance sheet shows \$8745.44.00 in savings account and \$33,244.04 in chequing account.
 - e. Profit and Loss Budget vs. Actual reviewed.
 - i. End of December is 102.3% of budget year; there was a discussion and explanation on areas of concern. There was a profit of \$6803.00.
 - ii. The retirement party held for Joan Spice is shown in office expenses.
 - f. Moved by Sylvia Shettler, and seconded by Marilyn Bayrak to accept the report as presented. Carried.
4. Librarian's Report presented by Bonnie Brown.
 - a. New members 2015: 121 adults and 16 children (total members 1449 adult and 464 children)
 - b. Staffing: There will be a requirement for restructuring and rehiring.
 - c. There have been many changes in processes in the library; rearranging, recataloging, in house printing, labeling, bar codes. Staff has been trained as appropriate.
 - d. Quick Books for payroll has been purchased and will be implemented shortly.
 - e. Scanning has been set up to decrease the number of trips to the RM office.
 - f. A complete inventory will be done on the children's books before the move downstairs. The system that will be used in the new area is still under development.
 - g. Library stats were reviewed by Bonnie.

- h. Ebooks are up but there is no change to the budget for next year, because we are in receipt of a \$1000 award for an aspect of our use of eBooks. The available training is thought to be encouraging the use of same.
 - i. Visits to the library are down slightly yr/yr. EBooks, however, are very strong.
 - j. Moved by Deborah Thorlakson and seconded by Barb Evans to accept the librarian's report as presented. Carried.
- 5. Discussion of Draft Budget 2016 and library staffing and job descriptions.
 - a. The 2015 numbers were used and increases made as appropriate.
 - b. Moved by Deborah Thorlakson and seconded by Marilyn Bayrak that Bonnie proceeds with her plan for hiring another clerk for the library. Carried.
 - c. The library staffing plan presented by the head librarian was discussed and accepted.
- 6. It was suggested by Bonnie Brown that we purchase an iPad for the children's area. TBD.
- 7. Unfinished Business:
 - a. Basement renovations discussion. Project is well under way. Elevator has been ordered. Carpet and paint has been selected. Taping and dry walling in progress. There will be other operational requirements such as carts, chairs, desk top computer etc. for the operation. Bonnie Brown will prepare a list of same.
- 8. New Business:
 - a. Board appointments for 2016. Deborah Thorlakson moved and Barb Evans seconded Marly Mustard be appointed to chair the library board. Carried.
 - b. Discussion of the possibility of the board having a vice chair. The structure of the board would be changed to add same. TBD.
 - c. The board recommends the appointment of the new board member.
 - d. Bonnie Brown is going to proceed with collection on the overdue fines and fees.
- 9. Date of the next meeting – February 18nd at 4:30 pm at the library. Meeting adjourned at 6:28 pm.

Submitted by Sylvia Shettler
Secretary