

Headingley Municipal Library Board Meeting

November 21, 2016

Minutes

1. Meeting called to order by Marly Mustard at 4:38 pm. Present: Sylvia Shettler, Marly Mustard, Bonnie Brown, Bonnie Leullier, Deborah Thorlakson. Absent: Jim Robson Barb Evans, Marilyn Bayrak,
2. Minutes of the Sept 19, 2016 meeting were circulated. Moved by Deborah Thorlakson and seconded by Bonnie Leullier to adopt the minutes as circulated. Carried. Sylvia will send to library for posting.
3. Review and discussion of the Grand Opening of the Children's Area. It was considered a success and enjoyed by all who attended.
4. Librarian's Report presented by Bonnie Brown.
 - a. Library stats reviewed as presented in the handouts. Circulation statistics reviewed. Slightly down in adult visits and circulation, but up for children's visits and circulations. Bonnie is going to budget for a "people counter" to ensure accuracy of counting visitors. Magazines circulations are up again.
 - b. Public Library Services has produced a report entitled Bright Spots which has rated rural libraries in 3 categories – visits, circulation and turnover. We scored very well and it was on that basis that Anthony Woodward came for the first visit from Public Library Services and subsequently Svitlana last month. Whenever we have contact with anyone from that office they always mention how they have heard good things from their colleagues about our library and the things we are doing.
 - c. Job evaluations are completed for all staff. Goals have also been set , both library and personal. The Library goals will include developing a set of written policies and procedures, the implementation of the new web site, and increasing community outreach programs.
 - d. Bonnie Leullier noted that the Headingley Firefighters are still planning to make a donation.
 - e. Web site updating is going well. Alison is in training and has begun the setup process, using a template that is library focused. It is going well, and Kathie will be trained as the backup, as well as being responsible for maintaining the children's pages.
 - f. Multipurpose room policies rules are to be reviewed and updated by the board at the first meeting in January.

- g. As part of the outreach, there are also plans for a children's author visit for the April and Kathie is in communication with an author to attend book club in May to discuss her book prior to the club reading it for the June meeting
 - h. As a result of monitoring evening circulation, the question arose of whether it is cost effective to be open every evening. We need to have two staff on site and it is costly. Kathie may need to work some Saturdays as the demand is there. No decision made.
 - i. Reviewed non resident fees. Most are higher, so Bonnie Brown suggests that we increase to \$40. Moved by Sylvia Shettler and seconded by Deborah Thorlakson that the non-resident fees be increased to \$40, as of Jan 2017. Carried
 - j. Funding challenges handout was circulated. It is a communication regarding library funding and an initiative by the Association of MB municipalities to increase provincial operating grants.
 - k. Bonnie Brown has contacted Ray about carpeting the main basement stairs, as it is a slipping hazard. Marly Mustard will follow up.
 - l. Moved by Bonnie Leullier and seconded by Deborah Thorlakson to accept the librarian's report as presented. Carried.
5. Financial Report circulated and presented by Bonnie Brown.
- a. Budget proposal was presented
 - b. Change to balance sheet reflects some re categorizing of items to be in the capital assets instead of expensed. It is recommended that they work from a set of standard criteria.
 - c. We are over budget by 64.6%. The numbers were used to develop the 2017 budget. (handouts and discussion) Preliminary budget will now be revised.
 - d. Discussion of the lack of heat downstairs and potential solutions.
6. New Business
- a. Work Alone Policy has been reviewed and implemented. Motion by Marly Mustard to formally adopt the Work Alone Policy as developed by Bonnie Brown. Seconded by Deborah Thorlakson. Carried.
 - b. The board will adopt process of reviewing all policies and procedures at the first meeting in January.
 - c. Board Members terms and review. Barb Evans will step down, also Marly Mustard. According to rules, board can be 4 to 6 people. We will revisit the names that were put forward for the last round of changes.
7. Date of the next meeting – December 12th at 4:30 pm at the library. Meeting adjourned at 6:09 pm.

Submitted by Sylvia Shettler
Secretary