

# Headingley Municipal Library Board Meeting

May 30, 2017

## Minutes

1. Meeting called to order by Marilyn Bayrak at 4:33 pm. Present: Sylvia Shettler, Bonnie Brown, Bonnie Leullier, Marilyn Bayrak, Gail Bell, Deborah Thorlakson Jim Robson.  
Absent: Alana Chegus,
2. Minutes of the February 21, 2017 were adopted as circulated (Bonnie/Deborah) and April 11<sup>th</sup> were adopted as amended (Gail/Sylvia)
3. Librarian's Report presented by Bonnie Brown.
  - a. Positive results in almost all areas, which is consistent with our performance.
  - b. Web site visits are decreasing since launch of new website, but we are concerned that the counting is being done incorrectly or differently, so Bonnie will have that checked.
  - c. Memberships are at 1641 of which 489 are non resident
  - d. Amnesty days are being held until June 6<sup>th</sup>.
  - e. Kathie has produced a pamphlet for the teachers to promote the use of the library by staff and students at the school. We will also extend the invitation to the families of students attending the Phoenix School.
  - f. Computers are installed, are fast and dependable.
  - g. Slime was a hit.
  - h. Lorna Nicholson, the author who visited was a hit; she was very engaging. 3 classes from Phoenix came over. She spoke on how she gets her ideas, and how she decides on her characters.
  - i. The early literacy meeting was held and we had representation at that to discuss activities in conjunction with MHRD and the school. Baby storytime and Baby Rhyme time and Time for Tots are examples of the programs with other plans in the works.
  - j. Kathie presented to the classes at the school regarding the summer programming.
  - k. Audit is complete, working on annual report and next item will be the application for the provincial grant.
  - l. Discussion about carpet: For maintenance purposes, carpet is not preferred, so we will get a non slip commercial rubber tread. Jim will move this forward, to happen in June if possible.
  - m. New circulation system proposed which will be more suitable for us; it is called SPRUCE. Bonnie is applying for a tech grant for the installation of same, from PLS. It is priced at \$9497, with an annual fee of \$883. It seems that most

libraries going with this system are fully funded. The migration could take 6 – 8 months.

- n. Jessie will start her summer hours July 3 and work until August 26<sup>th</sup>.
- o. Moved by Bonnie L, seconded by Deborah to adopt the report as presented.

4. Financial Statements circulated and presented by Bonnie Brown.

- a. Patrick was not able to attend. He offered the Quickbooks divides the budget by 12. If there is a finalized annual payment, then the spreadsheet will show an overage. It will work itself out over the course of the year. Not ideal for monthly reviews.
- b. Municipal grant is in the statement; it will show up in May.
- c. Salaries are over due to extra hours required to enable training the new staff.
- d. Worker's compensation is over target because it is an annual payment.
- e. Using QuickBooks for payroll is still cumbersome for the library payroll process, so we are exploring using Payworks as the RM office does.
- f. Moved by Sylvia and seconded by Gail to accept the report as presented.  
Carried.

5. Audit review – There are two management issues and recommendations.

- a. There is a lack of evidence that internal control procedures are taking place. They were unable to ascertain that the monthly bank reconciliations are being reviewed.
- b. GST – rebate. The auditor says that we may not be eligible for the whole rebate because of the donations that we receive. We will not submit for 2017 until Patrick finds out what the rules are.
- c. Moved by Deborah and seconded Bonnie to adopt the report as presented.

6. New Business

- a. Discussion of the new secretary deferred until the September meeting.
- b. MLTA – It is an organization of library trustees (Manitoba Library Trustees Association). We have never had a representative but Marilyn has now joined. They are creating a handbook for the board chairs, and what their responsibilities are.
- c. There was a short discussion about the policies versus guidelines that are more user friendly and flexible. Assurance that staff are empowered to use their judgement to retain our role as a service to the community.
- d. Jim indicated that there is money available from the RM if the library would like to host an event in celebration of the 25<sup>th</sup> anniversary of the RM, perhaps at the end of the summer programming on August 17<sup>th</sup>. Bonnie, Gail and Marilyn will form the committee.

7. Date of the next meeting September 19<sup>th</sup>, 2017 at 4:30 at the library: Meeting adjourned at 5:55pm.

Submitted by Sylvia Shettler  
Secretary