

Headingley Municipal Library Board Meeting

November 28, 2017

Minutes

1. Meeting called to order by Marilyn Bayrak at 4:35 pm. Present: Sylvia Shettler, Bonnie Brown, Marilyn Bayrak, Gail Bell, Jim Robson, Deborah Thorlakson, Wendy MacKenzie. Absent Bonnie Leullier.
2. The board welcomed new board member Wendy MacKenzie and thanked Deborah Thorlakson for her years of service. Deborah will retire as of the end of the year.
3. Minutes of the October 24, 2017 meeting were adopted as circulated (Sylvia/Deborah).
4. Librarian's Report presented by Bonnie Brown.
 - a. Stats report reviewed. New system Sitka launched Nov 6th, (go live date) which went relatively smoothly, thanks in large part to the hard work, preparation and organization done by Alison. Prior to, during, and after the launch, her extra effort, as well as the friendly and helpful support that she consistently offers made the bumps easier to get over for both staff and patrons.
 - b. We have 1831 patrons. There are still some inconsistencies in the counting but these are being resolved by setting up standards.
 - c. Visits are up according to the people counter. The school program is now done. We will monitor the children's usage to see if the program has had an effect on their borrowing and whether they are bringing their parents into the library.
 - d. Advertising has begun for the children's programming for January and will go with a full slate – Monday, Wednesday and Friday for baby, tot and preschool. Registration is going well.
 - e. Bonnie attended an accessibility seminar which covered the social and emotional aspects of persons with disabilities as well as the fact that some disabilities are invisible. We have had a study done, and we did well, but it was mostly from a physical standpoint.
 - f. Moved by Deborah, seconded by Gail, to adopt the report as presented.
Carried.
5. Financial Statements circulated and presented by Bonnie Brown.
 - a. Technology grant has come in and will be held and put towards 2018 spend.
 - b. PLS Tech grant has come in at \$10,310 and will go towards the cost of the Sitka implementation.
 - c. Bank charges are slightly over, but since Payworks is reducing those costs we should come in on target.
 - d. Children's area will need more books and an increased budget as the area grows and becomes more popular.

- e. We are overspent in the computer contracts and upgrades but taken overall within the computer category – meaning consumables, and equipment expenses we should be ultimately within the total. The total budgeted was 12,220 and we are currently at 11424.74
 - f. Furniture is overspent, but the purchases are completed, so it will even out by year end.
 - g. Librarian expenses will be over due to the need for increased hours for the implementation of the new system.
 - h. Moved by Gail and seconded by Wendy to accept the report as presented.
Carried.
6. New Business
- a. There is a need to add another policy statement at the end of the multipurpose room rules as there have been a few issues. This will be considered to be the current required review and update. It was moved by Jim and seconded by Deborah to adopt the reviewed and updated multipurpose room booking rules.
 - b. There has been a request to have security cameras installed in the library in addition to the security fob that is in place. It was moved Jim and seconded by Marilyn to request the RM to check into the cost and present it at the next meeting.
 - c. There was a discussion of the other application for a board member to replace Deborah. Marilyn extended her thanks to Deborah for her participation on the board. Deborah responded with her thoughts of the past 16+ years.
 - d. Jim provided an update from R.M. Council.
 - e. It was agreed unanimously to move the meeting times to 2:30 pm.
 - f. It was moved by Sylvia and seconded by Marilyn to recommend to the R.M. Council that the person applying for the board position vacated by Deborah be appointed to the board effective January 2018.
7. Dates of the next meetings are January 30th, 2018 and February 27th 2018 at 2:30 at the library: Meeting adjourned at 6 pm.

Submitted by Sylvia Shettler
Secretary