

Headingley Municipal Library  
Board Meeting

February 28, 2018

Minutes

1. Meeting was called to order by Marilyn Bayrak at 2:31 p.m. Present Bonnie Brown, Marilyn Bayrak, Gail Bell, Bonnie Leullier, Wendy MacKenzie, Sharon Dyck, Jim Robson.
2. Minutes of the February 6, 2018 meeting were circulated with one amendment to be made. Motion to accept was made by Gail Bell and seconded by Bonnie Leullier.
3. Librarian's Report was presented by Bonnie Brown.
  - a. New staff member Judi has completed her training and is already working independently.
  - b. The library system change has made on-line acquaintanceship an easier task. A one-page information sheet helps patrons for service with either Zinio or their library account. Support calls from patrons have been reduced.
  - c. The Public Library Service (PLS) has allowed each library greater purchasing power for ELM (E libraries MB). In particular it reduces wait time for patrons on popular items.
  - d. Kathie's organized Skype visits with authors for three Grade 5 classes have proven successful and popular with students. Visits are cost free and there is more scheduling planned for the summer reading program.
  - e. As our Skype use has proven successful, we need faster internet speed so an upgrade has been arranged.
  - f. Bonnie attended a Spruce users' group meeting and many libraries are having issues with reports' aspects. They have asked for further training this spring.
  - g. Canada Reads program is popular with our patrons and we have purchased more of the program's books.
  - h. February Storytime is pleased with numbers of have 13 babies, 20 tots and 14 pre-schoolers attending in those three early years' programs.  
Moved by Wendy MacKenzie and seconded by Bonnie Leullier to accept the librarian's report as presented.
4. Financial statements were circulated and presented by the Librarian.

Financial statement to January 31 as prepared by our accountant was circulated. The provincial tech grant has been received with an amount slightly lower than last year.

Spending is being restricted until the municipal grant is received at the end of April.

Annual items due at this time of the year are being processed but anything that can wait has been put on hold.

Auditor is scheduled for April 10, 2018.

5. 2018 Budget

- a. Bonnie Brown presented the new budget and board discussed. Motion was made by Gail Bell and seconded by Bonnie Leullier to accept the new budget.

6. New Business

- a. To accommodate all the activity in the children's area we will try to sync with the RM for needed audio-visual equipment.
- b. Lengthy discussion occurred to plan the celebration of the Headingley Municipal Library's 25<sup>th</sup> anniversary. A committee was organized headed by Gail Bell and the first meeting organized. A member of the library staff will be working with board members on the committee. A possible date for the celebration was Saturday, May 26, 2018.
- c. The question was raised as to evaluation of the Head Librarian position. Ideas included goal setting as well as a whole library evaluation.

7. Adjournment

Date of the next meeting of the board will be Tuesday, April 3, 2018 at 2:30 p.m.  
Meeting adjourned at 4:15 p.m.

Submitted by Marilyn Bayrak  
Board Chair