

Headingley Municipal Library Board Meeting

Tuesday, March 17, 2020 @ 2 pm

Minutes

1. Call to Order: Meeting called to order by Marilyn Bayrak at 2:18 pm.

Present were Bonnie Brown, Marilyn Bayrak, Wendy MacKenzie, Bonnie Leullier

Present via conference call: Pat Grierson, Jim Robson, Sharon Dyck, Gail Bell

2. Minutes of the February 12, 2020 were adopted as circulated. Motion was made by Wendy and seconded by Gail.

3. Headingley Foundation presentation: Jill Ruth sent her regrets due to the COVID-19 concerns. She is in the process of creating articles on the organizations that HCF supports to post on their website. She will reach out in the next few weeks to start that project.

4. January Financial Statements were circulated and presented by Bonnie Brown

- a. Pat questioned the non-resident fees in the amount of \$4,546.36 for the month of January on the statement. Does everyone pay their fees in January? Bonnie stated it was just amortized by Patrick.
- b. Marilyn questioned the casual labour for Emma MacIsaac in the amount of \$116.50. Bonnie replied she didn't have her on the books but she is now on the budget as staff for this year.

January financial statement acceptance was moved by Jim and seconded by Sharon.

5. Librarians Report was circulated and presented by Bonnie.

- a. Bonnie stated they are using Winnipeg Libraries procedure of 2 days' notice of library closure. Library will close Mar. 17 at 8 pm. Return boxes will be available but late fees will not be charged during the closure.
- b. Staff will be working to organize & compile book lists for ordering. To answer enquiries Re: Bar Codes as many members do not know their codes, they can be reached by phone or e-mail, emptying book return, returning calls. They are also working at home for program planning & website work. Bonnie recommends staff be paid on their average hours of work. Kathie & Alison – 6 hrs., 5 days a week, the evening staff – 8 hrs. Per week & her regular 15 hrs. Per week.
- c. Public Health recommendation will be followed as far as reopening the library.
- d. Jan. & Feb. Stats are up, programming is down but all programs were cancelled last Sat. due to Virus.

- e. Pat enquired about how we compare to other Libraries & we are 3rd in the province at 13.3 which puts us ahead of larger centres Winnipeg of 6 & Selkirk at 5.5.
- f. We received our Annual Grant of \$387. from The Headingley Community Foundation. Two SAD lamps were purchased one for the library & one to circulate.

6. Budget

- a. Bonnie circulated the revised budget with a revision to the salary estimates, donation amount has changed from \$500 to \$1,000. Our request to the R.M. funding to be increased from \$115,140 to \$120,000.
- b. Bonnie will submit revised budget by the end of March.

Moved by Marilyn we present this budget to the R.M. - Carried

7. Board Member Application:

Marilyn circulated a revised form of our Headingley Board Member Application.

Pat suggested we allow for an e-mail application, after some discussion it was decided that the e-mail could be sent to the Board Chair due to privacy issues. Sharon suggested we add a few more lines under the experience section. Remove the box check if you are a resident of another R.M. or City of Winnipeg. Put somewhere on the application that you must be a resident of the R.M. of Headingley to serve on our Board.

8. Recognizing Staff Achievements:

Marilyn suggested staff outline their achievements, strengths & skills for publication in eg. The Times, Headliner, posters to display in Library. This is to promote their accomplishments so the public gets some insight into just how talented our staff are. Bonnie would want Wendy & Marilyn to come up with some parameters before she presents to staff.

9. Municipal Report by Jim Robson

- a. As of Mar. 17 the R.M. office will be closed to the public. Staff will deal with e-mails & phone enquiries. Some staff will be working from home.
- b. Following the Provincial recommendations all Day Cares, Community Centres will be closed.
- c. First Responders will be utilizing extra caution when going to calls.
- d. No committee or board meeting to take place face to face.

10. Strategic Planning Session – April 14, 20230, 1-4 pm – is cancelled

11. Librarian Evaluation Update: postponed

12. Date of the next meeting - will be Thursday, May. 14, 2020 @ 5:30 pm
N.B. please take note of date & time changed

13. Adjournment: 3:06 pm.

Submitted by Bonnie Leullier, Board Member