

Headingley Library Meeting Minutes

March 18, 2021

I. Call to order

Sharon Dyck called the Zoom meeting to order at 5:30 pm.

Present: Alison Au, Marilyn Bayrak, Gail Bell, Sharon Dyck, Pat Grierson, Bonnie Leullier, Wendy MacKenzie, and Jim Robson.

II. Approval of minutes from last meeting

Moved by Gail Bell and seconded by Pat Grierson, the Minutes of the February 18, 2021 meeting were approved as circulated.

III. Librarian's Report

- a) Mary is running a Spring into Summer Reading Challenge for adults. Everyone who completes the challenge will be entered to win one of three prize baskets featuring donated prizes from local businesses.
- b) Kathie is hosting a Spring Break take-home craft. The response to the craft, which is planting and growing your own flowers in a pot, has been incredible and we have had to cap the activity at 50 participants.
- c) The Library is on the front page of the *Headingley Times* for March and is also featured in a *Headliner* article promoting the Reading Challenge
- d) Circulation stats are on a par with previous months and are lower due to Covid. Public Library Services have compiled their yearly stat reports and Headingley Library is 4th in the province (out of 60 libraries) in circulation stats per capita!
- e) Comments on our provincial survey of patrons indicate that the library is performing well, particularly when it comes to friendliness and helpfulness of staff and the selection in the children's department. There were several suggestions from Headingley youth that the library could be improved if we were to offer a proper study space. It was suggested by Alison that we use 2020's surplus funds to support a small renovation to accommodate this community need.
- f) The library plans to reopen cautiously, beginning April 6th. We will be open for in person browsing on Tuesdays, Thursdays and Saturdays from 11-3 for now with a plan to expand these hours as the situation improves.

IV. Budget

- a) The budget was presented and discussed. Overall, the 2021 budget is on a par with 2020's with some adjustments to be made to reduce it by approximately \$5000.
- b) Salaries are higher due to the reclassification of Alison Au and Mary Carreiro.
- c) It was decided that the library will recruit gardening volunteers for 2021 to maintain the garden at the front of the building.
- d) The annual non-resident fee, which has remained at \$50 since 2016, will be raised to \$55 effective July 1. Alison will ensure that patrons are aware of the change before it is implemented.
- e) The cost of digital magazine services has increased substantially since RB Digital was acquired by Overdrive. A decision was made to stick with print magazines for 2021 and reassess next year.

V. Municipal Report

- a) The municipality is preparing for its annual budget review and approval in April.
- b) It has been a quiet spring for Public Works due to lower snowfalls this winter.

VI. New Business

- a) Marilyn Bayrak introduced a proposal to adopt a library policy statement. This was tabled until the fall to allow for a proper discussion.

VII. Next Meeting

- a) A brief Zoom meeting for budget approval will be held Tuesday, March 23 at 5:30 pm.
- b) The next board meeting is scheduled for September 9, 2020 at 5:30 pm.

VIII. Adjournment

- a) The meeting was adjourned by co-chair Sharon Dyck at 6:55 pm.