

Headingley Library Meeting Minutes

March 2, 2022

Call to Order: Sharon Dyck called the Zoom meeting to order at 4:31 pm.

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

I. Approval of minutes from last meeting

Moved by Bonnie and seconded by Sharon the Minutes of the January 26, 2022 meeting were approved as circulated.

II. New Business

- a) Alison was excused while the library board discussed the appointment of two new board members. Meeting resumed at 4:39 pm
- b) Carpet replacement – moved by Bonnie and seconded by Marilyn, the quote from Curtis Carpets in the amount of \$11,500 for replacement of the upstairs carpet with carpet tiles was approved.
- c) The 2022 draft budget was presented and discussed. The board voted unanimously in favour of adding the three full time staff members to the municipal employee benefits package.
- d) The board voted unanimously in favour of applying the surplus from 2020 (approximately \$20,000) to the cost of replacement of the upstairs carpet.
- e) Staff will receive a 2% salary increase, retroactive to January 1, 2022 and pending employee evaluations.
- f) Moved by Marilyn and seconded by Bonnie, the 2022 budget was approved and will be submitted to council.

III. Librarian's Report

- a) Circulation stats – visits were up quite a bit in January compared to December and compared to January of last year. Adult and children's circulations are also up quite a bit. Our social media interactions have been excellent, largely due to Mary's posts which have featured fun contests and giveaways
- b) Financials – Everything is on budget for January. The library received its annual grant from the HCF endowment fund in the amount of \$648, an increase from 2021

- c) Covid - A staff member was away with Covid for two weeks in February. The library plans to continue to request that masks be worn by all who enter the building, regardless of the lifting of the provincial mask mandate on March 15. Disposable masks will be available in the foyer for anyone visiting without one.
- d) Renovations – The renovations to the study area are complete and we are awaiting the new flooring and furniture (which is delayed due to supply issues). The renovation was featured in the February Headingley Times and the response from the public was very positive.
- e) Children’s Department – Kathie has been preparing for the 2022 TD Summer Reading Program for the first time since 2019. We are hopeful that we will be able to offer in person programming this summer, pending any new Covid outbreaks. Kathie is planning a literacy-based program for the fall of 2022 in an attempt to fill the gap that was left when Phoenix Nursery school closed down in 2020.
- f) Staffing – The library will advertise a part time position in March. We are looking for someone who will be able to work Saturdays in the children’s department as we have been extremely busy on Saturdays and it is too much for one person. Jessie has shown interest in the Canada Summer Job position for 2022 and will be running programming for older grades and

IV. Next Meeting

- a) The next board meeting is scheduled for April 6, 2022 at 4:30 pm

V. Adjournment

The meeting was adjourned by Sharon at 5:26 pm