

## Headingley Library

### Meeting Minutes

December 5, 2022

**Call to Order:** Gail Bell called the meeting to order at 4:50 pm.

Present: Alison Au, Gail Bell, Wendy MacKenzie, Jim Robson, Susan Stuart

Regrets: Marilyn Bayrak (sent resignation), Rhiana Kaspick Stranges

#### I. Approval of minutes from last meeting

Moved by Jim Robson and seconded by Wendy Mackenzie

#### II. Librarian's Report

- a) Alison provided the following documents: Headingley Library Profit and Loss Budget vs Actual/ 2022 Library Statistics/ Proposed Salary Grids (effective 2019)
- b) Staffing: There are always now 2 people on for safety reasons. Zoe, Marcy. Staff to watch webinar on unruly patrons (Cost approx. \$50).
- c) Programming: Kathie ran 4 sessions/week and had a waitlist. Jessie will start in January. Her programming will focus more on songs and stories as opposed to crafts. Jessie will also read to the students (all ages) at Bright Beginnings.
- d) Book Club is happening now. Currently, there are approximately 8-10 people reading 'A man called Ove'.
- e) Bridge Club: meets every second Thursday.
- f) **Financials:** financials indicate over budget on phone, this needs to be adjusted. Slightly over on books/salaries. Extra 5K from the province. 4K from the Headingley Community Foundation  
**Need:** To look at salary scale. Minimum wage increased to \$13.50 in October 2022 and will increase again in 2023. Will have to put in the 2023 budget.
- g) Non-resident fees increased.
- h) Marilyn resigned. The maximum number of Board members allowed is 7. Must be a resident of Headingley. 2 applications were received.
- i) **Need:** New Auditors. Alison to check with Paul.
- j) Kathie's Book signing: approximately 20 people attended.
- k) **Need:** To Recreate Committees:
  - 1. Liaison
  - 2. Provincial
  - 3. Administration
  - 4. Finance

#### III. Municipal Report

##### Community Networking Meeting

Jim Robson reviewed Council Report – Please see document for details.

#### IV. New Business

- a) Reviewed applications for new library board members. Alison will contact Jodee and Dawn to offer them a position on the board.
- b) Plan: will wait for new members to join prior to discussing committees.
- c) Federal Grant deadline has been extended.
- d) New Auditor is needed for March 2023.

#### **V. Next Meeting**

- a) The next in person meeting is scheduled at the Headingley Library on January 9, 2023 @ 4:45 pm.

#### **VI. Adjournment**

The meeting was adjourned by Gail at 5:35 pm.