

Headingley Library

Meeting Minutes

October 3, 2022

Call to Order: Gail Bell called the meeting to order at 5:50 pm.

Present: Alison Au, Marilyn Bayrak, Gail Bell, Wendy MacKenzie, Rhiana Kaspick.

Regrets: Jim Robson, Susan Stuart

I. Approval of minutes from last meeting

Moved by Marilyn Bayrak and seconded by Wendy Mackenzie the Minutes of the May 25, 2022 meeting were approved as circulated.

II. Librarian's Report

- a) Summer was very busy. Programs were full and had lots of interest. The library had a record number of new patrons in the months of July and August. Many patrons were new Canadians/minorities and teens.
- b) The study area that was completed at the beginning of July has been very well received.
- c) Alison completed an online course in Community Led Strategic Planning. As a result the survey information collected from patrons has helped determine how the library can service the community best. Some examples would be resuming book club and building the study area.
- d) Financials – the library is slightly over budget in book purchases (to meet demand) but it will be made up in purchasing less for the remainder of the year. The phone budget needs to be increased. The increase of the per capita funding from the province is about \$5000 higher than in 2021. The grant does not show up on the current financial statement for August.

III. New Business

- a) Kathie has given her notice. The library wishes to offer Jessie Major the position of Children's Librarian. It would be preferred she begins the position as soon as possible. Alison will work on time tabling and scheduling.
- b) The board **Unanimously voted Jessie Major to be offered the position of Children's Librarian.** Salary would be as per existing salary grid. Interim Zoom meeting will address this proposal.
- c) Alison will advertise to fill part time library clerk position
- d) The library wishes to hire another part time staff. It is busier and the library would benefit from having an extra part time employee. The cost would be approximately \$12,000 per year.
- e) Alison will present proposal to add part time staff position to Jim.

- f) Alison has applied for a Federal Grant. If it's awarded it will be used to replace circulation desk. This will allow for a better work space for employees and a better flow of traffic through the library for patrons.
- g) Sharon Dyck is no longer a board member. There will be postings in the local Headingley newspaper, on Headingley social media and a sign at the library to advertise the open board member position.
- h) As a goodbye for Kathie the library will host a book signing for her book "If you can dream it you can do it" in December. If possible all the board members will be in attendance.
- i) Note taking. It was discussed that we could rotate/take turns or have someone take on the task.

IV. Next Meeting

- a) The next in person meeting is scheduled at the Headingley Library on November 28, 2022 @ 4:45 pm.
- b) There will be an interim zoom meeting date TBD.

V. Adjournment

The meeting was adjourned by Gail at 5:45 pm.