

Headingley Library Board Minutes

(March 13, 6:00 pm)

Present: Gail Bell, Jim Robson, Wendy McKenzie, Tamara Wells, Kasia James, Eunice Salmonson, Alison Au

Regrets: Jodee Karlowsky

1. Called to Order by Gail at 6:00 pm
2. Minutes of February 5, 2024 adopted as circulated. Motioned by Tamara and seconded by Eunice.
3. **Agenda approval/amendments:** Welcome of new member Kasia James
4. **Librarians Report:**
 - A. **Financials:**
 - I. The new draft budget was presented and there will be a small increase in staff salaries in October 2024 These are expected to increase by \$.50. This will not overtly impact the upcoming 2024 budget. ***Draft budget reviewed and approved for submission to Council. Moved by Tamara and Seconded by Wendy***
 - II. A concern has been raised that the province is planning for an approximate \$20,000.00 decrease in the Province of Manitoba Operating Grant that will negatively impact services for 2025. Discussion ensued further to the solutions Alison has discussed in the librarian's report about approaching the municipalities using the Library to change their funding strategy.
III. Action Item: Alison will approach the municipalities CAO Ms. Sandra Miller about the shortfall and to discuss options to address this situation.
 - B. **Community Outreach**
 - I. The visits by Phoenix School will continue until at least the end of April and remain a positive community outreach experience for all involved.
 - II. The summer reading program will continue and discussion about approaching Access Credit Union (ACU) for support was initiated.
 - III. Further community outreach is being undertaken such as donations for community activities. Another activity ongoing is a membership drive celebrating the libraries 30th anniversary.
IV. Action item: Alison will approach ACU re: summer reading support
 - C. **Staffing**
 - I. Performance reviews are underway and in addition staff development training through the Manitoba Library Association (MLA) is ongoing.
 - II. Summer vacations will be covered by Claire and Zoe with minimal impact to budget.

D. Statistics

- I. 2023 statistics have been submitted to the province.
- II. January was busier than normal for numerous factors inclusive of Phoenix School visits.

E. Other

- I. The renovations have been completed with outstanding items being the cupboard doors and circulation desk swing out gates. These items are all on back order. No ETA on finalized completion as yet. Job came in under budget and the staff and community are pleased.

5. New Business

- I. Shared Drive. Tamara asked if there was consideration for a shared drive to help with the review of policies, storage of templates and for the storage of other documents. Given that the policies are viewable on the website and the minutes posted there this was not felt to be needed.
- II. Policy review will begin at the upcoming meetings and a review schedule developed.

6. Municipal Report

- I. Jim discussed upcoming events for the municipality. The Budget meeting is scheduled for April, 2024.
- II. Growth continues in the area in both residential and business sectors.
- III. The addition/expansion of the North Community Centre site is to commence shortly.

7. Adjournment: 7:08 pm. Next meeting April 22, 2024 @6:00pm