

Headingley Library Board Minutes

September 23 at 5:00 pm

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

1. **Call to order:** by Gail at 5:00
2. **Minutes approval:** May's minutes approved by email in June for submission with provincial grant application.
3. **Agenda approval/amendments:** Agenda approved
4. **Librarians Report:**
 - A. **Financials:** Audit is completed and paid for. Financials are only current to May 31, 2024 as the Municipality's Financial Officer left the position in August. Alison has been asked by Sandra Miller (CAO) to assume Patrick's duties for the library until the hiring process has been completed for a new financial officer. At this time the focus will be on ensuring that bank reconciliation is ongoing as well as entering credits/debits. Action Item: Alison to follow up with the ATM supplier regarding potential modification of ATM fees. Another consideration is to build in a small fee for service charge on ATM interactions to be disclosed to users. This conversation will be ongoing.
 - B. **Statistics:** July's and August's numbers are the highest ever in both visits and circulations. Our summer reading program was a huge hit with families, particularly the passports for reading, which were also offered for adults this summer. A record high 145 children signed up for the program. Prize donations were limited, outside of the donation by Columbia Insurance, so next year a grant for further support for the summer reading program will be applied for from Headingley Community Foundation.

In July and August:

- 6,655 people visited the library. 15,048 items were circulated and 34 new memberships were taken out (year to date: 116)
- C. **Programming:** Our summer reading windup was poorly attended and next year, we plan to focus on going back to basics with some face-painting and children's performers. Fall programming in the children's department will resume September 25.

5. New Business:

Policy revision update: Tamara and Kasia have met to develop a plan for policy revision. Templates were circulated and one agreed upon that will be amended for the library's purposes and circulated at the next meeting. In discussion with Alison, the priority for review will be Collection Development and Child Supervision (contained within a programming policy). Dropbox will be open for these documents and an invitation for the board to be part of this drop

box will be given in the upcoming weeks. In the interim Tamara and Kasia will begin work on the policies.

**6. Municipal Report:
September meeting minutes and agendas:**

The additions to the community centre are scheduled to be completed in early 2025. South water reservoir to be installed beside new baseball diamond area to improve water pressure, particularly for fighting fires. Will also mean we have a back up reservoir should one go down. Grants have been received to build a new fire hall on the land adjacent to the municipal offices. Property taxes to increase half a mill rate to support water reservoir.

7. Adjournment: Meeting adjourned at 5:55 and the next meeting is planned for Monday November 25 at 6:00 pm