

Headingley Library Board Minutes

November 27 at 6:00 pm

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

1. **Call to order:** by Gail at 6:00
2. **Minutes approval:** September's minutes were not revised and circulated. Alison will make the revisions suggested to Tamara and circulate the minutes to be approved via email.
3. **Agenda approval/amendments:** Agenda approved
4. **Librarians Report:**
 - A. **Financials:** Alison met with Thomas, the new municipal financial officer in October to discuss his role in the library accounting. He is working to catch up our financials as we only have current reports as of May 31. We have stuck to budget on most things, with the exception of programming and salaries.

Jessie attended the Headingley Community Foundation's AGM in October and received our grant in the amount of \$3,000. These funds will be put toward our summer reading program in 2025 and possibly toward shelving in the children's department.

Gail has agreed to be the third signing authority for the library's credit union account. Previously, Patrick held this position.

- B. **Statistics:** Numbers are down since the summer but this is to be expected. They are on par with this time in previous years, with circulations staying fairly consistent with previous months. Videos and audio books are down to the point that we are considering weeding them entirely in the adult department.
 - C. **Programming:** We are offering three weekly programs this fall in our children's department: a baby/toddler and caregiver stay-and-play, a drop in story time for all ages and our builders' club for school-aged children. A Christmas craft and story time is planned for Saturday, December 14th

In our adult department, Mary is offering online contests including a Winter Book Bingo and the 12 Books of Christmas (in conjunction with the children's department). Details can be found on our social media and website.

Book club continues to be a huge hit and is very well attended each month.

5. **New Business:**

Space has become very limited in our children's department and it has become apparent that we are going to need to expand our shelving capacity in 2025. It was discussed and agreed that we will wait until Thomas has completed the financial statements for 2024 before deciding on how to fund some additional shelving. A portion of the grant received

from HCF could be allocated for this and the library is also open to holding some fundraising.

Policy revision update: Tamara and Kasia continue to revise and develop the library's policies using Dropbox. They will meet with Alison in January to discuss in person before circulating the draft policies to the rest of the board.

6. Municipal Report: The additions to the community center are progressing well. The gym and yoga studio were recently adjusted to allow for a 50% increase in size. The new baseball diamond are ready for grass seeding. They are expected to be operational by 2026. Phoenix Rec Association has contributed \$70K for outbuildings at the diamond, in addition to \$50K for items to complete the north hall expansion. Fundraising will be undertaken to provide things such as nets, a scoreboard, and furniture. The installation of a rail track crossing at Rockall Road and Wilkes has been approved.

7. Adjournment: Meeting adjourned at 7:05 and the next meeting is planned for Monday January 29 at 6:00 pm