

**Committee of the Stettler Public Library Boards
Town of Stettler and County of Stettler#6
Regular Meeting February 21st, 2018 Stettler Rec. Centre**

Call to Order: 5:34 pm

Attendance: Jane Skocdopole, Blake Chapman, Matt Barabash, Vicki Leuck, Ben Ayotte, Gail Peterson, Gord Lawlor, Andrew Brysiuk.

Absent: Will Brown, Les Stulberg, Barb Gano

Agenda: Added New Business: Email about Board Basics. Old Business added Annual Report. Andrew moved to approve, CARRIED.

Minutes: Two spelling/grammar errors corrected. Gord moved January 17th, 2017 minutes be accepted as corrected, CARRIED.

Treasurer's Report: Matt reported on Profit and Loss budget vs. Actual. Of note were expenses on small equipment purchases, items such as a new 3D printer and photocopier should pay off down the road. Salaries were ahead of the budget but outreach hours were looking to be reduced. P+L from previous year, tax receipts were larger then last year and more spent on equipment.

Questioned advertising on magnet signs as cost has risen 50% to \$2500 annually. \$10,000 spent on small equipment of \$17,000 budgeted, looking at small equipment such as e-readers, tablets and laptops.

Andrew moved to accept Treasurer's report as presented, Blake seconded, CARRIED.

New Business:

a) Co-Op Grant – Community Orchard; Library was asked to write a grant from Lee and Rob of the town for \$50,000 for the Stettler Community Orchard because of the library's not-for-profit status. Orchard is a society, has \$40,000 in donations but needs \$110,000. Time spent would be minimal. Motion: Matt to write grant for the community orchard. Gord Motioned, Gail seconded; CARRIED.

b) Board Basics to Host; Does Stettler want to host a Board Basics Workshop in Stettler? We are centrally located but had issues last year with

communications and dates. Motion to Have chair move forward to contact PLSB on possible library workshop in Stettler in 2018 by Andrew, Ben seconded, CARRIED.

Old Business:

a) Website Updates; Penhold and Mary C. Moore. Penhold site is done in Wordpress, Mary C. Moore uses Square Space which is a good option for us. Costs about \$216/year and \$40/year for the domain. Square Space has a good IT/Help department and would take about ½ to 1 hour per day to maintain, could make it a summer project. Asked if it seems to annoy Parkland Regional, feedback was it was ok by them, no specific issues mentioned. Andrew recommends it as maintaining it should be easy. Board declined to review website, left to Matt to do what he thinks is best.

Andrew made motion to proceed developing Square Space website with custom domain. Gord seconded, CARRIED.

b) Annual Report was viewed as filled out online, Matt gave an overview indicating most stats slightly increased, more wifi use, less books, more borrowing. Items appeared correct and looked good. Motion by Blake for Board to approve Annual Report as presented, seconded by Gord, CARRIED.

Library Manager's Report: Botha Read and Rhyme will be a combined resources of the Library, Parent Link, and Stettler Adult learning. May cost the library \$800 but are currently under budget.

Youth Advisory Board to have first meeting February 28th. Outreach for Erskine, White Sands, Gadsby, and Red Willow.

New 3D printer is working well. Was new for \$800 compared to old one which was \$4000 and used. Stats are showing increases in people visiting and circulation.

Trade show in April, we're ok but could use money for prizes. Crystal will have template for board volunteers next meeting. Gord move report accepted as presented. CARRIED.

Committee Reports:

Friends of the Library: AGM in March 7th at 7 PM. Will talk book sale and trade show.

Advocacy & Programming: Did not meet.

Personnel and Finance: Did not meet.

Policy Review: Met at 5:00 pm Feb. 21st. Reviewed policies dealing with new government guidance for the province dealing with holiday pay, overtime, leave of absences. Adjustments were made to working hours, paid/unpaid leave, policy to extend time off for new baby from 1 to 5 days, allow employee a full day for citizenship ceremony, adjusted minimum working age of employees. After board review, Andrew motioned that changes to policies be accepted, Ben seconded, CARRIED.

Parkland Regional: Next meeting Feb. 22nd. Gord requested input from the board in regards to suggesting relocating Parkland's main offices. Currently it is proposed to rehabilitate older building for over \$2.4 million dollars but they would take suggestions. Board found Gord's idea to suggest moving Parkland's main offices to Stettler a good idea and to proceed with bringing it up at next Parkland meeting.

ALTA: No News.

Next meeting March 21st at 5:00 PM.