

**Committee of the Stettler Public Library Boards
Town of Stettler and County of Stettler#6
Regular Meeting April 19 , 2017 Stettler Rec. Centre**

Call to Order: 5:00 pm

Attendance: Jane, Gail, Chris, Matt, Andrew, Barb, Les, Darcy, Ben and Kathy.

Absent: Vicki

Agenda: Les moved that the agenda be accepted as presented.

Minutes: Andrew made the motion to approve the minutes as presented.

Treasurer's Report: Barb gave a brief overview. Three summer grants have been applied for and the library has received one. We are hoping we will receive another one on the 2nd round. If we don't receive grant money from the second round, the budget had money built into it to cover this. Barb moved that the report be accepted as presented. Seconded by Andrew.

New Business:

- a. Bylaw review: see the committee reports
- b. Parkland Prof. Development Day – September 25th: this will be held in Lacombe. This was tabled until the May meeting.
- c. Changes to the Trade Show format and booth sharing: see Library Managers report.

Old Business:

- a. ALC 2017: Matt and Jane are leaving Wednesday, April 26th. Jane briefly outlined what courses each were taking including a course about doing service plans.
- b. Board Basics Workshop: May 27th - No official word as of yet. Jane will keep checking and keep the board informed.
- c. Casino remittance: Friends of the Library have not received any money yet, but they expect between \$21,000 and \$23,000.

Librarian's Report :

- a. Trade Show: Matt talked about getting a center booth next year and partnering with Adult Learning. This would be in the red

- arena perhaps but there was a concern about the stage area and the noise level.
- b. Discussion about the free memberships and lack of public knowledge regarding them continued. We need to find more advertising venues – Facebook and the Town water bill notices were talked about as possibilities. If the board has any other ideas, please email Matt.
 - c. Les asked about the availability of an art course to the public and specifically for a 13 year old person. Matt mentioned that he has an art background. Jane wondered about a day in the summer time for such a course. Discussion followed.

Committee Reports:

- a. Friends of the Library: Discussion from their meeting included focusing on accepting only certain kinds (genres) of books and the condition of books to accept. Maybe a coordinator should be thought of for the book sale due to the horrendous amount of work setting up for the sale. The board also added their thoughts.
- b. Advocacy and Programming: May 5th is the fundraiser – Are You Smarter Than a Librarian?. Advertising and sales appears to be handled by Crystal. Friends will be helping to run this event. Also the service plan will expire soon. 2017 is as far as it goes.
- c. Parkland: next meeting is May 25th
- d. Personnel and Finance: The committee met and they presented Matt's review with discussion following. They felt Matt is doing a very good job. Jane mentioned that the board would like documents out at least a week ahead of time prior to the next board meeting. Jane also told Matt that if someone offers money to cover prizes for the Trade Show, please accept it. The committee recommended to the board that Matt should be moved up on the pay grid. Barb made the motion that we move Matt up one pay scale retroactive to March 6th, 2017. Les seconded and it was carried. Jane will contact Lori to see that Matt is at the correct level.
- e. Policy Review: A few by-laws were updated quickly due to Matt's skills at condensing them and presenting them.

Next Meeting: May 24, 2017 at 5 pm SRC.
Darcy moved that the meeting be adjourned.

