

Leduc Public Library Board Meeting

Minutes of the Leduc Public Library Board meeting held February 17, 2016 at 4:21 p.m. in the Karl Martin room.

ATTENDING TRUSTEES: Jessica Arnold, Adrienne Braithwaite, Bev Horn, Peter Fleming, David Marriott, Bob Young

STAFF MEMBERS: Carla Frybort (Library Director), Linda McLean (recording secretary)

OTHER: Guest - Denise Magis, LAL

REGRETS: Jim Jones (city staff rep)

PRESIDING CHAIR: A. Braithwaite

Meeting was called to order at 4:21 pm.

GUEST INTRODUCTION: A. Braithwaite introduced Denise Magis, the coordinator from Leduc Adult Learning (LAL).

Denise started as coordinator in January 2015 and the programming has been building from the ground up for the past year.

LAL is offering a GED prep class with much success. Other programs include a social media workshop which they are partnering with the library. The City of Leduc is the legal host for LAL and most of their funding comes from Alberta Advanced Learning.

Denise thanked Carla for her support of LAL as a library staff member and LAL board member. LAL will be conducting a survey of the public to assess the adult learning needs for our community.

Denise left the meeting at 4:35 pm.

CONSENT AGENDA

1. Information Items

a) Variance reports

2. Approval of January 20, 2016 regular board meeting minutes and January 27, 2016 special meeting minutes.

3. Reports: Library Director, Youth Services

MOTION TO ACCEPT CONSENT AGENDA:

MOTION 12-2016

D. Marriott moved to accept the consent agenda as presented.

MOTION CARRIED

C. Frybort asked the trustees for feedback on the new format for the variance reports. Several board members found it easier to understand.

MOTION TO ACCEPT THE REMAINING COMPONENTS OF THE AGENDA:

MOTION 13-2016

B. Horn moved to accept the remaining components of the agenda as presented.

MOTION CARRIED

ACTION AGENDA

Approval of annual report to province:

C. Frybort reviewed the statistics in the report with the trustees.

MOTION 14-2016

D. Marriott moved to accept the annual report as presented.

MOTION CARRIED

ITEMS FOR DISCUSSION/EXPLORATION

1. Review of January 2016 action list

The YRL satisfaction survey has been completed and sent to YRL.

P. Fleming and J. Arnold will attend the LAA conference, Apr.28th to May 3rd.

The policy committee has a meeting scheduled for Feb. 23rd.

2. Correspondence & Media:

Jan.23/16 Trustee resignation

A. Braithwaite requested C. Frybort email a copy of the thank you letter sent to E. Miller to the other trustees.

3. Strategic Plan update - Carla

B. Young asked that the Leduc Historical Project be added to the Strategic Plan. He indicated the City of Leduc would probably support the library if there is an opportunity to do more. This year, C. Frybort would like the project student to focus on community groups such as the Grain Elevator group, Woods Museum, the Leduc Historical Society, etc. She is also hoping to receive historical pictures and other materials donated by the public.

4. ESL update – Carla

Beginning March 1st through to the end of June, the library, in partnership with LAL, will hold an ESL conversational class Tuesday evenings. The class will run once a week for now.

LAL will carry out an assessment with the ESL students to find what other areas need to be covered in the class. They would like to run the class to coincide with the school year.

The board supported ESL remaining in the library, ran in partnership with LAL. If needed, an instructor may be hired to run the class.

J. Arnold commented it is beneficial to assess programs occasionally and now is a good opportunity to do so.

5. ALTA handbooks

A. Braithwaite had been to the ALTA website & noticed the ALTA handbook was updated April 2015. New handbooks will be ordered for the board.

6. Appointment of committee chairs

The following trustees volunteered to chair the board committees;

Policy committee – D. Marriott, Social committee – J. Arnold, Finance committee - A. Braithwaite,

Staff relations – B. Horn and Public Relations/Fundraising - A. Braithwaite

MOTION 15-2016

P. Fleming moved to accept the chairpersons for the library board committees.

MOTION CARRIED

7. Round Robin

3 .C. Frybort:

April 4th, Council presentation – it was discussed how to proceed with the presentation. C. Frybort has to have the outline to the city a couple weeks before the presentation. After some discussion it was decided to form an ad hoc committee to decide on what is to be highlighted in the presentation and Carla will speak on behalf of the board. C. Frybort asked if any board members could attend the presentation. D. Marriott and B. Horn indicated they can attend the presentation. The committee will meet the first week in March. C. Frybort will email all the trustees regarding volunteers for the committee.

Reserves update – C. Frybort reported there is \$336,481.00 in reserves. This does not include interest and possible changes since year end has not quite been finished.

Save the date – The Volunteer Appreciation Banquet is Thursday, April.14th. Carla asked the trustees if they would like to book one or two tables. Three young men currently volunteer in the library with their caregivers. They will be invited to the banquet. It was decided the library will book two tables. D. Marriott had noticed in previous years that other organizations include supervisors of their volunteers at the banquet. He would be in favour of supervising staff to attend the banquet.

C. Frybort reminded the board that Patrick O'Sullivan will be in the library tomorrow at 3 pm for a book signing.

D. Marriott: Author Sharon Mallon will be at the library this evening. He would have liked to attend but had another commitment. He mentioned he approved of how the library supports authors.

B. Horn: Bev asked the board if the next meeting date could be changed from March 16th as she will be away. It was decided to move the meeting to Tuesday, March 22nd.

DATE OF NEXT MEETING: Regular Monthly Board Meeting
Tuesday, March 22, 2016, 4:30 pm

MOTION TO ADJOURN:

MOTION 16-2016

D. Marriott moved to adjourn the meeting at 5:26 pm.

MOTION CARRIED


Adrienne Braithwaite, Chairperson


Linda McLean, Recording Secretary

Date: March 22, 2016