

Leduc Public Library Board Meeting

Minutes of the Leduc Public Library Board meeting held September 21st, 2016 at 4:30 p.m. in the Karl Martin room.

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

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

REGRETS: Jim Jones (city staff rep), Bob Young

PRESIDING CHAIR: A. Braithwaite

Meeting was called to order at 4:26 pm.

CONSENT AGENDA

1. Information Items
 - a) Variance report
 - b) Quarterly statistics
 2. Approval of June 15th, 2016 minutes.
 3. Reports: Library Director, Info Services, Youth Services
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MOTION TO ACCEPT CONSENT AGENDA:

MOTION 34-2016

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

MOTION CARRIED

MOTION TO ACCEPT THE REMAINING COMPONENTS OF THE AGENDA:

MOTION 35-2016

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

MOTION CARRIED

ACTION AGENDA

1. Copy, printing & exam proctoring fees

C. Frybort obtained information from other libraries regarding fees and has compiled the results. She forwarded her findings to the other libraries.

She proposed the library increase fees for black & white copies to \$0.25/page with the exception of patrons printing resumes which would remain at \$0.10/page. Colour printing and fax fees would remain the same but she would like to see a scanning fee implemented. Scanning items for patrons is taking a lot of staff time and wear and tear on the machine. She proposed the first 5 pages of scanning are free and additional pages would cost \$0.10/page.

Exam proctoring also takes up a lot of staff time. She suggested a fee of \$10 per exam be charged. Discussion on proctoring fees followed her proposal.

MOTION 36-2016

D. Marriott moved the library change the Bylaws and Schedules to reflect changes in fees for black & white copying to \$0.25 per page, with the exception of resumes to remain at \$0.10 per page, scanning charges applied at \$0.10 per page after 5 pages and a fee of \$10.00 per exam be charged for exam proctoring. Fee changes to take affect January 2017. P. Fleming seconded.

MOTION CARRIED

2. Budget 2017

C. Frybort suggested the current Youth Coordinator position pay grade be changed from Level 3b to Level 4 as she holds a B.Ed. degree. There would not be any budget implication for the 2017 budget year due to recent staff changes. Carla would change the job description to reflect a pay scale on Level 3b or Level 4 depending on education.

MOTION 37-2016

B. Horn moved changes to the youth program coordinator position include the Level 4 pay grid depending on education and the current youth program coordinator move to Level 4 on the pay grid as of January 1, 2017. P. Fleming seconded.

MOTION CARRIED

C. Frybort informed the trustees there will be minimum wage increase in 2018. This change will affect all of our wage grid levels except that of the library director.

Carla reviewed the proposed budget.

MOTION 38-2016

D. Marriott moved to approve the 2017 operating and capital budget as presented. B. Horn seconded.

MOTION CARRIED

3. Tables replacement

Last year the library purchased six new tables from RGO for the program room. The older green tables are falling apart and are not very safe. She would like those tables replaced with four new tables, (matching the previously purchased ones), with funds from reserves. The library also needs a new paperback rack for science fiction and another Aspire stand (currently housing the staff & trustee picks).

MOTION 39-2016

P. Fleming moved to spend no more than \$8000 from reserves for an Aspire stand, a paperback rack and 4 tables. J. Arnold seconded.

MOTION CARRIED

ITEMS FOR DISCUSSION/EXPLORATION

1. Review of June 2016 action list

C. Frybort mentioned Holly Lim-Lovatt's 5th year anniversary was May 2016. She recently discovered approved leave of absences or maternity leaves do not affect an employee's seniority or anniversary date.

D. Marriott conducted three interviews over the summer for the Leduc Historic Project. He has a couple of more interviews scheduled.

2. Correspondence & Media:

Jun.22/16: Municipal Affairs, operating grant, \$162,637

Sep.21/16: Municipal Affairs, Minister's Awards announcement.

C. Frybort informed the board the library has applied for this award five times since she has been here. If the board would like her to submit an entry she will look at this more closely.

3. Art update

D. Marriott: the art piece unveiling had been delayed due to paint problems. Assembly of the piece should begin this coming Friday. The city would like to unveil the art during culture week, hopefully on October 1st.

4. Round Robin

B. Horn asked about ESL. C. Frybort responded that Holly's conversational class has started. Not many people are attending but it could be that there are not as many foreign workers in area.

C. Frybort informed the board the John Lennon painting by Buddy Owens was presented at the library last Monday. The back of the frame is signed by those who purchased the piece. It will be hung right of the fireplace and a plaque with the names of the contributors will be placed beside it.

The city is conducting an online recreational survey. The library is mentioned in the survey so Carla encouraged the board members to participate.

D. Marriott had attended the afternoon program on e-books and audiobooks. He would like to see a similar program done for the outreach users. The Friends of the Leduc Public Library has offered to purchase five new Daisy Readers for the outreach program.

C. Frybort mentioned Kristi is going to visit the Leduc Sight Seekers, (a group for the visually impaired), and inform them about our services.

A. Braithwaite asked about the location of information on our website & moving things to a different area on the site. C. Frybort explained that YRL manages the website format so we are unable to move where information is seen. YRL is working on developing a new website.

Adrienne mentioned renewing a board term seemed more difficult now. The city has changed requirements for board application and the process takes much more time. Carla has posted City board opportunities in the library. The city reviewed their application procedure and simplified the application for those just renewing their term (after Adrienne re-applied). For people reapplying only a letter is needed.

Carla let the other trustees know Bev's term with the board is finished December 31st this year. She will be completing her ninth year with the library board.

J. Arnold commented that the Summer Reading Program was really well run this year. Carla informed the board the summer student this summer did an outstanding job and she received excellent feedback from patrons regarding the student.

A. Braithwaite mentioned her children had great fun in the library last Friday on Pokémon day.

DATE OF NEXT MEETING: Regular Monthly Board Meeting
Wednesday, October 19th, 2016

MOTION TO ADJOURN:

MOTION 40-2016

D. Marriott moved to adjourn the meeting at 5:42 pm.

MOTION CARRIED


Adrienne Braithwaite, Chairperson


Linda McLean, Recording Secretary

Date: Oct. 19, 2016