

Leduc Public Library Board Meeting

Minutes of the Leduc Public Library Board meeting held February 15th, 2017 at 4:30 p.m. in the Karl Martin room.

ATTENDING TRUSTEES: Jessica Arnold, Adrienne Braithwaite, Peter Fleming, David Marriott, Russell Wintersgill, Bob Young

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

OTHER: Jim Jones (city staff rep)

REGRETS: Dean Matthews (with notice)

PRESIDING CHAIR: A. Braithwaite

Meeting was called to order at 4:28 pm.

CONSENT AGENDA

1. Information Items
 - a) Variance report
 2. Approval of January 18th 2017 minutes.
 3. Reports: Library Director, Info Services
-

MOTION TO ACCEPT CONSENT AGENDA:

MOTION 06-2017

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

MOTION CARRIED

MOTION TO ACCEPT THE REMAINING COMPONENTS OF THE AGENDA:

MOTION 07-2017

P. Fleming moved to accept the remaining components of the agenda.

MOTION CARRIED

ACTION AGENDA

Annual report

C. Frybort reviewed the report with the trustees.

R. Wintersgill asked how the library obtained the number of people coming into the library. Carla explained that the gate counts people entering & leaving the library and we take that number and half it.

A. Braithwaite was surprised that the social media stat was so low. B. Young indicated the satisfaction survey conducted by the city is a more accurate reflection as to how people feel about the library.

MOTION 08-2017

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

MOTION CARRIED

ITEMS FOR DISCUSSION/EXPLORATION

1. Review of January 2017 action list
2. Correspondence & Media:
Feb.13/17 – Thank you, B. Horn for gift card & lunch.
3. Letter from R. Wagner

A. Braithwaite read a recent letter from R. Wagner to the other board members. The patron did not request to meet with the library board.

After some discussion, C. Frybort recommended a registered letter be sent to the patron acknowledging that his letter was received and discussed by the board. B. Young felt the patron does not need any explanation and since he hasn't requested to meet with the board to appeal the file is closed.

R. Wintersgill asked what sort of training the library staff has in dealing with difficult, violent people. C. Frybort is trying to set up a speaker on the subject for staff professional development day. Staff currently are to call 911. She pointed out there is always at least two staff members in the building.

MOTION 09-2017

D. Marriott moved to have a registered letter drafted to R. Wagner indicating the matter was discussed and to acknowledge he hasn't chosen to appeal the board's decision.

MOTION CARRIED

4. Strategic plan update – Carla

C. Frybort reviewed the strategic plan. The updates are in red in the trustee's hard copies.

She commented that during the day staff rarely get a chance to roam in the library with the iPads.

D. Marriott noticed that there is a return bin inside the library.

5. Books for babies – Carla

The book chosen by R. Campbell, (youth services coordinator), was 'Pat the Bunny'. We would need to provide 650 copies at a cost of ~ \$5400 plus GST. If the library decided to continue to provide books for babies after this pilot year a different title would be chosen. The library would supply a book and other library information to the local health unit for their new baby basket distribution.

D. Marriott informed the board that The Friends of the Leduc Public Library could probably provide ½ the cost of the books.

The trustees indicated they are in favour of the project.

6. Alberta Library Conference Apr.27-30, 2017

P. Fleming and D. Matthews will be attending the conference. C. Frybort will send the conference information to them. Early bird registration ends March 15th.

7. Canada 150 opportunity – J. Jones (hand out)

The city recently met to plan for the Canada 150 celebration this year. The city will provide promotional material such as decals and pins to participating groups. The official launch in Leduc for Canada 150 would be April 1st.

Carly Graham is the city's contact. It was discussed the library board could perhaps sponsor an essay contest for school age children. Canada 150 projects can be done anytime throughout 2017. Both A. Braithwaite and J. Arnold feel an essay contest should be done before the end of the school year, entries no later than June 1st.

MOTION 10-2016

D. Marriott moved to create a committee for the Canada 150 project.

MOTION CARRIED

A. Braithwaite, J. Arnold, P. Fleming & R. Wintersgill volunteered to sit on the committee. C. Frybort & R. Campbell will also be committee members.

8. March board meeting date change:

Library trustees agreed to change next months meeting to March 14th. R. Wintersgill gave notice he will be ~15 minutes late.

9. Round Robin

C. Frybort recently made a presentation to city council regarding the Leduc Historic project. B. Young indicated the City may find the funds to hire a project student again this year. The student would work out of the library.

Carla will be giving the presentation to the Parks, Recreation & Culture board, explaining to them what was achieved the past two years.

Andrea Martinuk, from the MacLab Centre, has contacted Carla proposing they work together for Family Literacy week 2018. She is working on a children's group to come in on PD day that week and would like the library to provide help, storytelling and assistance with crafts. She & Carla would like to see this as a free event for the public.

J. Arnold liked the idea working with the MacLab Centre.

A. Braithwaite asked for a volunteer to chair the public relations committee. D. Marriott volunteered.

She had worked with an Education Assistant who works with special needs children. The EA felt the library is not very wheelchair accessible for special needs people. Adrienne suggested the EA write a letter to the library board with the specifics.

Carla reported to the board that the automatic doors have been changed to stay open longer. Patrons who cannot reach the outside book drop may return items inside and if the library is closed when they come, any late fees would be waived. She has talked to adults with disabilities and they have not indicated any problems.

DATE OF NEXT MEETING: Regular Monthly Board Meeting
Tuesday, March 14th, 2017

MOTION TO ADJOURN:

MOTION 11-2017

D. Marriott moved to adjourn the meeting at 5:27 pm.

MOTION CARRIED



Adrienne Braithwaite, Chairperson



Linda McLean, Recording Secretary

Date: 14 MAR 17