

## Leduc Public Library Board Meeting

Minutes of the Leduc Public Library Board meeting held March 14<sup>th</sup>, 2017 at 4:30 p.m. in the Karl Martin room.

ATTENDING TRUSTEES: Jessica Arnold, Adrienne Braithwaite, Peter Fleming, David Marriott, Dean Matthews, Russell Wintersgill

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

REGRETS: Jim Jones (city staff rep) with notice, Bob Young (no notice)

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**PRESIDING CHAIR:** A. Braithwaite

Meeting was called to order at 4:30 pm.

### **CONSENT AGENDA**

1. Information Items
    - a) Variance report
    - b) YRL board highlights
  2. Approval of February 15<sup>th</sup>, 2017 minutes.
  3. Reports: Library Director, Public Services, Info Services, Youth Services
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### **MOTION TO ACCEPT CONSENT AGENDA:**

#### **MOTION 12-2017**

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

**MOTION CARRIED**

### **MOTION TO ACCEPT THE REMAINING COMPONENTS OF THE AGENDA:**

#### **MOTION 13-2017**

D. Matthews moved to accept the remaining components of the agenda.

**MOTION CARRIED**

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### **ACTION AGENDA**

none

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### **ITEMS FOR DISCUSSION/EXPLORATION**

1. Review of February 2017 action list
  - registered letter was sent.
  - the book 'Pat the Bunny' for Book for Babies has been received. The 'Friends of the Leduc Public Library' paid for half the cost. C. Frybort will plan to include this project in the next year's budget.
  - C. Frybort & R. Campbell will work out details and send the information to the schools regarding the Canada 150 contest. They plan on receiving entries mid April to mid May. The project's committee will then be asked to review the entries so a winner may be announced before the end of the school year. Homeschooled children will also be invited to submit entries.
  - Family Literacy week 2018: The library will be partnering with the MacLab Centre in bringing in performers to the MacLab Centre during Family Literacy Week 2018. The goal is to provide free tickets to families.

## 2. Correspondence & Media:

March 13/17 - Leduc County Library Board invitation to our library director and board chair to attend a meeting of libraries in this region at Calmar Public Library, April 12<sup>th</sup>. Carla and Adrienne will attend.

## 3. Arts & Culture Committee

A new group has formed in Leduc - The Leduc Arts Foundry Board. Their vision is to have an Arts & Culture Centre in Leduc. They asked C. Frybort if someone from the library would sit on their board. Carla will act as a liaison only with the group.

## 4. LAL update

C. Frybort provided the new trustees background information regarding LAL.

Funding from Alberta Advanced Education is provided annually from June – May. The application is due April 1<sup>st</sup>. The library needs to provide a certificate of insurance and statement of operations. A letter is also needed from the City of Leduc & the library board regarding the transition of the program from the city to the library. D. Brock & C. Frybort will draft the letter. Once LAL is operating under the library our board will receive two variance reports, one for library business and one for Leduc Adult Learning.

A. Braithwaite asked about the hiring under Denise. Two people were contracted to work under LAL, one for the ESL writing & grammar program and the other person is to develop modules for computer learning.

D. Matthews asked if there were any LAL policies that would have to be incorporated with library board policies. C. Frybort reported they would have to be merged into library policies. For example: volunteers, confidentiality agreements, security checks, etc.

## 5. Volunteer appreciation, Thursday, April 27<sup>th</sup>, 2017

C. Frybort has ordered 1 table (8 seats) for the event. She asked trustees to email her if they can attend. She will also extend an invitation to some of our other volunteers.

## 6. Employee anniversaries 2017

Four library employees have special anniversaries in 2017. L. McLean 20 years, K. Wollman 15 years, B. Richard 15 years & T. Owens 10 years. Letters will be prepared and signed by A. Braithwaite.

## 7. Round Robin

D. Marriott has delivered a cheque from the Friends of the Library for half the cost of the 'Books for Babies' project.

D. Matthews commented his daughter attended an early dismissal drop in program and she loved it. He asked about the safety of unsupervised children in the library. Carla responded there is a policy in place that states children under 8 years old must be supervised by an adult while in the library. Also, there are ratios in place, (the number of children to staff), in the policy for program participants. If an emergency occurred staff would contact a parent and the appropriate emergency services.

J. Arnold asked if the library could post more programs on social media, for example the Pokémon Club. Carla told the trustees that communication experts recommend organizations do not post every event. C. Frybort will discuss with library staff on solutions for better communication.

P. Fleming inquired about the server problem.

On March 20<sup>th</sup>, public computer services will be unavailable as the rebuilt server will be installed. Posters to inform the public will be put up this Thursday.

R. Wintersgill asked about noon hour problems. Carla told him most problems are caused by junior high students. This has been an ongoing problem. The school has no jurisdiction once students leave school grounds. Library staff are now supervising the library more diligently during the noon hour.

C. Frybort informed the trustees she and Rhonda are starting interviews tomorrow for the Summer Reading Program student position.

Next week, interviews will begin for Holly's maternity leave replacement. This position requires the candidate to have their MLIS. Eight interviews are planned.

A. Braithwaite asked why a confirmation or reminder isn't sent when a person registers for a program online. Carla responded our forms are built into the website. The new library website may have more options on Wufoo but we won't know until it is up and running. Adrienne thanked the other trustees for changing the monthly meeting date to today. She also thanked David for the contribution for 'Books for Babies' from the Friends of the Library.

R. Wintersgill announced he will be unable to attend the April board meeting.

DATE OF NEXT MEETING: Regular Monthly Board Meeting  
Wednesday, April 19<sup>th</sup>, 2017

**MOTION TO ADJOURN:**

**MOTION 14-2017**

D. Marriott moved to adjourn the meeting at 5:30 pm.

**MOTION CARRIED**



Adrienne Braithwaite, Chairperson



Linda McLean, Recording Secretary

Date: April 19, 2017