

Leduc Public Library Board Meeting

Minutes of the Leduc Public Library Board meeting held May 17, 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)

OTHER: Jim Jones (city staff rep)

REGRETS: Bob Young (with notice)

PRESIDING CHAIR: A. Braithwaite

Meeting was called to order at 4:27 pm.

CONSENT AGENDA

1. Information Items
 - a) Variance report
 - b) Statistics
 2. Approval of April 19, 2017 minutes.
 3. Reports: Library Director, Youth Services
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MOTION TO ACCEPT CONSENT AGENDA:

MOTION 19-2017

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

MOTION CARRIED

MOTION TO ACCEPT THE REMAINING COMPONENTS OF THE AGENDA:

MOTION 20-2017

P. Fleming moved to accept the remaining components of the agenda with the addition of 'Shoes in the library' under Discussion Items.

MOTION CARRIED

ACTION AGENDA

none

ITEMS FOR DISCUSSION/EXPLORATION

1. Review of April 2017 action list
No entries have been received yet for the Canada 150 contest.

The business budget case to hire a history student in 2018 will be developed for the 2018 library budget.

LAL policies discussed later in the meeting.

2. Correspondence & Media: none

3. Sleeping in the library, substance abuse issues

Carla: The library board does not have a policy regarding sleeping in the library. Carla pointed out there is a difference in people nodding off and someone passing out due to suspected substance abuse. She informed the board of a recent incident where RCMP had to be called to remove a patron from the library.

D. Marriott expressed the need to develop a policy. He asked J. Jones if there is a policy in place at the LRC. There is not. Other trustees agreed it would be useful to have a policy in place. Carla will contact other libraries for feedback and report the results to the board. A policy addition would be added to 'Acceptable Behaviour in the Library'.

4. Minimum wage 2018

Carla reported the minimum wage goes up to \$13.60 this October. It will not effect the budget much as not many employees fall under that wage. She will inform the City HR department of the employees affected by the change. In October 2018, minimum wage in Alberta will rise to \$15.00 per hour.

She explained the wage grid to the board. She pointed out the increase in 2018 is equal to halfway up the current grid on Level 1. She is asked for recommendations.

A discussion followed as to what should happen with the other levels. This minimum wage increase will have a greater affect on the 2019 budget. She asked the board to plan to look at the wage grids in 2018.

Carla is meeting with D. Melvie in June regarding the library budget in 2018-2020 and the effect the minimum wage will have.

She will also contact libraries from similar sized communities to see what they are planning. The finance committee will meet in September to discuss her findings.

5. LAL transition update

On July 1st, the library & board will become the host for LAL. Advanced Education has not responded to us about the change. (CALP application was sent to them last month). Carla is preparing the policy for volunteers and will present it next month. The LAL coordinator's salary comes out of the grant. D. Magis will become a library employee. Carla asked the board if she may proceed with the offer of employment to the coordinator. Discussion proceeded regarding terms of employment.

A discussion of LAL finances followed. LAL finances will be separate from the library's and a separate variance report will be provided to the board for LAL.

6. Shoes in the library

A patron recently came in to use the library without wearing shoes or socks. The patron stated she doesn't wear shoes due to personal & religious reasons. Board policy does state shoes must be worn in the library. The patron offered to sign a waiver & indicated they are in possession of a letter from AB Health.

A discussion followed. D. Marriot asked if a copy of the letter from AB Health be made available to the board. Carla will research the matter, contacting AB Health regarding health safety & the Libraries Branch.

7. Round Robin

J. Arnold: commented she liked the decision to deliver the baby books at the first vaccination visit from the health nurse. Carla remarked that new moms will receive the book, basic library information and a family resource guide in the package from the library.

Jessica heard a rumour that the LRC passes are not being returned. Carla clarified they have been returned on time but they are so popular they are checked out by other patrons very

quickly. The purpose of the passes is to try out the services at the LRC. She will be providing more information on our website to inform the public as to how the passes work. Jessica was also pleased that an un-parented preschool program will be offered during the summer.

R. Wintersgill asked Carla about the variance report. She explained that the date of printing the report (bottom of the document), does not always reflect the actual amounts. Credit card usage usually has not been entered at the time of printing. She also explained the municipal contribution from the city.

Russell commented on public computer use being lower. The reason is likely that patrons are using their own devices.

It was noticed earlier in the month of April the gate counter was unplugged. It is unknown as to how many days the counter was not recording thus the April statistic for visitors is lower than usual.

D. Matthews attended the library conference in April and thanked the board for sending him. One of the sessions he attended presented by Calgary Public Library involved coding. If there is any interest he will put together a package and present it to the board. Carla commented the youth services coordinator, Rhonda, will be interested in coding for a teen program.

D. Marriott dislikes our new website. Carla has received several concerns from patrons about this and has informed YRL of our concerns regarding functionality, searching and logging into accounts.

P. Fleming thanked the board for sending him to the library conference. Sylvan Lake Public library has a food exchange program where patrons leave a food item and/or take an item. Camrose Public Library has a program where they provide snacks for children.

(D. Matthews left the meeting at 6:10 pm)

C. Frybort advised the trustees that there may be a need to have a policy regarding sleeping in the library due to concerns from patrons and staff.

She will be proctoring exams in June and July.

Inventory of approximately 60,000 items was completed in two weeks under Sharon's supervision. A report from YRL will be sent to our library on missing items which staff will look for and if not found the item record will be deleted.

Lauren, (Holly's term replacement), and Kristi will present to the board in October information on adult programming at the library. Rhonda will make a presentation to the board regarding children's programming on a later date.

A. Braithwaite had heard of a 'food for fines' promotion at Camrose Public Library where if a donation was made, the patron would receive \$2 off their library fines. Carla commented we have done a similar program in the past and would be open to doing one again.

The board usually goes out for a meal after the June meeting. She and Jessica will make the arrangements.

D. Marriott asked if the June meeting date may be changed to Tuesday, June 20th. The other trustees agreed to the date change.

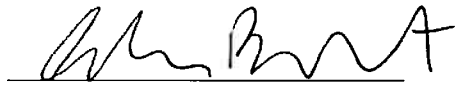
DATE OF NEXT MEETING: Regular Monthly Board Meeting
Tuesday, June 20, 2017

MOTION TO ADJOURN:

MOTION 21-2017

P. Fleming moved to adjourn the meeting at 6:15 pm.

MOTION CARRIED



Adrienne Braithwaite, Chairperson



Linda McLean, Recording Secretary

Date: June 20, 2017