Minutes of the Leduc Public Library Board meeting held September 20th, 4:30 p.m. in the Karl Martin room.

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

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

OTHER: Jim Jones (city staff rep)

PRESIDING CHAIR: A. Braithwaite

Meeting was called to order at 4:27 pm.

CONSENT AGENDA

1. Information Items
    a) Variance report
    b) Statistics
    c) Health & Safety Procedures, Part 1

2. Approval of June 20th, 2017 minutes.

3. Reports: Library Director, Info Services, Youth Services

MOTION TO ACCEPT CONSENT AGENDA:
MOTION 27-2017
R. Wintersgill moved to accept the consent agenda as presented.
MOTION CARRIED

MOTION TO ACCEPT THE REMAINING COMPONENTS OF THE AGENDA:
MOTION 28-2017
D. Marriott moved to accept the remaining components of the agenda.
MOTION CARRIED

ACTION AGENDA
(B Young joined the meeting 4:34 pm)

1. Library budget 2018
C Frybort reviewed the proposed library budget with the trustees.
She explained that in November, the budget will be presented to city council. It is then up to council to approve the municipal contribution to the library, not the budget. They may ask the library board/Carla to review the budget in more detail.

MOTION 29-2017
D. Marriott moved to approve the 2018 operating and capital budget as presented.
R. Wintersgill seconded.
MOTION CARRIED

2. LAL budget 2018
The LAL budget was discussed.

There will be a variance reports for LAL next month. There was not one available for this meeting due to technical difficulties.

LAL is carrying a surplus because they had received extra money at the start up. C. Frybort had to apply to the government for the surplus amount stating what the funds would be used for. She is now waiting for the city to complete their part before the funds are released.

YRL has cut back Hoopla downloads from 10 to 5 per month due to cost. Leduc library patrons have downloaded 2697 items between January & June of this year which would have cost over $6000.

Tom Dirsa would like to come to the board meeting in October and make a presentation. He is currently working on writing a book about Leduc history.

Statistics from ME libraries indicates that Leduc has the highest number of items taken out by ME library patrons.

J. Arnold is excited about expanding the summer programs. C. Frybort informed the trustees the summer programs is moving into 'all age' activities instead of breaking down ages. There will be more drop-in programs as to registered programs.

D. Marriott discussed Hoopla. He gets very frustrated with the Hoopla updates as it tends to interrupt the downloads. He commented on the whistle attached to the volunteer access card. It has been added as a safety precaution for the pages.

D. Matthews discussed a few additions to the safety procedures, such as using the paging system in the case of missing persons. A height tape could be added to the exit/ entrance doors even though staff may not see it a patron might. C. Frybort mentioned more procedure are forthcoming and a height tape will be installed.

R. Wintersgill asked if we are going to request some form if ID in the case of a found person. J. Jones has found at the LRC in the case of lost & found children, the child usually greets the person claiming them with great enthusiasm so ID hasn't been a problem. Russell also found a few grammatical errors in the document which will be corrected.

A. Braithwaite asked Carla to convey her thanks to R. Campbell, C. Klingspon & K. Meyn for all the hard work put into the summer programs.

D. Marriott mentioned he will be away and unable to attend next month's meeting.

DATE OF NEXT MEETING: Regular Monthly Board Meeting
                          Wednesday, October 18th, 2017

MOTION TO ADJOURN:

MOTION 32-2017
David moved to adjourn the meeting at 5:50 pm.
                              MOTION CARRIED

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Adrienne Braithwaite, Chairperson   Linda McLean, Recording Secretary