

## Leduc Public Library Board Meeting

Minutes of the Leduc Public Library Board meeting held, January 17<sup>th</sup>, 2018 at 4:30 p.m. in the Karl Martin room.

ATTENDING TRUSTEES: Jessica Arnold, Adrienne Braithwaite, H. Feldbursh, Peter Fleming, Dean Matthews, Russell Wintersgill, Lars Hansen

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

OTHER: Jim Jones (city staff rep)

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### **CALL TO ORDER:** C. Frybort

C. Frybort called the meeting to order at 4:31 pm.  
New trustee, Heather Feldbusch was introduced.

### **ELECTIONS AND COMMITTEE SELECTION:**

1. Election of Chair and Vice-chair.

C. Frybort opened the floor for nominations for the Leduc Public Library Board chair position.

P. Fleming nominated A. Braithwaite. A. Braithwaite accepted the nomination.

C. Frybort called for nominations three times.

C. Frybort declared nomination cease for the Leduc Public Library Board chair position.

A. Braithwaite was acclaimed as the Leduc Public Library Board Chairperson

A. Braithwaite assumed the duties of board chair.

2. A. Braithwaite opened the floor for nominations of the Leduc Public Library Board vice-chair.

J. Arnold nominated P. Fleming. P. Fleming accepted the nomination.

A. Braithwaite call for nominations three times.

A. Braithwaite declared nominations cease.

P. Fleming was acclaimed as the Leduc Public Library Board vice-chairperson.

3. Appointment of Board Committee members.

The chair sits on all the committees.

Trustees volunteered to sit on the various committees:

#### Policy & Development

D. Matthews (chair)

P. Fleming

R. Wintersgill

#### Finance

J. Arnold (chair)

D. Matthews

H. Feldbusch

#### Staff Relations/Personnel

P. Fleming (chair)

R. Wintersgill

H. Feldbusch

D. Matthews

#### Social

J. Arnold

#### Public Relations/Fundraising

All trustees. P. Fleming (chair).

### **MOTION 01-2018**

D. Matthews moved to accept the committee appointments.

**MOTION CARRIED**

## **CONSENT AGENDA**

1. Information Items
    - a) Variance report
    - b) Statistics
  2. Approval of December 18, 2017 minutes.
  3. Reports: Library Director, LAL
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### **MOTION TO ACCEPT CONSENT AGENDA:**

#### **MOTION 02-2018**

R. Wintersgill moved to accept the consent agenda as presented.

**MOTION CARRIED**

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

#### **MOTION 03-2018**

P. Fleming moved to accept the remaining components of the agenda, adding 'Council report' from L. Hansen under discussion items.

**MOTION CARRIED**

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## **ACTION AGENDA**

1. Gift for D. Marriott

D. Marriott requested the trustees use the funds for a gift to him to make a donation to the charity organization CODE, (Canadian Organization for Development through Education). He would like the donation to go to St. Paul Primary School library in Port Loko, Sierra Leone.

#### **MOTION 04- 2018**

R. Wintersgill moved that the board donate \$50.00 to the St. Paul Primary School Library on behalf of D. Marriott. If D. Marriott prefers, an additional \$50.00 will be donated to the school library in lieu of lunch with the library director and board chair. D. Matthews seconded.

**MOTION CARRIED**

2. General holiday policy change

#### **MOTION 05- 2018**

P. Fleming moved to accept the general holiday policy change as presented. R. Wintersgill seconded.

**MOTION CARRIED**

3. Food for fines

A discussion regarding patrons owing fines bring in food items for the local food bank instead of paying fines. C. Fryborg would work on details with S. McAmmond.

#### **MOTION 06- 2018**

R. Wintersgill moved to go ahead for a Food for Fines campaign in March.

**MOTION CARRIED**

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## **ITEMS FOR DISCUSSION/EXPLORATION**

1. Review of December 2017 action list - none
2. Correspondence & Media: none
3. Personnel committee update

**MOTION 07-2018**

D. Matthews moved that the board move in-camera at 4:55 pm to discuss a personnel committee update.  
(FOIP sec.17) **MOTION CARRIED**

C. Frybort, J. Jones and L. McLean left the room.

**MOTION 08-2018**

P. Fleming moved that the board move in-public at 5:03pm. (FOIP sec.17)

**MOTION CARRIED**

C. Frybort, J. Jones and L. McLean returned to the meeting.

Action from in-camera item:

The committee would like to conduct a 360-evaluation type which would include feedback from the library staff. C. Frybort commented she would appreciate it if the committee could develop an evaluation form.

4. ALC (Alberta Library Conference) in Jasper. April 26-29, 2018.  
C. Frybort will send the website link to the trustees. H. Feldbusch, R. Wintersgill and L. Hansen are interested.

5. Council report - L. Hansen reported council is working on a strategic plan encompassing the next four years. Public will be able to provide feedback from March to May.  
He invited the trustees to contact him if they have any questions or inquiries regarding council matters.

6. Round Robin

C. Frybort informed the board she is making a presentation to council this coming Monday, January 22. She invited any trustees to attend. The meeting starts at 7pm.

The library is closed to the public Friday, Jan.26, for staff development day. A facilitator will be discussing 'How to deal with difficult people', starting at 9am.

D. Matthews asked about the municipal contribution on the variance report. C. Frybort explained the balances technically ends December 31<sup>st</sup> but the report isn't updated until this coming Friday.

R. Wintersgill gave Carla kudos for great budgeting in salaries & wages.

J. Jones noticed the room rental revenue is up. He relayed that community groups are very happy the library has rooms available to rent.

H. Feldbusch asked if revenue from fines can be broken down. L. Mclean keeps a weekly tab from the cash register receipts and gave her the numbers from 2017.

J. Jones thanked the board for having him attend the meetings for the past four years. He praised the board for being excellent to work with. Rachel Yeung, from community development will be replacing him. A. Braithwaite thanked Jim for keeping the board informed and up to date on community events.

J. Arnold inquired about ticket sales for the family Literature Day event at the MacLab Theatre. Carla responded that the library has received twenty tickets and our youth program staff have been distributing them. Tickets are free through Ticket Pro and everyone including babies must have one for the performance.

DATE OF NEXT MEETING: Regular Monthly Board Meeting  
Wednesday, February 21, 2018

**MOTION TO ADJOURN:**

**MOTION 09-2018**

R. Wintersgill moved to adjourn the meeting at 5:33 pm.

**MOTION CARRIED**

  
Adrienne Braithwaite, Chairperson

  
Linda McLean, Recording Secretary

Date: Feb. 21, 2018