

HEADINGLEY LIBRARY BOARD MEETING
FEBRUARY 18, 2016

MINUTES

1. CALL TO ORDER: 4:42 pm. Present: Bonnie Brown, Deborah Thorlakson, Barb Evans, Bonnie Leullier, Marilyn Bayrak, Jim Robson, Marly Mustard. Absent: Sylvia Shettler. Bonnie Leullier was welcomed as a new member of the Board.
2. MINUTES: January 25, 2016 were circulated. Motion to adopt: B. Evans. Seconded: M. Bayrak. CARRIED.
3. LIBRARIAN'S REPORT
 - a. Library statistics report has been reformatted to include all items that are required for provincial reporting. New items are: Facebook, Instagram and Twitter posts, interlibrary loans broken down into sent and received and programing attendance.
 - b. 6 new memberships in January 2016, 2 of which were non-resident. Also had 9 non-resident renewals.
 - c. Overdue fines letters will be sent out in near future.
 - d. A mailing was done of non-resident membership fees in arrears. About ten letters were sent.
 - e. New hire: 1 new student employee. Classification: Library Clerk. Her focus will be on the children's area and assisting with programing.
 - f. Children's programing: there is now a phone app that allows librarians to check out books while doing offsite programing.
 - g. Children's section: inventory has now been completed. There are no longer any books in tubs or bins. The collection is now ready to move downstairs. Librarians are sourcing 50+ children's books registered in the system but not found on the shelves.
 - h. Adult books: some weeding has been done. Relabeling is still in process. Bonnie will be providing training to staff re Dewey Decimal System.
 - i. Renos: progressing well. Crew completing shelving. Next is carpeting. Greg Tohms feels it will be finished in the very near future. LED lighting to be installed both downstairs and up. Elevator will arrive the week of March 7. It is expected to take 7 to 10 days to insall.
 - j. Furnace: broke down this week. Sevice was called and a fan motor replaced. Library was closed for a day and a half in order to complete this process and reheat the building.
4. FINANCIAL REPORT
 - a. No Province of Manitoba tech grant as yet. Bonnie Brown is going to look into this.
 - b. Major increase in magazine expenses. Additional magazines were ordered and there were a lot of renewals. Renewal due dates are going to be moved up to September.
 - c. Salary expenditures are up. Bonnie has more hours, overlapping shifts have been added and there is a new library clerk.

- d. Credit Union Balances: chequing: \$25,626.84. Savings: \$8,746.55. Non-resident fees are now being deposited into chequing instead of savings.
- e. A request was made for a photocopy of the Credit Union statement to be included in the financial report paperwork for every meeting.

MOTION to adopt the financial report as presented: D. Thorlakson. Seconded: B. Leuiller. CARRIED

5. DRAFT BUDGET

- a. Draft budget was discussed and approved for submission to the RM.
- b. Budget to be sent to RM at Bonnie Brown's earliest possible convenience. MOTION to adopt budget as presented: D.Thorlakson. Seconded: B. Evans. CARRIED

6. NEW BUSINESS

- a. Salary increases for designated staff.
- b. Note made to invite council members to view the completed new children's area before the official opening.

MOTION that staff increases be retroactive to January 1, 2016 subject to budget approval by the RM. B. Leuiller. Seconded: D. Thorlakson. CARRIED

- 7. DATE OF NEXT MEETING: March 21, 2016. 4:30 p.m. at the library.
- 8. ADJOURNMENT: 5:51 p.m.