

**THE PAS REGIONAL LIBRARY BOARD MEETING**

**February 12, 2013**

**MINUTES**

**PRESENT:** Jeannie Lajambe                      Shawn Sexsmith                      Warren Hicks  
              Jim Scott                                Lauren Wadelius                     Irene Lemaire  
              Bruce Maclean                              Marg Lees                              Alexis Young (Youth Councillor)

**REGRETS:** Irene Lemaire

**1. CALL TO ORDER**

**1.0 ADOPT AGENDA**

**MOVED / SECOND / CARRIED.**

**1.1 MINUTES OF November 13, 2012**

**MOVED / SECOND / CARRIED.**

**2. CORRESPONDENCE/INFORMATION:**

**2.1 REVENUE NOVEMBER 2012:** \$8,442.56 (includes grants of \$5,934.16)

**2.2 REVENUE DECEMBER 2012:** \$232.58 (deposit was made after Dec 31)

**2.3 REVENUE JANUARY 2013:** \$3,008.68

**2.4 EXPENSES NOVEMBER 2012:** \$2,972.89

**2.5 EXPENSES DECEMBER 2012:** \$46,736.03 (year end bills)

**2.6 EXPENSES JANUARY 2013:** \$18,295.08

THAT the expenses for November, December and January be approved.

**MOVED / SECOND / CARRIED.**

**2.7 ADMINISTRATOR'S REPORT**

See attached

**3. OLD BUSINESS:**

**3.1 WINDOWS**

Nothing further.

**3.2 WALL IN ANNEX**

Wall has been completed.

### **3.3 GRANTS & DONATIONS**

Received the following grants and donations:

1. Technology Grant 2013: \$4,084.16
2. Daphne Lutes Donation: \$1,000.00
3. All Charities: \$100.00
4. Arts Program Grant: \$1,000.00 (\$750 advanced)

### **3.4 WEBSITE**

Rob Helstrom (UCN) is going to work on our site. He has been extremely busy with the UCN website.

### **3.5 COMPUTERS**

We have a new internet watch program, a new server has been installed, a new printer for the internet station and a new computer in Lauren's office. There have been some glitches, however we seem to be over most of that and everything is working at this time.

### **3.6 MOISTURE**

Hopefully the Town will test the basement in the spring as the moisture creeps back in. If not resolved may need to take money out of the Millenium fund and get reimbursed from the Town. Humidifier needs to be plummed into sewer system. Town is currently developing their maintenance budget.

### **3.7 LIGHTS**

Discussed at the budget meeting with the Town regarding money allotted last year to fix the lights.

### **3.8 BUDGET 2013**

Budget was presented to the Town of The Pas in January. To present to R.M.

### **3.9 CUSTODIAL CONTRACT**

Renewed for another year at the same cost.

### **3.10 ARTS PROGRAM**

We have started the arts program for children and it filled up quickly. The first session is for ages 5-8 running for 3 weeks (2 sessions per week). This will occur monthly with different age groups and art sessions to run.

## **4. NEW BUSINESS:**

### **4.1 OCN**

Proposal was sent to Lori Lathlin, Councillor for OCN, with a copy sent to the Town and the RM. No feedback yet. PLS is aware of the potential partnership.

**4.2 ACCOUNTING SOFTWARE**

Auditors wanted a change to way things are categorized in our books; we have installed new software and some of the categories will change for 2013.

**4.3 FEBRUARY IS I LOVE TO READ MONTH**

We are having a draw for people who take out books. We also have “take a book on a blind date” which has been getting some buzz and is very well-received.

**4.4 TRAPPERS FESTIVAL**

To discuss with directors re: use of annex space.

**4.5 UPCOMING EVENTS**

Amy Bradt has become our new storyhour teacher. She is assisting me with our upcoming children’s programs. Costs should mostly be covered by the Moffat Fund grant.

February 23: iPad information sharing session (Marg Lees)

March 2: Seussapaloosa

March 23: Easter party (pictures with the Easter Bunny)

April 13: Diary of a Wimpy Kid writing/cartooning

Week of April 22-24: Fine Arts Festival display in annex of children’s art

**4.6 POLICY FOR VENDORS**

We carry many items on commission for other people. It was suggested by the auditors that we have a policy in place, indicating how long we will keep items for, how many different things we can carry, etc. Lauren will bring ideas to the next meeting.

**4.7 ADMINISTRATOR’S CONTRACT – RENEWAL**

THAT the administrator’s contract be renewed as per the request retroactive to January 2013.

**MOVED / SECOND / CARRIED.**

**5. NEXT MEETING:**

March 12, 2013 at 7 p.m.

**6. ADJOURNMENT**

8 p.m.

**THE PAS REGIONAL LIBRARY  
ADMINISTRATOR'S REPORT  
NOVEMBER 2012 – JANUARY 2013**

CIRCULATION for November, 2012: 4,073 (e-books: 184)

CIRCULATION for December, 2012: 3,198 (e-books: 288)

CIRCULATION for January, 2013: 3,268 (e-books: 261)

**PATRON COUNT**

November, 2012: 4,675 (4,470 in library; 205 at events)

December, 2012: 3,290 (3,163 in library; 155 at events)

January, 2013: 3,647 (3,527 in library; 120 at events)

**MEMBERSHIPS**

November

Town of The Pas (new)	15
Town of The Pas (renew)	8
RM of Kelsey (new)	4
RM of Kelsey (renew)	3
Non-Resident (new)	1
Non-Resident (renew)	2
<i>Total</i>	<i>33</i>

December

Town of The Pas (new)	11
Town of The Pas (renew)	7
RM of Kelsey (new)	5
RM of Kelsey (renew)	1
Non-Resident (new)	0
Non-Resident (renew)	1
<i>Total</i>	<i>25</i>

January

Town of The Pas (new)	19
Town of The Pas (renew)	33
RM of Kelsey (new)	4
RM of Kelsey (renew)	1
Non-Resident (new)	1
Non-Resident (renew)	2
<i>Total</i>	<i>60</i>

**INTERNET USE**

November: 233 hours purchased.

December: 67 hours purchased.

January: 304 hours purchased.