

**THE PAS REGIONAL LIBRARY BOARD MEETING**  
**January 14, 2014**  
**MINUTES**

**PRESENT:** Jeannie Lajambe, Irene Lemaire, Bruce McLean, Marg Lees, Marion Jenkins

**REGRETS:** Warren Hicks, Jim Scott

**1. CALL TO ORDER**

**1.1 ELECTION OF OFFICERS**

- (a) **Chairperson – Jeanne Lajambe**
- (b) **Vice Chairperson – Irene Lemaire**
- (c) **Secretary – Marg Lees**
- (d) **Treasurer - Position left open**

**1.2 BOARD MEMBERS**

According to the Public Libraries Act, councils are supposed to re-appoint/appoint board members at their first council meeting of each year, and they should be staggered so they don't all expire in the same year. Lauren will request they renew any that are up in the next year.

**Board renewal requests (one to 2015, one to 2016)**

**RM of Kelsey:**

- Warren Hicks, appointment to expire January 31, 2015;
- Jeanne LaJambe, appointment to expire January 31, 2016.

**Town of The Pas:**

- Irene Lemaire, appointment to expire January 31, 2016;
- Marg Lees, appointment to expire January 31, 2015.

**THAT the Library Administrator will ask the Town and RM of Kelsey for the above renewals.**

**MOVED / SECOND / CARRIED**

**1.3 ADOPT AGENDA**

**MOVED / SECOND / CARRIED**

**1.4 MINUTES OF November 12, 2014 – motion to approve**

**MOVED / SECOND / CARRIED**

**1.5 ADMINISTRATOR'S REPORT – attached**

- (a) Bob Lagace suggested for electrical issues
- (b) Suggest looking into email notifications for overdue items to save on postage
- (c) Lauren will be researching new computers for patrons
- (d) Customer satisfaction survey mandatory by the Province; staff has implemented suggestions already – very good tool to keep up with what people want.

**2. CORRESPONDENCE/INFORMATION:**

**2.1 FINANCIAL REPORT and motion to approve**

**THAT the financial report be approved as presented.**

**MOVED / SECOND / CARRIED**

**2.2 LIVING WITH STROKE COMMITTEE – Letter received thanking the Library for donating the space for the Living with Stroke series.**

**3. NEW BUSINESS:**

**3.1 Writer in Residence**

Exploring a grant to have a writer in residence (Lauren Carter) for 2014. If successful, would be able to have Lauren facilitate workshops and presentations, etc. Grant is due in March.

**3.2 Devon Park**

It was brought to my attention that groups are running extension cords from our exterior plugs on the north side of the building to the Park in order to use our power for their events (such as a DJ booth, bouncy castle, etc.). I have contacted the Town to make sure that they let people who ask to use it know that this is not acceptable. If asked to use it, what is our response? Should there be a charge?

Discussion – request donations as our hydro bills are high. Develop a policy for usage. Policy to be drafted by Lauren and circulated to the Board for approval.

**3.3 Motion to meet electronically**

**THAT the Board may meet electronically and conduct its business through electronic media, including approval of motions.**

**MOVED / SECOND / CARRIED**

**3.4 YEAR END STATS**

Patron count, circulation stats provided. Decreases in circulation of 11%. Increases in services in the following areas:

Internet Use	17% increase
Annex rentals	34 % increase
Book fines	10% increase
Non-resident memberships	42% increase

### **3.5 ANNUAL REPORT**

Circulation decreasing possibly due to electronic options. Encouraging entry into the library by other formats.

## **4. OLD BUSINESS:**

### **4.1 BUDGET**

Discussion.

**THAT the 2014 Budget be presented to the Town of The Pas and the RM of Kelsey as presented/amended.**

**MOVED / SECOND / CARRIED**

### **4.2 STAFF CONTRACTS**

Contracts for all staff, including CUPE and Administrator, are up for renewal. Nothing further from Union yet.

**5. NEXT MEETING: Tuesday, February 11, 2014 at 6:00 p.m**

**6. ADJOURNMENT – 8:15 p.m.**