

**THE PAS REGIONAL LIBRARY BOARD MEETING**  
**January 20, 2015**  
**MINUTES**

**1. CALL TO ORDER: 6:40 PM**

**1.1 ADOPT AGENDA**

*THAT the agenda be adopted as presented.*

**MOVED / SECONDED / CARRIED**

**1.2 MINUTES OF December, 2014 – motion to approve**

*THAT the minutes of December 2, 2014, be approved as presented.*

**MOVED / SECONDED / CARRIED**

**2. CORRESPONDENCE/INFORMATION:**

**2.1** Renewal of board memberships – Marg Lees, Marion Jenkins, Warren Hicks. Marg Lees and Marion Jenkins have consented to remain on the Board; Lauren to ask Warren Hicks if he is willing to sit on the Board for another term.

**2.2** Audit – questions about why the Town claims all of the library expenses when there are 3 funders. Discussion of Collins Barrow's explanation; need further clarification.

*ACTION: M. Jenkins to ask Dion Bird at Collins Barrow for more information.*

**3. OLD BUSINESS:**

**3.1 WRITER IN RESIDENCE**

Call is out for writer for 2016. Lauren Carter is away until the end of February; paperwork is being completed for 2016.

**3.3 PRISON LIBRARY**

Met with Marlene Rumak early January. Will meet with program director, Vienna Ford, next week. Positive response. Lauren will visit corrections to see layout.

**3.4 ANNEX ENTRANCE - GATE**

Contacted Town about having engineer assess plan to push out wall. Have had no response yet. Back door is broken. Received a quote from Kelsey Glass. Hopefully we are able to replace with a door that will be flush to the wall and gated bars would not be required.

**3.5 PROBLEMS IN LIBRARY**

Continues. Intoxicated people not allowed in – staff is now consistently telling them to leave. Drinking outside still an issue (Lauren picked up listerine, hairspray and XXX bottles this weekend.)

**3.6 ALARM**

Lauren spoke with Eric at the Town. The personal alarm was tested when the new system was installed last year. It does work; alarm company will send response to RCMP immediately. Any staff working alone for any period of time are to wear it. Lauren will contact Sound Innovations to do alarm test.

**4. NEW BUSINESS**

**4.1 STAFF**

Keith Paquette left. Hired new Library Assistant, Bev Bastien. Lauren has been training her the past 2 weeks.

Interviewed for new Page. Will offer position today and training to begin as soon as child work permit arrives. Brendan's last day is Friday.

**4.2 BUDGET**

Draft budget 2015 presented. Won't have 2014 year end settled until all bills come in. Unanticipated surplus comes from increased revenue and decreased staff expenditures due to full time positions both being altered mid-year.

*THAT the presented budget be received as information.*

**MOVED / SECONDED / CARRIED**

**4.3 ADMINISTRATOR'S CONTRACT**

*THAT the Board accept the proposed contract renewal.*

**MOVED / SECONDED / CARRIED**

Extremely happy with services provided. The Board appreciates the interest generated to encourage young people's participation. Recognize extra duties that Lauren has assumed to keep the Library running smoothly.

**5. NEXT MEETING: February 10, 2015 at 6:30 p.m.**

**6. ADJOURNMENT 8:00 p.m.**