

**THE PAS REGIONAL LIBRARY BOARD MEETING**  
**June 17, 2014**  
**MINUTES**

**PRESENT:** Jeannie Lajambe, Marg Lees, Marion Jenkins, Warren Hicks, Bruce McLean, Lauren Wadelius

**REGRETS:** Jim Scott, Irene Lemaire

**1. CALL TO ORDER: 6:45 PM**

**1.1 ADOPT AGENDA**

*THAT the agenda be adopted as presented.*

**MOVED / SECONDED / CARRIED**

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

*THAT the minutes of April 15, 2014 be approved as presented.*

**MOVED / SECONDED / CARRIED**

**1.3 E-MEETING OF MAY 1, 2014 – motion to approve**

*THAT the minutes of May 1, 2014 be approved as presented.*

**MOVED / SECONDED / CARRIED**

**1.4 FINANCIAL REPORT and motion to approve**

*THAT the financial report for April, 2014 be approved.*

**MOVED / SECONDED / CARRIED**

*THAT the financial report for May, 2014 be approved.*

**MOVED / SECONDED / CARRIED**

**2. CORRESPONDENCE/INFORMATION:**

**2.1 ADMINISTRATOR'S REPORT – questions if any**

Board support for attendance at library conferences more appropriate to our situation. Lauren will look at what other areas offer.

**2.2 Manitoba Trustees Association – May 21, 2014**

Request for article. Lauren will write article including writer-in-residence and Iron Chef.

**2.3 Public Library Services – May 7, 2014**

Requesting feedback on Proposed Customer Service Standard. Lauren provided feedback. We may need to develop policies in the future to comply with the Accessibility for Manitobans Act.

**3. OLD BUSINESS:**

**3.1 WRITER IN RESIDENCE**

Received \$10,000 Grant – Lauren Carter to begin in September. We are planning it at this time.

**3.2 MOFFAT FAMILY FUND**

Our grant was approved and we have received \$8,000 to fund children's programs for the Library.

**3.3 STAFF CONTRACTS**

Monday, June 23 at 6:30 pm

**3.4 BASEMENT**

Still not fixed. Difficult problem to resolve without major renovations. Will keep watch on the moisture issue.

**3.5 WINDOWS**

All installed. Front window was broken about 2 weeks after installation. No protection over the glass (was requested). Window was replaced today, with protection placed over top. I have requested that protection be put over the annex entrance window before that is broken as well.

**3.6 LIGHTS**

Town plans to replace high bay lights in library. Waiting from some information from electrician. Plan to replace last two weeks of August.

**3.7 AUDIT**

Motion to approve.

*THAT the audit be approved as presented.*

**MOVED / SECONDED / CARRIED**

**4 NEW BUSINESS**

**4.1 STAFF**

Kristin Nolan is on maternity leave. Brendan Buchko is also on leave for the summer, and Shannon Renn has given her notice as her family is moving. Amy Bradt is away until September but will take Kristin's maternity leave at that time and continue with Storyhour/Parent & Me. I had to quickly replace most of the staff (with the exception of

myself and Keith!) and have hired a summer library assistant, Rhaea McInnis and 2 new pages, Fallon Wadelius and Lindsay Bernstrom. We have been in training mode for the past month now so everyone should be in place by the end of June when we lose both of our seasoned Pages.

#### **4.2 ANNUAL REPORT**

Motion to approve.

*THAT the Annual Report for 2013 be approved as presented.*

**MOVED / SECONDED / CARRIED**

#### **4.3 EXAM INVIGILATION POLICY**

Motion to approve.

*THAT the Exam Invigilation Policy be adopted as amended.*

**MOVED / SECONDED / CARRIED**

#### **4.4 PRISON LIBRARY**

I have had some discussions with representatives from the Manitoba Prison Library Committee and the Public Library Services for the Province. We were hoping to set up a small library in The Pas Corrections Centre, however the feedback from the Centre has not been favourable. They do not believe it will be of benefit because the people who are incarcerated there do not treat the books responsibly. This was disappointing as I believe there is some value to it, especially with literacy tools. I will look at refreshing their shelves with some of our discards instead.

#### **4.5 MANITOBA ARTS NETWORK – TOURS**

While at the Libraries conference, I connected with the Manitoba Arts Network and have arranged for two art shows to display here. July – *A Sad Sort of Clean*, and in November – *For the Love of Craft*. The Pas Arts Council has agreed to pay for advertising for these 2 shows.

#### **4.6 CIRCULATION DESK AREA**

The staff has been concerned for quite a while about the set up of their work area; we have finally come up with a solution that we believe will benefit staff and patrons. I have ordered proper desks and a good bookcase. The current desks and cupboards will come out and we will have the new desks situated so staff is facing the front and can see and interact with customers with ease. The desks they currently have are much too small to do their work on, so they are sitting at angles that are causing them discomfort. This should hopefully rectify the issues.

#### **4.7 SUMMER MONTHS**

Due to the huge turnover in staff at this time and the fact that we are still training, we are not in a position to run a summer reading program this year. We will not have the manpower.

**4.8 ANNEX RENTAL**

I have made an arrangement with Elections Manitoba to use the annex over the summer for the by-election. We have no rentals at this time in July and August, so it works perfectly that they will rent it. The rate is \$2,250 monthly; I am not sure how long they will be in there, but I am assuming both months. At any rate, this is a great income for the Library.

**4.9 WINTER HOURS**

I would like to propose that in September, our winter hours be Monday to Friday, 10 am to 6 pm and Saturday, 1 to 5 pm, for the following reasons:

- (a) Staff who usually work the Wednesday evening shifts have told me that very few people use the library between 6 and 8 pm. We have had more staff than patrons on occasion. Most people can make it in between 10 and 6. (before work, lunch breaks, after work, Saturday, etc.)
- (b) We are the only business/facility in the downtown area that is open in the evenings, which may also explain why traffic is very light.
- (c) With the changes in staff, I do not have anyone to cover that shift at this time. Due to the low usage, I do not wish to have to make alternate arrangements with staff to cover this shift, or hire extra staff. I do not have a Library Assistant available for this shift. Keith's permanent hours are until 6:15 pm and Amy is only hired as part time 9 am-2 pm as she is also required to do the morning children's programs and assist me with evening and weekend programs when necessary.

For the above reasons, I would request that the Board approve our hours of operation to be changed to Monday to Friday, 10 am to 6 pm and Saturday, 1-5 pm.

**4.10 BOARD MEMBER – IRENE LEMAIRE**

Resigning due to personal reasons.

*THAT an invitation be extended to Jennifer Hrabarchuk to replace Irene Lemaire on the Board for the length of Irene's term (January 31, 2015)*

**MOVED / SECONDED / CARRIED**

**5. NEXT MEETING: September 9, 2014 at 6:30 p.m.**

**6. ADJOURNMENT**

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