

**THE PAS REGIONAL LIBRARY BOARD MEETING  
MINUTES – March 14, 2017**

**PRESENT:** Jeannie LaJambe, Jennifer Hrabarchuk, Bonnie White, Bruce Mclean, Andrew Forward, Kristin Fenner.

**1. CALL TO ORDER**

- a. Adopt agenda  
**MOVED / SECONDED / CARRIED**
- b. Minutes of January 2017, motion to approve.  
**MOVED / SECONDED / CARRIED**
- c. Financial report, December 2016, January 2017, February 2017 – motion to approve.  
**MOVED / SECONDED / CARRIED**

**2. CORRESPONDENCE / INFO**

- a. Administrator's Report (see attached)
- b. Incidents
  - Snow day – alarm went off. Door not shut tight when KF left; patron walked in and alarm set off. RCMP dispatched.
- c. Board governance info (Binders)
  - Provided to board members for review

**3. OLD BUSINESS**

- a. Environmental Scan Survey – submitted
- b. Budget 2017 – nothing yet
  - Advance from Town approved (Andrew F.)
  - RM meeting is Thursday, March 15 (Bruce M)
  - Suggestion to volunteer for Chase the Ace
  - Discussion re approaching OCN for financial support
  - Payroll - Discussion re RM of Kelsey, Collins Barrow, library do own payroll?
- c. Employee contracts – work in progress
- d. Regional Library Agreement – sent to RM

- e. Lauren medical leave
  - Return to work March 15
  - Medical leave in May
  - Priority for Bev and Kristin to be trained on admin duties

#### **4. NEW BUSINESS**

- a. Administrator's contract - renewal
  - Discussion.
- b. Summer Holidays
  - Discussion re coping with vacation times.
- c. Iron Chef
  - Bruce M. to donate \$100 to Iron Chef Jr. (May)

**NEXT MEETING: April 11, 6:30 p.m.**

**ADJOURNMENT:**

**MOVED / SECONDED / CARRIED**