

**THE PAS REGIONAL LIBRARY BOARD MEETING
November 12, 2013
MINUTES**

PRESENT: Bonnie White Jeannie Lajambe Marg Lees
Lauren Wadelius Irene Lemaire
Warren Hicks Jim Scott

REGRETS: Bruce MacLean

1. CALL TO ORDER

1.1 ADOPT AGENDA

THAT the agenda be adopted as presented.

MOVED / SECOND / CARRIED

1.2 MINUTES OF September 23, 2013 – motion to approve

THAT the Minutes of September 23, 2013 be approved as presented.

MOVED / SECOND / CARRIED

1.3 ADMINISTRATOR’S REPORT – questions if any

2. CORRESPONDENCE/INFORMATION:

2.1 FINANCIAL REPORT and motion to approve

THAT the financial report be approved as presented.

MOVED / SECOND / CARRIED

4. NEW BUSINESS:

4.1 TOWN REQUEST RE FINANCIAL REPORTS

Town would like the following reports done monthly:

- The library to provide monthly financial statements to the town consisting of a balance sheet and income statement with columns for month actual, ytd actual, annual budget, variance, and prior year actual.
- The income statements to show 3 separate areas – general operating, other grants, and the millennium fund
- The income statement to show a new line for “transfer from surplus” in the income section

- Deferred revenue from prior year to be shown on income statement
- Budget for 2014 to show additional information – a two year budget(2014 and 2015), columns for 2011,2012,2013 actuals, 2013 budget, 2014 budget, 2015 budget
- Patron count for ytd and comparison with last year

Will require motion from the Board to direct the Administrator to change our accounting reporting to the Town and to provide all of the requested documentation. Discussion required.

THAT the Administrator will provide to Tom Kobar, Town of The Pas, a copy of the monthly financial report in the format that is prepared for the Board (and attached to the minutes) after approval of the financial report by the Board.

MOVED / SECOND / CARRIED

3. OLD BUSINESS:

3.1 BOARD MEMBERS

Request for change to agreement received from the Town; waiting for the RM.

3.2 BUDGET

Still being worked on. Town is requesting a 2015 budget to be done up as well which will require much more thought. The Budget Committee will meet on November 21 at 6 p.m.

3.3 STAFF CONTRACTS

Contracts for all staff, including CUPE and Administrator, come up for renewal on December 31, 2013. The Budget Committee will review the contracts.

3.4 CHRISTMAS HOURS

Decision on hours for Christmas – Motion required.

THAT the Library observe the following hours during the Christmas and New Year season:

December 24 – 28: Closed
December 30: Open
December 31: Closed
January 1: Closed

MOVED / SECOND / CARRIED

3.5 CHRISTMAS PARTY

The Library staff and Board Christmas party will be held December 15 from 1:30-3:30 p.m. at the Legion.

5. NEXT MEETING: December 10 at 6:30 p.m.

6. ADJOURNMENT: 8:01 p.m.