

**WETASKIWIN PUBLIC LIBRARY  
REGULAR BOARD MEETING**

DATE: April 24<sup>th</sup>, 2018  
TIME: 4:45  
LOCATION: Wetaskiwin Public Library  
CHAIRPERSON: Bill Elliot  
Present: Bill Elliot, Lindsay Urkow, Jeff Harper, Rachelle Kuzyk, Christine Hutchinson, Pamela Ganske, Patricia MacQuarrie, Deb Lentz, Michelle Loov  
  
Excused: Justin Cuffe, Timothy Bolivar  
Absent:

**1. Approval of Agenda**

MacQuarrie moved that agenda be approved. Motion carried.

**2. Approval of March 20<sup>th</sup>, 2018 meeting minutes**

Urkow moved that minutes be approved. Motion carried.

**3. Old Business**

**3.1. Outdoor space**

We are waiting on a few letters of support for the CIP Grant. We were too late to apply for the Green Space grant that Deb had found, but we could still apply for it next year. The balance owing on the outdoor space is \$19000.00. ATT Play is willing to defer the payment until later this year. The quote they gave us includes 'wood' carpet, 2 years maintenance, install and assembly.

To make space more appealing we will likely also need fencing, trees, grass (sod or seed), tables or benches

Harper moves to approve construction and funds. Motion carried.

**3.2. Book Drop**

The director of Parkland Regional Libraries and Kevin contacted Rachelle and asked to have a key to our drop box. Parkland is technically a regional library not a public library. They have been riding Sarah's coattails and duplicating services that we are offering.

Should we give them a key?

Options:

- a) No key, they can set up their own drop box at Samson
- b) See if Parkland is willing to set up their own drop box in Samson and then we each trade a key so that each library has access to both drop-boxes to be able to pick up their own materials.

Loov moves that Bill and Rachelle compose an email and discuss option (b) with Parkland and Kevin. Motion Carried

**3.3. Budget**

Discuss in finance committee update

**4. New Business**

**4.1. Patron complaint re: youth noise in library**

Possible Solutions:

- a) Teen zone between certain times
- b) Make meeting room a quiet space
- c) Power outlets to other spaces in the library (Friends might be able to fund this)
- d) If teens are being too loud or rowdy they could be kicked out of the library for a week as a first offence/warning

MacQuarrie moves that Rachelle and Bill respond to the email. Motion carried

MacQuarrie moves that the meeting room be used as a quiet space when not in use for programs, booked for exams or rented out. Motion carried

Harper moves that we check in the budget and look into outlet feasibility in other areas of the library. Motion carried.

#### 4.2. Air quality

Rachelle hired person to test air quality at the library. They found that some areas of the library have higher mold quantities. When the building next door came down, particles likely went into our air system. Jerry from the city is setting up a quote for a full system clean up. Is this our expense or the landlord's expense? Elliot suggests we should consider looking into getting the carpets cleaned as the removal of them in schools has proven to be positive on the health of the students.

Urkow moves to ask Administration to look into air quality in the library. Motion carried.

#### 4.3. Staff remuneration

Reviews of employee positions happens next year, we would like ours reviewed to see if we are comparable. We would like our rates to go up and see if our job classifications can be changed.

MacQuarrie motions to table this topic. Motion carried.

#### 4.4. Fines and fees

We have had a cut to our operating budget of \$10000. We need to make up the money by reviewing our fine rates in order to cover some of the shortfall.

	Current Rate:	New Rate:
Books	0.25 ¢ per day up to \$20.00	0.35¢ per day up to \$20.00
Audio	1.00 ¢ per day up to \$20.00	\$1.50 per day up to \$20.00
Room Rental	\$25 for the first two hours and \$10 for every hour after including equipment	\$25/hour for a max of \$150/day, equipment rental is an additional \$25
Exam Invigilation	\$25 per exam	\$40 per exam

Lenz moves that the new rates be put into place. Motion carried.

#### 4.5. Cards at Pe Sakastew Centre

It is a correctional healing lodge with low risk men, Sarah currently visits them but the residents do not take out items to borrow from the library. If the facility wants to have cards for the residents we should discuss with them signing a form of exclusivity to our library, the deliveries of books to the facility will only happen as long as we still have funding for the Indigenous Programming.

LooV motions that accounts be created for residents as long as funding is there and exclusivity signed. Motion carried.

Rachelle wants to shift staff around to be able to keep Sarah as a permanent employee and hire two part-time staff later this year. There is room in the budget because of staffing changes and lower wages.

MacQuarrie motions to accept the staff update. Motion carried

### 5. Committee reports

Next meeting will be longer and include supper to fully discuss the reports from each committee.

#### 5.1. Finance Committee

Our reserve is \$49000

WCB rates are lower now

Does the library get a GST rebate? YRL is GST exempt so we should be as well.

Ganske said she would look into this.

\$10000 was added to the revenue side of the budget which is essentially a \$10000 cut.

There was a YRL surplus so the library has \$5000 to spend on books with YRL

### **5.2. Plan of Service/Policy Committee**

Completely rewriting policies and repealing old policies and introducing new books.

Rachelle wants to look into an attendance policy/absenteeism policy

### **6. Manager of Library Services Report (Kuzyk ~ attached)**

When the report is sent out everyone can read it, if there are questions they can be discussed at the meeting.

### **7. Correspondence**

Friends Correspondence: The Friends are planning a Terrarium Night at BTLP on June 14<sup>th</sup>. Tickets will be \$60 and \$15 of the ticket goes towards the library. There will be a max of 60 people.

### **8. Parking Lot**

### **9. In-Camera**

### **10. Next meeting date: May 15<sup>th</sup> 2018**

Harper will be absent next meeting

### **11. Adjournment**

Lenz motions to adjourn meeting at 6:25 PM. Motion carried

Chairman: Bill Elliot

Recording Secretary: Christine Hutchinson

Date: April 24<sup>th</sup>, 2018