

Wetaskiwin Public Library Regular Board Meeting

Date: January 17, 2017

Time: 4:30 pm

Location: Wetaskiwin Public Library

Chairperson: June Boyda

Present: June Boyda, Patricia MacQuarrie, Ashley Goode, Deb Lentz, Lindsay Urkow, Tamara Alberg, Rachelle Kuzyk (via video)

Excused: Jeff Harper

Absent:

Boyda called the meeting to order at 4:30 pm.

1. Approval of Agenda

Lentz moved to approve the agenda as amended. Carried.

2. Approval of minutes of October 18th, 2016 meeting

MacQuarrie moved to approve minutes. Carried.

3. Old Business

3.1 Survey Update

233 surveys completed so far, with almost 6,000 people reached on Facebook with the survey link (so they are aware of it). Two weeks remain to complete the survey before the results are tallied.

3.2 PLSB/YRL funding – project update

Rachelle is hoping the funding will be renewed eventually so as to continue the project. No suitable applicants for the position have been found at this point in time.

3.3 March training session

Lentz asked how many new board members joined the library board this year. Boyda responded with none as of yet. Lentz suggested that the board workshop with Ken Faser be kept for now in case new members do come on before March. The board agreed.

3.4 Bereavement resource section in library

Boyda asked if the library should hold an open house when the bereavement/grief section of the library has been set up so as to increase public awareness. The board agreed.

Lentz said she could also request material donations for the section so the library didn't need to cover the cost of the entire section.

4. New Business

4.1 Membership Renewals

Rachelle stated that achieving an accurate count can be tricky because many people don't make it in to renew their memberships before they expire (and running a count wouldn't include the expired memberships whose cardholders intend on coming in within the month to renew). Rachelle mentioned we can set a date to purge inactive memberships so as to achieve a more accurate count. The board suggested a one year window to allow renewal before the membership is permanently deleted.

Rachelle suggested that we create a policy where the membership will no longer expire, but only become inactive with one year of non-use (and will then be deleted).

Goode moves that Rachelle updates the card membership schedule (B) to include the new information about membership inactivity as discussed above. Motion carried.

4.2 Social Media

Currently the library has it's own Facebook and Twitter accounts (managed in-house). The Community Development Manager has requested administrator access to the library's social media accounts. Rachelle told this person she would need to bring it to the board first. Rachelle is worried that censure could occur if the City was given access to the library's social media accounts, not to mention the fact that the library is supposed to operate autonomously (as per the Libraries Act). The board agreed with Rachelle's opinion.

MacQuarrie moves that the Wetaskiwin Library Board draft a social media policy. Motion carried.

5. Committee Reports

5.1 Finance Committee

5.1.1 Update

If the City has amalgamated the two separate budgets, then the Library is running at a surplus. No questions on 2017 budget at this time.

Next Meeting: TBD

5.2 Plan of Service/Policy Committee (MacQuarrie)

5.2.1 Update

No updates at this time.

Next Meeting: TBD

5.3 Public Relations/Fundraising Committee (Urkow)

5.3.1 Update

No updates at this time.

Next Meeting: TBD

6. Manager of Library Services Report

Boyda asked if weeding of the materials takes place because of space constraints. Rachelle said no, materials are weeded due to lack of use. If the material was purchased prior to 2015 and is not circulating at all, then it will be put away for the book sale.

Urkow moved to accept the report as presented. Motion carried.

7. Friends Report

The Friends had a meeting last week and are committed to fundraising for library events.

Goode asked Alberg if the Friends volunteer opportunity had been published on the City website yet (as it had been discussed last meeting). Alberg said she wasn't sure but that she would look into it.

8. Correspondence

9. Parking Lot

10. In-camera

10.1 Personnel

Lentz moved that the board move in-camera at 5:08 pm. Motion carried.

Goode moved that the board move out of camera at 5:14 pm. Motion carried.

11. Next meeting date: February 21, 2017

MacQuarrie motioned to adjourn at 5:14 pm. Motion carried.