

**WETASKIWIN PUBLIC LIBRARY
REGULAR BOARD MEETING**

DATE: March 20th, 2018
TIME: 4:45
LOCATION: Wetaskiwin Public Library
CHAIRPERSON: Jeff Harper
Present: Justin Cuffe, Patricia MacQuarrie, Lindsay Urkow, Jeff Harper, Deb Lenz,
Rachelle Kuzyk, Timothy Bolivar, Christine Hutchinson
Excused: Bill Elliot, Michelle Loov, Pamela Ganske
Absent:

Harper called meeting to order at 4:42 PM

1. Approval of Agenda

Macquarrie moved that agenda be approved. Motion carried.

2. Approval of Feb 20th, 2018 meeting minutes

Urkow moved that minutes be approved. Motion carried.

3. Old Business

3.1. Maskwacis Book Drop

The book drop has been set up at the mall in Maskwacis and is being used. Sarah picks up the books a couple days a week. The books are back dated to the last pick up date. A visit log is maintained.

3.2. Patron Complaints

- a) Claimed Returned Items: In response to a previous patron email Christine created a Claimed Returned form for staff to fill out in order to keep track of when the item was thought to be brought back and staff check the forms and look on shelves for item.
- b) Physical card conundrum: A patron decided to go 'plastic free' and no longer has their physical card. She wanted to be given her barcode number so she could add it to her cell phone and have it digitally. Staff cannot give out patron barcode numbers, patrons are required to have the physical card or digitally on their phone(Added by themselves when they are given their card). The Trac Pac app has been discontinued and no longer hosts patron account information

4. New Business

4.1. Grant Application

CIP Grant is due April 15, we are applying for \$30000-35000, matching playground.
Bolivar motions approval. Motion carried

4.2. Easter Weekend

Do we stay open or close on Saturday March 31, 2018?
Board voted to stay open. Motion carried

5. Committee reports

5.1. Finance Committee

No report

5.2. Plan or Service/Policy Committee

Set a work plan.
Look in to technology attendance (conference calling) to meetings
YRL update: they are significantly under budget and a summary report will be sent out.

5.3. ADHOC

No report

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

See attachment

7. Correspondence

8. Parking Lot

9. In-Camera

10. Next meeting date: April 17th, 2018 at 4:45

11. Adjournment

Urkow motions to adjourn meeting at 5:30 PM. Motion carried.

Chairman: Jeff Harper

Recording Secretary: Christine Hutchinson

Date: March 20th, 2018