

**MINUTES -- THE PAS REGIONAL LIBRARY
APRIL 14, 2009**

PRESENT: Bonnie White Jeanne LaJambe Sue Bilinski
 Leif Isfeld Warren Hicks Carol Ham

GUESTS: Shawn Sexsmith Kevin DeVlieger

REGRETS: Conrad Ziehlke Marg Lees

1. LIBRARY ADMINISTRATOR'S REPORT

1.1 AGENDA

M / S / C Jeanne LaJambe / Sue Bilinski

THAT the agenda be adopted as circulated.

1.2 MINUTES OF MARCH 17, 2009

M / S / C Sue Bilinski / Warren Hicks

THAT the minutes of March 17, 2009 be adopted as circulated.

1.3 BILLS FOR THE MONTH OF MARCH 2009

M / S / C Jeanne LaJambe / Warren Hicks

THAT the payment of bills for March 2009 be ratified in the amount of \$22,808.08.

1.4 CIRCULATION AND REVENUE FOR THE MONTH OF MARCH 2009

Circulated as information.

1.5 PATRON COUNT – MARCH 2009

Five thousand one hundred forty-nine (5,149) people through our doors in twenty-six (20) working days. One hundred ninety-eight (198) people per day.

2. CORRESPONDENCE/INFORMATION:

2.1 MEMBERSHIPS – MARCH 2009

22 The Pas - New
32 The Pas - Renewals
8 RM of Kelsey - New
3 RM of Kelsey - Renewals
0 Cranberry Portage - New
0 Cranberry Portage - Renewals
3 Non-resident - New
5 Non-resident - Renewals
0 Temporary

Memberships March 2009 – 73

2.2 INTERNET USE – MARCH 2009

Four hundred thirty-six (**436**) Internet hours were purchased during the month of January.

2. CORRESPONDENCE/INFORMATION continued:

2.3 ARTIFACT CONTEST

Winners of our second Artifact contest were Claire Andrusiak and Pamela Tonn. The artifact was an Automatic Knitting Machine, on loan from the Sam Waller Museum. Another artifact will arrive shortly.

2.4 AUTHOR - MATT JACKSON VISITED THE PAS – APRIL 7TH.

Matt Jackson, author of “The Canada Chronicles” and editor of “I sold my gold tooth for gas money”, “Mugged by a moose”, “I learned Kung Fu from a bear cub” and “A beaver is eating my canoe”, made The Pas one of his stops on his tour of Northern Manitoba. Matt held a reading at MBCI on Tuesday afternoon, and a public presentation at UCN at 7:00pm, April 7th. Matt’s PowerPoint presentation covered areas from the West Coast of Vancouver Island to Confederation Bridge; and from Arizona to Baffin Island. It was amazing!

The Pas Arts Council paid Matt’s accommodation and advertising, UCN covered the cost of the public reading and the library covered the cost of posters and meals. A great partnership.

2.5 WII GRAND OPENING

Held at 12:00 Noon on Thursday, March 26, 2009. Mayor Herb Jacques narrowly beat Reeve Rod Berezowecki at bowling. Several seniors attended and stayed to play for 3 hours!

Since the grand opening, the seniors have come in regularly on Wednesday mornings to use the Wii. It is still new to the general public, use has been sporadic.

North-West Regional Library, Swan River, borrowed a Wii from one of the staff and held a Wii afternoon and evening during Spring Break.

2.6 PARKLAND REGIONAL LIBRARY 2008 ANNUAL REPORT

Circulated as information.

2.7 NORTH-WEST REGIONAL LIBRARY 2008 ANNUAL REPORT

Circulated as information.

2.8 MANITOBA ASSOCIATION OF LIBRARY TRUSTEES 2009 SALARY SURVEY

Circulated as information

2.9 FIRE SAFETY INSPECTION APRIL 2009

Richard Paetzold, Deputy Fire Chief for the Town of The Pas conducted a Fire Safety inspection April 7, 2009. Deficiencies noted have been corrected.

2.10 MANITOBA LIBRARY TRUSTEES ASSOCIATION (MLTA)

Information regarding membership discussed. Board agreed not to join at this time.

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2. CORRESPONDENCE/INFORMATION continued:

2.11 STAFFING

Library Assistant:

Laura Meikle-Sokolosky has submitted her resignation effective May 31, 2009. Administrator would like to hold off filling this position or restructuring Library Assistant positions until the new Administrator has been hired.

Library Administrator: Ad is running in Opasquia Times April 3, 8, and 17, with a closing date of April 24th. Bonnie White, Warren Hicks, Leif Isfeld and Carol Ham will conduct interviews. Tentative date for interviews: May 9, 2009.

2.12 CANADA BOOK WEEK

Canada Book Week is April 19-25, 2009. Canada Book Day is April 23, 2009. To celebrate, Pajama Tales are being planned for Wednesday, April 22, 2009.

2.13 AUDIT

Joy Matechuk of Haugen Morrish Angers is currently working on the audit for The Pas Regional Library. The audit is required to apply for the 2009 Provincial grant as well as a grant for the automatic door – see new business.

3. OLD BUSINESS:

3.1 ARCHIVE SHELVING

Letter sent to Benevolent and Protective Order of Elks regarding funding for archive shelving. Ron Skokun will check and advise. Carol will call for update.

3.2 DISPLAY CASE – UPDATE

Quote received from Eric Lavallee \$3,315.20. (Eric's Woodworking 623-7507) Quote will be discussed with Walter Krivda.

Bro-Dart cost (77" x 36" x 18", locking & lighted) is \$2,479.00 plus taxes and shipping. Carr McLean – no unit available.

M / S / C Warren Hicks / Jeanne LaJambe

Moved to withdraw \$3,315.20 from the Millennium Fund to cover costs of display cabinet from Eric's Woodworking. When monies are received from Walter Krivda, these monies will be returned to the Millennium Fund.

3.3 MAPLIN 3 – WEB SERVER ISSUE

L4U were advised in early March that if the z39.50 problem could not be resolved, we would have to explore other library software. The inability to be z39 compliant will disqualify our library for technology funding.

3. OLD BUSINESS continued:

3.3 MAPLIN 3 – WEB SERVER ISSUE continued:

An email was received from L4U stating that the Education Division President, Operations Manager, General Sales Manager and the Technical Support Manager are all working to resolve this problem. A deadline of April 5, 2009 has been set by L4U to either provide an alternative z39.50 product or improve the current L4U Platinum z39.50 agent. Emails have been sent to L4U with no response.

A pilot project for Spruce, library freeware, is being tested in the Morden, Winkler and Altona libraries. This may be an option for us. Maintenance costs would be similar to what we are paying now. In order for our library to qualify for the Technology Funding, our library software must be z39 compliant by December 31, 2009.

3.4 THE PAS & DISTRICT ASSESSMENT & RESOURCE SERVICE

The Town of The Pas has recently signed an agreement with The Pas & District Assessment & Resource Service. Through this agreement, Town employees and their families can access counseling and referral services, as part of an employee assistance plan, through this agency. The Town of The Pas and their employees cost share this service.

Fee is \$50.00 per year per full-time positions and \$25.00 per year per part-time positions. Library currently has nine staff; three full-time and 6 part-time. Total fee would be \$300.00 plus GST (315.00). The provision of EAP services to library staff falls in line with the contract recently signed by Town employees.

Board requested that Carol take this to the staff to check if employees are interested.

Carol presented a letter from staff indicating that they are in agreement that this would be beneficial if it were it made available and requesting the Board take this under consideration.

M / S / C Jeanne LaJambe / Warren Hicks

Move to provide EAP at no cost to employees for one-year.

3.5 BOARD APPOINTMENT REQUEST(S)

Marg Lees: Appointed to Library Board for a one-year term at the March 18, 2009 Town Council meeting. A copy of the letter sent to Marg Lees received.

Shawn Sexsmith: Letter sent to Town of The Pas March 25, 2009, requesting that Shawn be appointed for a one-year term. No response as of April 14, 2009. Shawn has been invited to attend the April 14, 2009 Board meeting. Leif Isfeld said this would be addressed at the next Council meeting.

Kevin DeVlieger: Sue Bilinski has been in contact with Kevin regarding the Library Board. Kevin has indicated an interest and has been invited to the April 14, 2009 Board meeting.

Board requested Carol send a letter to the Town of The Pas requesting Kevin DeVlieger be appointed to The Pas Regional Library Board.

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3. OLD BUSINESS continued:

3.6 MICROFILM READER/PRINTER

University College of the North (UCN) recently purchased a new microfilm reader/printer. Their previous reader/printer, which they purchased for approximately \$6,000.00 was water damaged. The unit had been repaired and it does work. However, there is still some damage to the circuitry. Stan Gardner, Librarian UCN, suggested a purchase price of \$500.00 - \$600.00.

Microfilm Reader/Printer – picked up from UCN. They did not know where the software was at the time of pick up and have since found it. Staff will test and provide recommendations to the Board.

4. NEW BUSINESS:

4.1 MISSION STATEMENT

The Pas Regional Library's Mission Statement reads "We believe in the freedom to read, to learn, to discover". Suggest we shorten it to "Freedom to read, to learn, to discover".

Board agreed to shorten Mission Statement.

4.2 AUTOMATIC ENTRY DOORS

Information has been received regarding a Small Projects Enabling Accessibility Grant. This grant funds projects up to \$50,000.00. Matching funds are not required, but do strengthen the application.

Carol contacted Grant King, Town Maintenance who advised he would like to be kept in the loop, but did not have time to work on this project. Grant did caution that the entire entrance should be looked at to ensure the project is done correctly.

Carol met with representatives from Northern Timber and Vincent Anderson, Town Engineer. Vincent will try to locate blueprints and see if he can have a plan for the front entrance drawn up.

Deadline for the application is May 4, 2009.

4.3 NATIONAL VOLUNTEER WEEK

April 19-25, 2009 is National Volunteer Week. The library has purchased small gifts of appreciation for their volunteers, including the Library Board.

4.4 MANITOBA PUBLIC LIBRARIES – GOVERNANCE AT A GLANCE

This item was tabled for review in 2009. To be reviewed at next Board Meeting.

Board-Fit Series – received from Public Library Services April 14, 2009. Distributed as information.

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4. NEW BUSINESS continued:

4.5 BOMB THREAT – POLICY

Copies of samples policies distributed at March 17th Board meeting.

Carol to draft a sample policy for review, discussion and adoption.

5. OTHER BUSINESS:

5.1 COMMUNICATION

Board recommended that Carol contact the new CAO for the Town and invite him to our next Board meeting.

6. NEXT MEETING: Tuesday, May 12, 2009 7:00 pm

7. ADJOURNMENT

M / S / C Jeanne LaJambe / Leif Isfeld

THAT the meeting be adjourned at 9:15pm.

Respectfully submitted by,

Sue Bilinski
Secretary