

**MINUTES -- THE PAS REGIONAL LIBRARY
DECEMBER 10, 2008**

PRESENT: Bonnie White Jeanne LaJambeRon Skokun
 Cathy Gardiner Sue Bilinski Carol Ham

REGRETS: Conrad Ziehlke Warren Hicks

1. LIBRARY ADMINISTRATOR'S REPORT

1.1 AGENDA

M / S / C Cathy Gardiner / Jeanne LaJambe

THAT the agenda be adopted as circulated.

1.2 MINUTES OF November 18, 2008

M / S / C Cathy Gardiner / Ron Skokun

THAT the minutes of November 18, 2008 be adopted as circulated.

1.3 BILLS FOR THE MONTH OF OCTOBER 2008

M / S / C Jeanne LaJambe / Sue Bilinski

THAT the payment of bills for November 2008 be ratified in the amount of \$21,908.97.

1.4 CIRCULATION AND REVENUE FOR THE MONTH OF NOVEMBER 2008

Circulated as information.

1.5 PATRON COUNT – NOVEMBER 2008

Four thousand nine hundred ninety-four (4,994) people through our doors in 24 working days.
Two hundred eight (208) people per day.

2. CORRESPONDENCE/INFORMATION:

2.1 MEMBERSHIPS – NOVEMBER 2008

22 New resident memberships
22 Resident renewals
8 New RM memberships
9 RM renewals
0 New Cranberry Portage
0 Renewal Cranberry Portage
0 New non-resident memberships
3 Non-resident renewals
3 Temporary membership

Total Memberships November 2008 – 67

2.2 INTERNET USE – NOVEMBER 2008

Four hundred eight (**408**) Internet hours were purchased during the month of November.

2. CORRESPONDENCE/INFORMATION continued:

2.3 OPERATION CHRISTMAS CHILD

The library was a collection depot for Operation Christmas Child. Pat Tonn advised that 409 boxes were shipped from The Pas this year!

2.4 POWER OUTAGE

Power outage, evening of December 9th, destroyed our computer switch. Fortunately we had a backup, which was installed by Adam Noel, Gene's Telecom. Library up and running by 11:00 am.

2.5 MTS INTERNET ABUSE

The library received an email from MTS All Stream regarding a complaint from AOL.com regarding an email sent from our account. New signage put up in Internet area.

3. OLD BUSINESS:

3.1 ARCHIVE SHELVING

Letter sent to Benevolent and Protective Order of Elks regarding funding for archive shelving. Ron Skokun advised that the Elks have not met yet, but will probably meet in the New Year.

3.2 DISPLAY CASE - UPDATE

The contractor hired to build the display case is moving out of town. Keith has approached Walter Krivda regarding the purchase of a display case from Bro-Dart – copy attached. No news as of November 18th.

3.3 MANITOBA PUBLIC LIBRARIES – GOVERNANCE AT A GLANCE

Tabled to February 2009.

3.4 WILD CARDS BOOKMARK PROMOTION

The Pas Regional Library signed an agreement with Wild Cards to distribute 6,000 bookmarks. The library was paid .01 per bookmark (\$60.00).

3.5 BOMB THREAT – POLICY

Reg Erickson, Safety Officer for the Town of The Pas, forwarded a sample policy for our review. Tabled to February 2009.

3.6 MAPLIN 3 – WEB SERVER ISSUE

Problems with our Web Server have not yet been resolved. David Christensen, Consultant at Public Library Services is working with L4U to resolve.

3.7 CRANBERRY PORTAGE

Sue Bilinski delivered three boxes of books to Cindy Smadella for circulation at Frontier Collegiate Library. Cindy advised that the graphic novels were receiving great circulation. Frontier's Book Club toured our library December 10, 2008.

Cindy and Carol to prepare community mail out to inform residents of Cranberry Portage of services available.

3. OLD BUSINESS continued:

3.8 CRANBERRY PORTAGE continued:

Information regarding joint use sent to Dodie Johnston, Principal, Frontier Collegiate – no updates at this time.

3.9 RURAL LIBRARY TECHNOLOGICAL SUSTAINABILITY (RLTS) GRANT

Grant of 4,064.04 received through the Town of The Pas. As directed, the following purchases have been made:

- 52” Samsung LCD TV
- Samsung BluRay DVD
- Speakers
- Cables
- Nintendo Wii
- Wii Fit
- Wii Sports
- Super Mario Galaxy
- Rock Band
- Big Brain
- Super Smash Brothers
- Dance Dance Revolution
- Controllers, Nunchuks, additional dance pad, additional guitar, charge station, remote jacket

Total spent: \$4,059.76. Technology funds remaining: \$4.28.

3.9 COMPUTERS REQUIRED

As directed, a letter was sent to Town Council requesting permission to use Reserve funds to purchase computers. Council passed resolution 311-08 on December 3, 2008, authorizing the transfer of \$3,964.00 Reserve funds.

As directed, the following was purchased:

- 3 computers c/w 22”LG monitors
- 2 – 22” LG monitors for Circulation Desk
- 1 – 17” Acer TravelMate 7720 laptop
- 1 carry case

3.10 NEW ENTRANCE DOOR WITH AUTOMATIC OPENER

A quote has have been received from A-1 Doors. Grant King has requested a quote from Kelsey Glass. Funds from our Christmas raffle will go towards costs.

Wayne Huculak advised that we could apply to Manitoba Community Services for this project.

Grant King will request this as a 2009 Capital Project.

3. OLD BUSINESS continued:

3.11 L4U RENEWAL

As directed, our L4U Maintenance agreement and Check Marc have been renewed to January 8, 2010 at a cost of \$1,255.33.

3.12 CHRISTMAS PARTY

The Library Board, staff and guests are invited to a Christmas Party at The Pas Regional Library, Annex, on Saturday, December 20th, anytime after 5:00pm. Bring a snack, mocktails, coffee/tea/hot chocolate will be provided.

3.13 MICROFILM READER

Replacement of our microfilm reader was discussed at the November meeting. Carol will work with Public Library Services to pursue appropriate equipment. Board requested that Carol contact the Museum to explore conversion of material and grants available.

4. NEW BUSINESS:

4.1 BUDGET TO ACTUAL

Reviewed. Carol has received a quote from Calvert Painting for painting the Library Annex. A quote was also requested from Jack Mitchell on November 28th. No quote received as at December 10th.

M / S / C Cathy Gardiner / Jeanne LaJambe

THAT the library waive requirement for 2nd quote on painting of Annex and proceed with Calvert Painting as successful bidder.

4.2 PROPOSED BUDGET 2009

Reviewed and discussed.

M / S / C Cathy Gardiner / Jeanne LaJambe

THAT effective January 1, 2008, all monies generated from Internet use, will be considered as operation money and put in the general account.

M / S / C Cathy Gardiner / Ron Skokun

THAT the 2009 budget be accepted as amended.

4.3 WII POLICY

Reviewed, discussed and revised.

M / S / C Jeanne LaJambe / Cathy Gardiner

THAT the Wii Policy be accepted as amended.

4. NEW BUSINESS continued:

4.4 FURNISHINGS/CARPET – LIBRARY ANNEX

Request to purchase furnishings from Carr McLean for the Library Annex.

M / S / C Sue Bilinski / Jeanne LaJambe

THAT the library purchase 4 – L71-641, chairs with arms; 3 L71-640, chairs without arms, colour – Arctic Blue; and 3 tables L71-642 from Carr McLean.

Request to purchase 3 – 3’ x 10’ mats, same style and type as mats in Main Library, in red, for the Wii play area.

M / S / C Sue Bilinski / Jeanne LaJambe

THAT the library purchase 3 – 3’x 10’ red mats for the Wii play area.

Furnishings and mats will be paid from the Millennium Fund.

4.5 WII CABINET

Carol has asked Orville Pettit for a quote to build a locking cabinet.

TV and speakers will stand on top of the cabinet with the VCR, BluRay, Wii and Will equipment in lockable drawers.

Board requested that Carol contact Kelsey Glass to see what type of protection could be placed in front of the TV.

Carol to email Board with costs of cabinet and protective screen when received.

4.6 WII GRAND OPENING

Grand opening for Wii will be held once everything is in place. Estimated date: late January or early February.

5. OTHER BUSINESS:

None

6. NEXT MEETING: January 13, 2009 (tentative)

Carol to check with Town for date of Budget presentations and email Board with new meeting date.

7. ADJOURNMENT

M / S / C Cathy Gardiner / Sue Bilinski

THAT the meeting be adjourned at 9:20 pm.

Respectfully submitted by,

Sue Bilinski
Secretary