

**MINUTES -- THE PAS REGIONAL LIBRARY  
JANUARY 20, 2009**

**PRESENT:** Bonnie White                      Jeanne LaJambe  
                  Conrad Ziehlke                Sue Bilinski                      Carol Ham

**REGRETS:** Ron Skokun                      Warren Hicks

**1. LIBRARY ADMINISTRATOR'S REPORT**

**1.1 AGENDA**

**M / S / C**            Jeanne LaJambe / Conrad Ziehlke

**THAT** the agenda be adopted as circulated.

**1.2 MINUTES OF December 10, 2008**

**M / S / C**            Jeanne LaJambe / Conrad Ziehlke

**THAT** the minutes of December 10, 2008 be adopted as circulated.

**1.3 BILLS FOR THE MONTH OF DECEMBER 2008**

**M / S / C**            Jeanne LaJambe / Sue Bilinski

**THAT** the payment of bills for December 2008 be ratified in the amount of \$25,686.91.

**1.4 CIRCULATION AND REVENUE FOR THE MONTH OF DECEMBER 2008**

Circulated as information.

**1.5 CIRCULATION STATISTICS 2008**

Circulated as information.

**1.6 CIRCULATION COMPARISON 2006 - 2008**

Circulated as information.

Carol advised that Flin Flon wanted to do something different for the May Reading Challenge in 2009. Programs discussed. Board suggested we challenge our community to meet or beat the previous year, include schools in the challenge, host a community BBQ to celebrate achievements and incorporate the Wii in the rewards.

**1.7 PATRON COUNT – DECEMBER 2008**

Three thousand six hundred fifty-seven (3,657) people through our doors in 22 working days. One hundred sixty-six (166) people per day.

**1.8 PATRON COUNT 2008**

Fifty-seven thousand eight hundred nineteen (57,819) people through our doors in 281 days. An average of two hundred six (206) people per day.

**2. CORRESPONDENCE/INFORMATION:**

**2.1 MEMBERSHIPS – DECEMBER 2008**

19	New resident memberships
23	Resident renewals
2	New RM memberships
12	RM renewals
0	New Cranberry Portage
0	Renewal Cranberry Portage
1	New non-resident memberships
5	Non-resident renewals
0	Temporary membership

**Total Memberships December 2008 – 62**

**2.2 MEMBERSHIPS 2008**

Town of The Pas	- 56.34% have active memberships
RM of Kelsey	- 33.44% have active memberships
Cranberry Portage	- 18.66% have active memberships

**2.3 INTERNET USE – DECEMBER 2008**

Three hundred forty-seven (347) Internet hours were purchased during the month of December.

**2.4 ALL CHARITIES DONATION**

An all charities donation in the amount of \$97.28 was received January 9, 2009. This donation had been forwarded to an agency, however the cheque was returned. The donor was contacted and requested that the donation be forwarded to The Pas Regional Library. Thank you letter sent.

**2.5 BUDGET PRESENTATION – TOWN OF THE PAS**

Carol Ham and Sue Bilinski presented the 2009 Operating and Capital budget to the Town of The Pas on Monday, January 12, 2009.

**2.6 BUDGET PRESENTATION – RM OF KELSEY**

Carol Ham and Jeanne LaJambe presented the 2009 Operating budget to the RM of Kelsey on Thursday, January 15, 2009.

**2.7 NATIONAL FAMILY LITERACY DAY**

Pajama Tales planned for Tuesday, January 27, 2009 to celebrate National Family Literacy Day.

**2.8 KELSEY SCHOOL DIVISION 2<sup>ND</sup> ANNUAL PRE-SCHOOL FAIR**

Kelsey School Division is holding their second annual Pre-School Fair on Friday, February 6, 2009, from 10:00am to 2:00pm, at the old SAAN store in the Uptown Mall. Jeanne LaJambe and Carol Ham will enter a booth for the library.

**2. CORRESPONDENCE/INFORMATION:**

**2.9 ARTIFACT DONATED TO LIBRARY**

An artifact was donated to the library by Myra Hiebert. The artifact is on display in a display case in the main library. From January 14 to February 14, 2009, the library is running a contest for patrons to identify the artifact; what is it, what is it used for, where is it from? Once the deadline has passed, we will post what the item is, what it is used for and where it is from. Prize will be issued to the individual(s) with the most accurate guess.

**2.10 MUSEUM LIBRARY PARTNERSHIP**

The Sam Waller Museum has agreed to make artifacts available to the library for display and ongoing contests.

**2.11 STAFFING**

Stacy Huculak has been offered a Library Assistant Term position, February 3 – May 2, 2009. This term position was created to provide additional coverage while Laura Meikle-Sokolosky is on maternity leave. Laura is scheduled to return to the library in May 2009.

**3. OLD BUSINESS:**

**3.1 ARCHIVE SHELVING**

Letter sent to Benevolent and Protective Order of Elks regarding funding for archive shelving. No news on our request.

**3.2 DISPLAY CASE - UPDATE**

Quote requested from Darrell Baschak – no quote received, moved.

Quote requested from Eric Lavallee. Carol met with Eric in December, discussed measurements and specifics. Eric will provide a quote; unable to work on project until spring.

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

**3.3 MANITOBA PUBLIC LIBRARIES – GOVERNANCE AT A GLANCE**

Tabled to February 2009.

**3.4 BOMB THREAT – POLICY**

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

**3.5 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. OLD BUSINESS continued:**

**3.6 CRANBERRY PORTAGE**

Circulation statistics received January 19<sup>th</sup> from Cindy Smadella, Librarian, Frontier Collegiate, indicate a considerable increase in circulation with the new block rotation of books.

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

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

**3.7 MTS INTERNET ABUSE**

The library received three emails from MTS All Stream regarding complaints from AOL.com regarding an email sent from our account. One computer in the Internet area was found to have several viruses. Gene's Telecom removed the viruses. To-date, no further complaints have been received.

**3.8 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.

**3.9 WII POLICY AND WAIVER**

At the December 10, 2008 Library Board meeting, the Wii policy was adopted as amended.

Policy and waiver reviewed, amended and adopted as a work in progress, subject to change.

**3.10 FURNISHINGS/CARPET – LIBRARY ANNEX**

Furniture has been ordered from Carr McLean. Delivery anticipated by the end of January. Carpets have been received from Applifast Inc. Note: furniture arrived January 21, 2009.

**3.11 WII CABINET**

Orville Pettit has provided a quote in the amount of \$1,200.00 to build a lockable cabinet to store the VCR, BluRay, Wii and Wii equipment in lockable drawers. Cabinet will be 42" high by 8' long by 24" deep. TV and speakers will stand on top of the cabinet. Delivery anticipated by the end of January. Board agreed to operate Wii without a Lexan screen. To be reviewed again in three (3) months.

**3.12 WII GRAND OPENING**

Grand Opening for the Wii will be held during Trappers' Festival. Date and time of opening will be confirmed once availability for Premier and Minister of Culture, Heritage and Tourism has been set. Invitations will be extended to Director, Public Library Services, Consultants, Public Library Services, Mayor and Council, Reeve and Council, Chief and Council, other libraries and the general public.

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**4. NEW BUSINESS:**

**4.1 BOARD RESIGNATION**

Cathy Gardiner's term expired December 2008. A note of resignation was received in January. Board directed the Administrator to send a letter to the Town notifying of Cathy Gardiner's resignation and recommendation to appoint Marg Lees.

**4.2 MANITOBA LIBRARY CONSORTIUM**

Bonnie White, Library Board Chairperson, received a letter from the Manitoba Library Consortium requesting that The Pas Regional Library Board consider becoming members of the Manitoba Library Consortium Inc. (MLCI).

After discussion, Board decided to purchase memberships with Manitoba Library Consortium Inc. as well as the Manitoba Library Association for \$100.00 each.

**M / S / C** Jeanne LaJambe / Conrad Ziehlke

**THAT** the library purchase memberships with both the Manitoba Library Consortium Inc. (MLCI) as well as the Manitoba Library Association (MLA) for \$100.00 each.

**4.3 LIBRARY BOOK BAGS**

Administrator stated that very few book bags, from the 2006 purchase, were left and that more should be ordered. Shipping costs on the 2006 purchase were quite high.

The Board recommended that the Administrator check with local suppliers for costs.

**5. OTHER BUSINESS:**

None

**6. NEXT MEETING: February 10, 2009, 7:00 pm**

**7. ADJOURNMENT**

**M / S / C** Cathy Gardiner / Sue Bilinski

**THAT** the meeting be adjourned at 9:45 pm.

Respectfully submitted by,

Sue Bilinski  
Secretary