

**MINUTES -- THE PAS REGIONAL LIBRARY
MARCH 17, 2009**

PRESENT: Bonnie White Jeanne LaJambe Ron Skokun
 Conrad Ziehlke Warren Hicks Carol Ham

REGRETS: Sue Bilinski

1. LIBRARY ADMINISTRATOR'S REPORT

1.1 AGENDA

M / S / C Ron Skokun / Conrad Ziehlke

THAT the agenda be adopted as circulated.

1.2 MINUTES OF JANUARY 20, 2009

M / S / C Jeanne LaJambe / Warren Hicks

THAT the minutes of January 20, 2009 be adopted as circulated.

1.3 BILLS FOR THE MONTH OF JANUARY 2009

M / S / C Conrad Ziehlke / Ron Skokun

THAT the payment of bills for January 2009 be ratified in the amount of \$11,965.56.

BILLS FOR THE MONTH OF FEBRUARY 2009

M / S / C Warren Hicks / Conrad Ziehlke

THAT the payment of bills for February 2009 be ratified in the amount of \$35,852.62.

1.4 CIRCULATION AND REVENUE FOR THE MONTH OF JANUARY AND FEBRUARY 2009

Circulated as information.

1.5 PATRON COUNT – JANUARY 2009

Four thousand five hundred sixty-five (4,565) people through our doors in 26 working days.
One hundred seventy-six (176) people per day.

PATRON COUNT – FEBRUARY 2009

Four thousand two hundred ninety (4,290) people through out doors in 22 working days. One hundred ninety-five (195) people per day.

2. CORRESPONDENCE/INFORMATION:

2.1 MEMBERSHIPS – JANUARY 2009	MEMBERSHIPS - FEBRUARY
2009	
28 The Pas - New	43 The Pas - New
21 The Pas - Renewals	24 The Pas - Renewals
10 RM of Kelsey - New	5 RM of Kelsey - New
12 RM of Kelsey - Renewals	18 RM of Kelsey - Renewals
0 Cranberry Portage - New	0 Cranberry Portage - New
0 Cranberry Portage - Renewals	0 Cranberry Portage - Renewal
1 Non-resident - New	1 Non-resident - New
5 Non-resident - Renewals	3 Non-resident - Renewals
1 Temporary	0 Temporary
Memberships January 2009 – 78	Memberships February 2009 - 94

2.2 INTERNET USE – JANUARY 2009

Three hundred fifteen (315) Internet hours were purchased during the month of January.

INTERNET USE – FEBRUARY 2009

Four hundred nine (409) Internet hours were purchased during the month of February.

2.3 DONATION – TRUE VALUE HARDWARE

True Value Hardware recently stopped carrying scrapbook material. They donated card stock, card stock shelving, stickers, trimmers and more to the library. These will be used in a wide variety of programs. A charitable tax receipt has been issued.

2.4 OPERATION RED NOSE

Operation Red Nose has had another successful season in The Pas. Our in kind donation of photocopy and fax service, totaled \$208.00.

2.5 KELSEY SCHOOL DIVISION 2ND ANNUAL PRE-SCHOOL FAIR

Kelsey School Division's second annual Pre-School Fair was held in the old SAAN store in the Uptown Mall, from 10:00am to 2:00pm on Friday, February 6, 2009. Jeanne LaJambe and Carol Ham entered a booth for the library. More than 300 children and their parents/caregivers attended this event. It was a huge success.

2.6 ARTIFACT CONTEST

Winners of our first Artifact contest were Ted Green and Carl Nepinak. The artifact was a Bagishu Ceremonial Head Dress from Uganda. Our second artifact contest features an item on loan from the Sam Waller Museum. Deadline to enter is April 1, 2009. We have received good participation.

2.7 STAFFING

Tyson Barbeau has been hired as our new Library Page and began work on February 19, 2009.

2. CORRESPONDENCE/INFORMATION continued:

2.8 FEBRUARY - I LOVE TO READ MONTH

Winners of our “I love to Read” draw were:

- | | |
|----------------------|-------------------|
| - Sherri Olson | - Tanya Pidskalny |
| - Cailey Salisbury | - Matthew Miller |
| - Lydia Greenleaf | - Pat Scott |
| - Patricia Sanderson | - Shaynese Harder |
| - Vi Profit | - Rob Gemmill |

Children between the ages of 2 – 12 took out 1,138 items during I Love to Read month!

2.9 AUTHOR - MATT JACKSON VISITING 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”, is touring Northern Manitoba in early April. Readings are scheduled at MBCI the afternoon of April 7th and at UCN at 7:00pm that evening. The Pas Arts Council is assisting with accommodation and advertising for this event.

2.10 RONALD MCDONALD VISITING THE PAS – JUNE 16TH.

Correspondence has been received regarding a Northern Manitoba tour for Ronald McDonald. The date has been set as June 16th; time and type of event not yet known.

2.11 WII – INFORMATION SESSION

The Pas Golden Age group attended a Wii Information session on Wednesday, February 4, 2009. They are very interested and appear keen to start using the Wii.

2.12 AGE FRIENDLY AWARENESS DAY

The Pas Age Friendly advisory committee is holding an Age-Friendly Awareness Day on Wednesday, March 18, 2009 at The Pas Regional Library.

At 10:00 am the day will kick off with a wheelchair challenge where special guests will have a mission to perform in a wheelchair. The public is encouraged to stay and enjoy some refreshments and Wii in the Library Annex from 10:00am to 1:00 pm.

A visual presentation of the Wellness Centre will be conducted from 1:00-3:00pm.

2.13 MANITOBA LIBRARY TRUSTEES ASSOCIATION NEWSLETTER

Circulated as information

2.14 WILDCARDS – BOOKMARKS

Wildcards approached us to partner in their newest campaign with Citizen and Immigration Canada, regarding individuals new to Canada. Our library received 84,000 bookmarks for distribution and will receive \$500.00 for distributing them. 10,500 bookmarks have already been distributed to schools in The Pas and Cranberry Portage; Town of The Pas, RM of

Kelsey and the LUD office in Cranberry Portage. These bookmarks are also being used by the Library as date due cards.

2. CORRESPONDENCE/INFORMATIONcontinued:

2.15 LIBRARY BOOK BAG

We have developed a new library book bag as a fundraiser. 100 bags were purchased from 4imprint and will be sold for \$15.00 per bag.

2.16 RURAL LIBRARY COOPERATIVE TECHNOLOGY GRANT

In February 2009, the Province sent out information regarding a rural library cooperative technology grant. This grant is to involve or promote cooperation between rural Manitoba public libraries. Deadline for applications was March 2, 2009. Digitization of Northern material (photos/newspapers) was discussed with PLS Consultants. However, project was not ready for submission prior to deadline. Our library will look at this for 2010.

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 had not met for many months. He will talk to Alfred McDonald. Cost will be approximately \$2,000.00.

3.2 DISPLAY CASE – UPDATE

Quote requested from Eric Lavallee. Eric advised quote should be ready shortly; 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.

Carol has talked to Mr. Krivda regarding his promised donation and has offered a charitable tax receipt.

3.3 MAPLIN 3 – WEB SERVER ISSUE

Problems with our Web Server have come to a head. L4U believed this was a MAPLIN problem and David Christensen, Consultant at Public Library Services advised the problem is with L4U. An independent test of our web server was conducted by Ken Kuryliw of Red River North Library. Ken advised that he could open the port, see the Web server, but could not search our library file. The web server shut down each time with “connection closed by client”.

Carol contacted L4U in early March and advised that if we could not resolve the problem within 30 days, we would have to explore other library software as the inability to be Z39 compliant will disqualify our library for technology funding.

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 for L4U to either provide an alternative z39.50 product or improve the current L4U Platinum z39.50 agent.

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3. OLD BUSINESS continued:

3.8 BOARD RESIGNATION/APPOINTMENT REQUEST

As per Board direction at the January 20, 2009 Library Board meeting, a letter was sent to the Town of The Pas advising of Cathy Gardiner's resignation and requesting that Marg Lees be appointed to the Board. (Letter sent January 23, 2009.) Carol contacted Randi Salamanowicz, Town Clerk, regarding status of request. Randi advised on March 2, that the request would go to the Committee of the Whole on Monday, March 9, 2009 and to Council for appointment on Wednesday, March 18, 2009. Randi advised that we had discussed this, but she did not receive the letter. Copy of letter faxed to Randi Salamanowicz on March 10, 2009.

4. NEW BUSINESS:

4.1 LIBRARY MASCOT

Two libraries in Manitoba have mascots Red River North (Selkirk/St. Andrews) have a cat called "Rita Book"; Steinbach has a dog called "Page Turner". These mascots have been met with much enthusiasm in their communities and are used regularly. Ken Kuryliw, Red River North Library stated that Rita Book had 22 bookings during February "I love to Read" month.

Our library has explored several options. We are interested in pursuing "Barry Goodbooks".

The Board decided this was not possible with the present budget. Possibly for future consideration.

4.2 THE PAS & DISTRICT ASSESSMENT & RESOURCE

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.

4.3 SALARY INCREASE – ADMINISTRATOR

Salary increases for Union staff took effect January 1, 2009.

M / S / C Warren Hicks / Conrad Ziehlke

THAT the Administrator be given a 5% increase, retroactive to January 1, 2009.

4. NEW BUSINESS continued:

4.4 MANITOBA LIBRARY ASSOCIATION (MLA) CONFERENCE

Manitoba Library Association in conjunction with Public Library Services (PLS) are presenting a Spring Conference “Future Generations: Evolving Services” May 6-9 in Winnipeg. PLS will provide a travel subsidy of 75% of travel costs for libraries North of the 53rd.

Workshops May 6:	From Desk to Web: Building the Reference Desk	125.00
	RDA Workshop	175.00
Conference May 7-9:	Registration	225.00
	Accommodation (5 nights)	722.40
	Accommodation (4nights) (577.92)	
	Mileage (1200 km x 39.4)	472.80
	Meals	221.00
	Meals (5 days) (181.00)	
	Total	1941.20
	Mileage reimbursement	<u>-354.60</u>
	Total	1586.60
Recommendation:	Send 1 staff – Keith Paquette	
	Attend Conference May 7-9 only	
	1 night accommodation, meals, May 6 registration	<u>-484.48</u>
		1102.12

Budget 2009 Workshops: 1200.00

The Board decided not to send anyone to the MLA Conference. Not enough information applicable to our library for the cost.

4.5 MICROFILM READER/PRINTER

University College of the North (UCN) has recently purchased a new microfilm reader/printer. Their previous reader/printer, which they purchased for approximately \$6,000.00 was water damaged. They had the unit 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.

Carol spoke with Stan Gardner and arranged to try the unit at our library for a period of time. Carol to pick up.

4.6 MANITOBA PUBLIC LIBRARIES – GOVERNANCE AT A GLANCE

This item was tabled for review in 2009. Tabled to next meeting.

4.7 BOMB THREAT – POLICY

Copies of samples policies distributed for review. Tabled to next meeting.

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5. OTHER BUSINESS:

5.1 RESIGNATION – LIBRARY ADMINISTRATOR

Carol Ham advised the Board that she intends to resign effective August 19, 2009.

6. NEXT MEETING: Tuesday, April 14, 2009 7:00 pm

7. ADJOURNMENT

M / S / C Ron Skokun / Jeanne LaJambe

THAT the meeting be adjourned at 8:45pm.

Respectfully submitted by,

Jeanne LaJambe
A/Secretary